

# ***EXHIBIT B***



## BOARD OF TRUSTEES

### Bylaw, Policy, and Curriculum Committee Agenda Items

**To:** Board of Trustees  
**From:** Office of the President  
**Date:** December 3, 2014

The following Bylaw, Policy, and Curriculum Committee items are recommended to the Ocean County College Board of Trustees for approval at its meeting on **Monday, December 8, 2014:**

1. Recommend approval of the following items as accepted by the College Senate at its meetings on November 5 and November 19, 2014:
  - a. Revised Policies
    - 1) Policy #5154, Students, Academic Standards, Grades and Scholastic Honors (**Exhibit B-1**)
  - b. Revised Degrees
    - 1) Associate in Applied Science Degree in Business (**Exhibit B-2**)
    - 2) Associate in Science Degree in Business (**Exhibit B-3**)
  - c. Revised Certificate Program
    - 1) Certificate of Completion in Dental Assisting (**Exhibit B-4**)

Bylaw, Policy, and Curriculum Committee Agenda  
December 3, 2014  
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e. New Courses

- 1) HHAW 201, Plants and Healing: Herbology and Organic Gardening (**Exhibit B-5**)
- 2) HHAW 220, Oriental Theories in Health and Medicine (**Exhibit B-6**)
- 3) HIST 191, African-American History (**Exhibit B-7**)

f. Revised Courses

- 1) ACCT 121, Fundamentals of Accounting (**Exhibit B-8**)
- 2) BUSN 220, Career Management and Professional Behavior (**Exhibit B-9**)

g. Obsolete Course

- 1) BUSN 211, Word Processing Machine Transcription (**Exhibit B-10**)

## ***EXHIBIT B-1***



POLICY

## 1. Grading System

The following grading system is used:

<u>GRADE</u>	<u>STANDARD</u>	<u>QUALITY POINTS</u>	<u>EARNED</u>	<u>ATTEMPTED</u>
A	Excellent	4.0	X	X
B+	Very Good	3.5	X	X
B	Good	3.0	X	X
C+	Above Average	2.5	X	X
C	Average	2.0	X	X
P	Passing (Not for Credit)	n/a		
*P	Passing (for Credit)	n/a	X	
D	Pass/Below average	1.0	X	X
F	Failure	0		X
I	Incomplete	0		X

UNEARNED GRADES

R	Registered for Audit	n/a
T	Transfer	
W	Withdraw	n/a
CR	Credit	n/a
NC	No Credit	n/a

Semester hours of credit in which a grade of A, B+, B, C+, C, D, or \*P has been received are defined as "earned" semester hours. Quality points are earned for A, B+, B, C+, C, or D grades and, thus, affect the cumulative grade point average.

Semester hours of credit in which a grade of A, B+, B, C+, C, D, or F has been received are defined as "attempted" semester hours. These grades count as attempted hours in computing the cumulative grade point average.

Grades of P, R, T, CR, NC, or W are neither "earned" nor "attempted." These do not affect the cumulative grade point average.

## 2. Grade of "I" (Incomplete)

The grade of "I" (Incomplete) may be awarded by an instructor if he/she approves a written request received from the student no later than the day of the final examination. A valid reason for the request must be offered. The faculty member must respond to the student via email. If he/she approves the request, he/she must provide a plan and specific deadlines for the completion of the work. Approval of the request will allow 30 days from the beginning of the next regular semester for the work to be completed. If the student is enrolled in a course for which the "I" grade course is a pre-requisite, however, the work for the incomplete course must be made up by the fifth day of the next regular semester or the student must withdraw from the higher level course. Extensions in both cases may be granted by the instructor with the consent of the Vice President of Academic Affairs. When the work is completed, the permanent grade will be recorded by the instructor and a corrected grade report will be prepared. If the work is not completed by 30 days into the next semester or by the extension date as granted, the grade of

"F" will automatically be recorded. Faculty must maintain a record or file of students' written requests for "I" grades. Note: See Section 8 for specific information regarding "I" grades assigned in NURS courses.

### 3. Grade of "R" (Registered for Audit)

The grade of "R" (Registered for Audit) will be recorded if the student so requests at the time of registration or during the "add" period and the instructor approves. Students registered for audit are expected to participate in all course activities but receive no credit. Any course for which a student receives an "R" may not be used as a prerequisite. In special circumstances, a student may appeal in writing to the Academic Standards Committee for permission to change to audit, if passing. No student may change from audit to credit. A student may change from credit to audit with the permission of the instructor. An instructor may request the Vice President of Academic Affairs to administratively withdraw a non-contributing or non-participatory audit student and assign a grade of "W." Students may not audit courses in which they have an "I" grade.

### 4. Grade of "W" (Withdrawal)

The grade of "W" will be assigned when a student withdraws or is administratively dropped from a course in accordance with College policy (see Procedure).

### 5. President's Honor List

The President's Honor List is official recognition by the faculty of outstanding academic achievement. A student who has completed a minimum of 12 credits, with a semester grade point average of 3.50 or better and no grade lower than a "C" in that semester, qualifies for this honor. The President's Honor List is compiled each semester, including the summer session. Part-time students are eligible for this honor at the completion of 16, 32, 48 and 64 credit hours respectively, with a cumulative grade point average of 3.50 or better.

Enrollment on a full-time or part-time basis does not have to be maintained during consecutive semesters to qualify. If a student stops attending for one semester or more, the cumulative average will be the determinant.

### 6. Pass/No Credit

A full-time student who has completed his/her freshman year may register for one free elective course outside of his/her major field on a pass-no credit basis each semester beginning with his/her third semester. A part-time student who has earned a minimum of 28 semester hours of credit may register on a pass-no credit basis for one elective course during any succeeding semester for a maximum of three courses. Students so registered shall be expected to complete all course requirements. The grade of "P" will be recorded for successful completion of each course with semester hours of credit applied toward degree. A grade of "NC," No Credit, will be used to indicate unsuccessful completion of the course and will appear on the permanent record. In neither case will the cumulative grade point average be affected.

7. Honors by Contract Program

The Honors by Contract Program allows high achieving students the opportunity to work individually with faculty members on directed higher-level educational activities that are related to course objectives while being enrolled in a regular course.

Students complete the regular course assignments in addition to faculty directed higher-level academic assignments. Students completing Honors by Contract courses will have the designation denoted on their transcripts. Students who successfully complete four Honors by Contract courses with an overall grade point average of 3.5 or above will graduate from Ocean County College with the designation of Ocean County College Honors Students. This designation will be noted on the students' transcripts, diplomas, and in Commencement programs.

All students with a grade point average of 2.5 or above, or its equivalent, from high schools, other higher education institutions, or Ocean County College are eligible to enroll in the Honors by Contract courses. Students may only enroll in two Honors by Contract courses per semester. Students enrolled in any remedial courses may not participate in the Program. Students may appeal to the Vice President of Academic Affairs for special permission to participate in Honors by Contract courses. Faculty members who teach college-level courses (100 level and above) may participate in the Honors by Contract Program; however, ACAD 155 may not be included.

The guidelines to be followed for the Honors by Contract Program are included with the Honors by Contract application.

7. 8. Nursing Program

Students enrolled in NURS courses receive an "I" grade if they are in the remediation phase of Contemporary Nursing (NURS 275). If the remediation phase of NURS 275 is not made up within 30 days into the next semester, a grade of "F" in the course will automatically be recorded.

In order to fulfill program requirements, students enrolled in the Nursing Program must obtain at least a "C" in all the courses listed in the Nursing Program curriculum guide, including NURS and BIOL courses and courses satisfying the OCC and general education requirements. A "D" in these courses (like an "F") is a non-passing grade.

A student receiving his/her first non-passing grade in any NURS course (clinical or non clinical) may repeat the course only once. If unsuccessful on the second attempt, the student is dismissed from the nursing program.

If a student achieves a second non-passing grade in a subsequent clinical NURS course (NURS 175, 176, 273, 274), he/she will fail out of the Nursing Program.

A student who has failed out of the nursing program due to academic (as opposed to clinical) performance may automatically apply for readmission.

A student who has failed out of the nursing program due to clinical performance in at least one NURS course cannot automatically reapply to the program but may contact the Nursing Program administrator for consideration on a case by case basis.

STUDENTS  
ACADEMIC STANDARDS  
Grades & Scholastic Honors #5154

Readmission to the nursing program provides two options:

Option I

A student may reapply to the nursing program one time only after retaking Anatomy & Physiology I (BIOL 130), Anatomy & Physiology II (BIOL 131), and Student Success (ACAD 155) as Ocean County College face-to-face courses. A student must satisfy any new and /or additional requirements prior to acceptance.

Option II

A student may reapply to the nursing program one time only after successfully achieving an LPN license. A student must satisfy any new and/or additional requirements prior to acceptance. This student would be eligible to apply to the Traditional, OSOL or Career Mobility tracks. Upon acceptance into the program, the student must repeat all NURS courses regardless of any prior successful grades. A nursing student can appeal his/her grade or dismissal from the program in writing to the Appeal Board of the Nursing Program (see the Nursing Student Handbook).

9. Developmental Courses

A passing grade for courses designated as developmental is "C" or better. These courses may not be used for credit toward graduation.

Ocean County College, Toms River, NJ

**STUDENTS  
ACADEMIC STANDARDS  
Grades & Scholastic Honors #5154**

Revised: December 21, 1970  
Revised: January 22, 1973  
Revised: March 26, 1973  
Revised: June 23, 1975  
Revised: June 17, 1976  
Revised: June 23, 1978  
Revised: January 22, 1979  
Revised: June 4, 1979  
Revised: August 25, 1980  
Revised: January 26, 1981  
Revised: August 24, 1981  
Revised: April 26, 1982  
Revised: December 13, 1982  
Revised: June 27, 1983  
Revised: January 26, 1987  
Revised: June 22, 1987  
Revised: January 22, 1990

Revised: March 25, 1991  
Revised: March 23, 1992  
Revised: April 22, 1996  
Revised: May 27, 1997  
Revised: February 28, 2000  
Revised: November 20, 2000  
Revised: January 28, 2008  
Revised: August 25, 2008  
Revised: December 1, 2008  
Revised: August 24, 2009  
Revised: June 28, 2010  
Revised: July 25, 2011  
Revised: January 28, 2013  
Revised: May 27, 2014  
Revised: December 8, 2014

## ***EXHIBIT B-2***

This general business career preparation curriculum is designed to qualify students for entry-level positions in business, nonprofit organizations, and government organizations. Graduates can expect to find employment as a bookkeeper, manager in retailing, office manager, bank teller/loan officer trainee, sales/marketing person, and small business owner.

Students will complete the Business Core Requirements, General Education Requirements, and enough elective courses to acquire at least 64 credits and earn the Associate in Applied Science Degree in Business.

The A.A.S. Business degree is designed as a career, not transfer, program.

**FIRST SEMESTER**

ENGL 151	English I	3 cr.
BUSN 131	Introduction to Business Administration	3 cr.
COMM 154 <u>or</u> COMM 110	Fundamentals of Public Speaking Introduction to Communications	3 cr.
	Mathematics Gen Ed Requirement	3 cr.
CSIT123	Integrated Office Software	<u>3 cr.</u>
		15 cr.

**SECOND SEMESTER**

ENGL 152	English II	3 cr.
BUSN 134	Principles of Marketing	3 cr.
BUSN 210	Business Communications	3 cr.
	Business Program Elective	3 cr.
ECON 151	Macroeconomic Principles	<u>3 cr.</u>
		15 cr.

**THIRD SEMESTER**

BUSN 251	Business Law I	3 cr.
BUSN 271	Principles of Management	3 cr.
ACCT 161	Principles of Accounting I	3 cr.
ECON 152	Microeconomic Principles	3 cr.
BUSN 215	Integrated Software Applications	3 cr.
BUSN 151	Introduction to Human Resource Management	<u>3 cr.</u>
		18 cr.

**FOURTH SEMESTER**

BUSN 252	Business Law II	3 cr.
ACCT 162	Principles of Accounting II	3 cr.
	Lab Science Gen Ed Requirement	4 cr.
BUSN 220	Career Management and Professional Behavior	3 cr.
	Business Program Electives	<u>3 cr.</u>
		16 cr.

**TOTAL CREDITS 64**

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

**PROGRAM ELECTIVES:**

**EXHIBIT B - 2**

ACCT 121 Fundamentals of Accounting  
BUSN 170 Small Business Management  
BUSN 270 Principles of Advertising  
BUSN 272 Principles of Investments  
BUSN 275 Principles of Finance  
BUSN 291 International Business  
CSIT 126 Intermediate Spreadsheets & Database  
LAAW 108 Introduction to Employment Law  
***HUMN 210 Leadership and the Humanities***  
***BUSN 132 Business Calculations***

Board of Trustees Approval Date: January 28, 2008  
Board of Trustees Approval Date: December 1, 2008  
Board of Trustees Approval Date: April 27, 2009  
Board of Trustees Approval Date: December 6, 2010  
Board of Trustees Approval Date: December 2, 2013



## ***EXHIBIT B-3***

**BUSINESS ADMINISTRATION - A.S. Degree Program - Effective Catalog Year 2014-2015**

The AS in Business Administration is designed for those students desiring to transfer to a baccalaureate program in business. This degree is a broad program of study that provides students with specific skills as well as a general overview of business topics.

**FIRST SEMESTER**

ENGL 151	English I	3 cr.
	Elective *	3 cr.
MATH 165 or higher	College Algebra	3-5 cr.
	Humanities General Education Requirement	3 cr.
ECON 151	Macroeconomic Principles	<u>3 cr.</u>
		15- 17 cr.

**SECOND SEMESTER**

BUSN 134	Principles of Marketing	3 cr.
ENGL 152	English II	3 cr.
MATH 191 or higher	Precalculus I	3 cr.
CSIT 123	Integrated Office Software	3 cr.
ECON 152	Microeconomic Principles	<u>3 cr.</u>
		15 cr.

**THIRD SEMESTER**

	Elective *	3 cr.
BUSN 251	Business Law I	3 cr.
ACCT 161	Principles of Accounting I	3 cr.
	Humanities or Social Science	
	Gen Ed Requirement	3 cr.
	Lab Science Gen Ed Requirement	<u>4 cr.</u>
		16 cr.

**FOURTH SEMESTER**

BUSN 252	Business Law II	3 cr.
	Social Science Gen Ed Requirement	3 cr.
ACCT 162	Principles of Accounting II	3 cr.
	Elective *	1 - 3 cr.
	(to meet required 64 cr.)	
COMM 154	Fundamentals of Public Speaking	3 cr.
BUSN 271	Principles of Management	<u>3 cr.</u>
		16-18 cr.

TOTAL CREDITS 64

\* **BUSN 131 – Introduction to Business Administration is a recommended elective.** Most four-year business degree programs require Business Calculus or Calculus as the entry-level math course.

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

Board of Trustees Approval Date: December 6, 2010

Board of Trustees Approval Date: August 26, 2013

## ***EXHIBIT B-4***

## **DENTAL ASSISTING – Certificate of Completion – Effective Catalog Year 2014-2015 2015-2016**

Ocean County College has ~~entered into~~ a partnership with Rutgers University allowing students to obtain a joint certificate in Dental Assisting upon program completion.

After completing the general education core at Ocean County College, the Dental Assisting Program at Rutgers is a ten month certificate program. Enrollment is limited to 20 students who commence their studies in January under the professional leadership of the faculty of the Rutgers School of Health Related Professions (SHRP). Faculty of the Rutgers New Jersey Dental School also provides instruction in the program. Dental Assisting students have access to the most modern equipment and treatment facilities at the Rutgers New Jersey Dental School as well as at the SHRP-Scotch Plains Dental Suite.

The Rutgers Dental Assisting Program prepares the student for work as a valuable member of the dental health care team and for diverse career opportunities. In order to expose students to the most modern equipment and advanced treatment techniques, the facilities of the Rutgers New Jersey Dental School and the SHRP Scotch Plains Dental Suite are utilized. Prospective dental assisting students must possess manual dexterity, good vision, and optimal oral and personal hygiene habits.

### **Goals of the Program**

Upon completion of the program, the student will be able to perform the following functions:

- Assist the dentist in all phases of patient treatment
- Sterilize instruments
- Prepare treatment rooms
- Provide patient education and nutritional counseling
- Arrange and confirm appointments
- Prepare dental insurance claims
- Expose, process, and mount radiographs
- Perform a variety of intra-oral expanded functions
- Fabricate mouth guards
- Work as members of the dental health team
- Perform basic laboratory procedures
- Select and transfer instruments to the dentist

Students seeking this certificate must be a resident of Ocean County, complete ten (10) credits in general education at Ocean County College with a grade of “C” or higher and complete all general education coursework prior to beginning Dental Assisting course work in January at Rutgers. No transfer credits can be considered for this program.

Dental Assisting applicants may apply directly to SHRP Office of Enrollment Services for Admission to the Program. The application deadline is April 1st, annually.

General Education Requirements	Credits
*BIOL 130 – Anatomy & Physiology I	4
ENGL 151 – English I	3
PSYC 172 - General Psychology	3

\*Students must complete BIOL 130, with a grade of “C” or higher, prior to the start of the Dental Assisting coursework in January; additionally, BIOL 130 must be completed within the five years prior to beginning the Dental assisting coursework.

**10 credits in general education at OCC**

**~~23~~ 26 credits Dental Assisting at Rutgers, Scotch Plains.**

**~~33~~ 36 credits total**

Board of Trustees Approval Date: May 28, 2013

Board of Trustees Approval Date: November 4, 2013

## ***EXHIBIT B-5***



- ii. If the course does not satisfy a general education requirement, which of the following does it satisfy:

  x   Program-specific requirement for the following degree program(s):  
Associate in Applied Science: Holistic Health and Wellness  
       Elective

- c. Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

- i. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
NONE				

- ii. If "None" was inserted, please explain.  
 A course search yielded no Community College in NJ that offers a comparable course.
- iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Georgian Court University	3.0	Free Elective		
Kean University	3.0	Free Elective		
Monmouth University	3.0	Free Elective		
Richard Stockton College	3.0	Free Elective		
Rowan University	3.0	Free Elective		
Rutgers – New Brunswick			X	



- iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).
  - v. If not transferable to any institution, explain. There are no colleges or universities which offer a comparable program.
- d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:

This course addresses the College's vision, mission, and Academic Master Plan by

- i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)
  - ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)
  - iii. Preparing students for entrance into the workforce and/or for successful transfer to other educational institutions. (Academic Master Plan)
  - iv. Seeking to empower students through mastery of intellectual and Practical Skills. (Academic Master Plan)
  - v. Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)
- e. Mark with an "x" the General Education goal(s) addressed by this course:

- |                                                                          |                                                                       |
|--------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input checked="" type="checkbox"/> 1. Communication – Written and Oral  | <input checked="" type="checkbox"/> 6. Humanistic Perspective         |
| <input checked="" type="checkbox"/> 2. Quantitative Knowledge and Skills | <input checked="" type="checkbox"/> 7. Historical Perspective         |
| <input type="checkbox"/> 3. Scientific Knowledge and Reasoning           | <input checked="" type="checkbox"/> 8. Global and Cultural Awareness  |
| <input type="checkbox"/> 4. Technological Competency/Info Literacy       | <input type="checkbox"/> 9. Ethical Reasoning and Action              |
| <input checked="" type="checkbox"/> 5. Society and Human Behavior        | <input checked="" type="checkbox"/> 10. Independent/Critical Thinking |

## 7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- a. Describe the historical development of the use of plants as medicine.
- b. Discuss the herbal references in the following texts: Chinese Materia Medica, the Bible, Pedanius Dioscorides and the German Commission E.
- c. Explain the development and use of plants and herbs in the practices of Naturopathy, Homeopathy, Native American Medicine, and the Bach Flower Remedies.
- d. Define the terms commonly used with respect to herbal and other remedies.
- e. Explain the development of modern Pharmacia from its roots in herbal medicine.
- f. Identify the common herbs and the conditions associated with their use.
- g. Explain the importance of an organic foundation.
- h. Review the issues associated with the new concept of GMO seeds.
- i. Demonstrate how to perform a soil analysis.
- j. Design an organic garden.

## 8. METHODS OF INSTRUCTION

Lecture, group discussion, and other classroom activities will be employed

## 9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Text: An appropriate textbook will be selected. Please contact the department for current adoptions.

## 10. TENTATIVE TOPICAL OUTLINE

- I. History of Herbal Medicine
  - A. Anthropological evidence
  - B. Development of plants and herbs as medicinals
  - C. Effects of environment and wars
  - D. Reference Texts
    - 1. Chinese Materia Medica
    - 2. The Bible
    - 3. Dioscorides
    - 4. The German Commission E
- II. Traditional Professions
  - A. Naturopathy
  - B. Homeopathy
  - C. Native American Medicine
  - D. Bach Remedies
  - E. Relationship to Modern Pharmacia
- III. Terminology
  - A. Types of Preparations
    - 1. Teas
    - 2. Tinctures
    - 3. Salves
    - 4. Extracts
  - B. Classifications
    - 1. Aromatics
    - 2. Astringents
    - 3. Bitters
    - 4. Mucilaginous
    - 5. Nutritive
  - C. Common Herbs
  - D. Conditions
- IV. Mushrooms
  - A. Health uses
  - B. Cancer Research
- V. Organic
  - A. Foods
  - B. Plants
  - C. Gardening
    - 1. Soil

2. Seeds
3. Plans

## 11. GRADE DETERMINANTS

The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations:

A	Excellent	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

## 12. NUMBER OF PAPERS AND EXAMINATIONS

A minimum of three major examinations and one major written assignment, or the equivalents

### APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

<b>Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.</b>	<b>Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.</b>
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Board of Trustees Approval Date:  
PLT Approval of Form:

## ***EXHIBIT B-6***

OCEAN COUNTY COLLEGE  
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION  
SCHOOL OF NURSING

1. COURSE NUMBER AND TITLE: HHAW 220: Oriental Theories in Health and Medicine
2. SEMESTER HOURS: 3 CONTACT HOURS: (3 + 0)  
Lecture Lab
3. CATALOG DESCRIPTION

This course is designed to introduce the student to the anthropological beginnings of oriental culture and the historical foundation and philosophical theories that developed into oriental medicine. Students will study Traditional Chinese Medicine, Acupuncture and other Oriental Healthcare doctrines. The course will cover the transplantation of oriental medicine into the western world, assessing trends in the U.S., China, and other regions. Students will learn an overall sense of the history, development, and basic foundational principles of Oriental Healthcare.

4. PREREQUISITES: NONE COREQUISITES: NONE
5. MAXIMUM CLASS SIZE: 35 COURSE FEE CODE: NONE  
DIFFERENTIAL FUNDING CATEGORY: None

COURSE TYPE FOR PERKINS REPORTING:

☒ yes vocational (approved for Perkins funding) AWAITING APPROVAL  
☐ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

- a. Describe the need for this course.

Students in the AAS Program for Holistic Health and Wellness enroll in this program specific course.

Students enroll in this course to provide them with a study of the historical foundation of oriental healthcare and medicine.

- b. Relationship to courses within the College

- i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement? ☐ yes ☒ no

If yes, mark with an "x" the appropriate category below.

<input type="checkbox"/> Communication	<input type="checkbox"/> Social Science	<input type="checkbox"/> History
<input type="checkbox"/> Humanities	<input type="checkbox"/> Lab Science	<input type="checkbox"/> Science (Non-Lab)
<input type="checkbox"/> Mathematics	<input type="checkbox"/> Technology	<input type="checkbox"/> Diversity
<input type="checkbox"/> Information Literacy	<input type="checkbox"/> Ethical Reasoning/Action	

- ii. If the course does not satisfy a general education requirement, which of the following does it satisfy:

yes Program-specific requirement for the following degree program(s):  
Associate in Applied Science: Holistic Health and Wellness  
 \_\_\_ Elective

- c. Related courses in other institutions

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Kean University	3.0	Free Elective		
Monmouth University	3.0	Free Elective		
Richard Stockton College	3.0	Free Elective		
Rowan University	3.0	Free Elective		
Rutgers – New Brunswick			X	

- iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).
  - v. If not transferable to any institution, explain. There are no colleges or universities in New Jersey which offer a comparable degree.
- d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:

This course addresses the College's vision, mission, and Academic Master Plan by

- i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)
  - ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)
  - iii. Preparing students for entrance into the workforce and/or for successful transfer to other educational institutions. (Academic Master Plan)
  - iv. Seeking to empower students through mastery of intellectual and Practical Skills. (Academic Master Plan)
  - v. Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)
- e. Mark with an "x" the General Education goal(s) addressed by this course:

- |                                                                         |                                                                       |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input checked="" type="checkbox"/> 1. Communication – Written and Oral | <input checked="" type="checkbox"/> 6. Humanistic Perspective         |
| <input type="checkbox"/> 2. Quantitative Knowledge and Skills           | <input checked="" type="checkbox"/> 7. Historical Perspective         |
| <input type="checkbox"/> 3. Scientific Knowledge and Reasoning          | <input checked="" type="checkbox"/> 8. Global and Cultural Awareness  |
| <input type="checkbox"/> 4. Technological Competency/Info Literacy      | <input type="checkbox"/> 9. Ethical Reasoning and Action              |
| <input checked="" type="checkbox"/> 5. Society and Human Behavior       | <input checked="" type="checkbox"/> 10. Independent/Critical Thinking |

## 7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- a. Discuss the anthropological and historical foundation for the development of oriental healthcare including the ancient texts used to document the thousands of years of medical history.
- b. Identify great Chinese physicians and philosophers, and compare the roots of oriental medicine with focuses on Daoism, Confucianism, and Buddhism.
- c. Describe the unique thinking process and characteristic outlook of oriental medicine.
- d. Explain Traditional Chinese, Acupuncture, and other Oriental Medical techniques with respect to concepts such as: Qi, Yin Yang, Ba Gang, Wu Xing, Shi Er Guan, Zang Fu, Jing Luo, Liu Xie, Qi Qing, Bunei Wai Yin, Bing Ji, and Shen.
- e. Identify the causes of disease, the methods of diagnosis, and associated signs and symptoms within the traditional oriental medical structure of Yin-Yang, Qi, the Five Elements, the organs, blood and body fluids.
- f. Describe typical treatment protocols associated with the traditional oriental disease states.
- g. Relate the trends and roles of TCM, Acupuncture, and other oriental healthcare and

medical techniques to their inclusion in western healthcare.

- h. Examine some of the different approaches to oriental medicine in other parts of Asia such as Korea and Japan.

## 8. METHODS OF INSTRUCTION

Lecture, group discussion, and other classroom activities will be employed.

## 9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Text: An appropriate textbook will be selected. Please contact the department for current adoptions.

## 10. TENTATIVE TOPICAL OUTLINE

- I. Anthropology
  - A. Migrations into Asia and China
  - B. Early pretexts and oral traditions
  - C. Philosophical Foundation
  - D. Early dynasties
    1. "Nei Jing": The Yellow Emperors Inner Canon of Medicine
      - a. Basic theories of pathology
      - b. Daoism
    2. Bian Que: authored: "Nan Jing"
      - a. Diagnosis and Treatment
      - b. Development of Acupuncture
    3. Hua To: Father of Surgery
      - a. Anesthesia
      - b. Tai Chi: postures based on five animals
    4. Zhang Zhong-jing
      - a. Text on diseases caused by cold
      - b. Treatise on fever
      - c. Book of household remedies
      - d. Synopsis on prescriptions for herbal medicines
    5. Wang Shu-he: Mai Jing: pulses
    6. Shen Nong: "Herbology": earliest Chinese pharmacopoeia
    7. Tao Hong-jing: Commentaries on Shen Nong's "Herbology" doubling content
  - E. Sui and Tang Dynasties increased medical science: "Materia Medica"
  - F. Song and Yuan Dynasties
    1. Liu Wan-Su: Cold School of Thought
    2. Zhang Zi: Purgative School of Thought
    3. Li Dong-yuan: Spleen and Stomach for nutrient absorption
    4. Zhu Dan-xi: Yang=excess Yin
  - G. Ming Dynasty: Li Shi-Zhen "Compendium of Materia Medica"
- II. Concepts of Traditional Oriental Medicine
  - A. Yin-Yang and the Five Elements



- B. The Organs
- C. Qi, Blood and Body Fluids
- D. Causes of Disease
- E. Methods of Diagnosis and Differentiation of Syndromes
- F. Principles of Treatment and Prescription
- G. Traditional Chinese Herbs
- H. Acupuncture and Moxibustion
- I. Tui-na Therapy
- J. Qigong Therapy
- III. Western Perspectives on TCM and Acupuncture
- IV. Worldwide Perspectives on Oriental Medicine

## 11. GRADE DETERMINANTS

The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations:

A	Excellent	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

## 12. NUMBER OF PAPERS AND EXAMINATIONS

A minimum of three major examinations and one major written assignment, or the equivalents

## APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Board of Trustees Approval Date:  
PLT Approval of Form:

## ***EXHIBIT B-7***

OCEAN COUNTY COLLEGE  
OFFICIAL COURSE DESCRIPTION  
SCHOOL OF LANGUAGE AND THE ARTS

1. COURSE NUMBER AND TITLE: HIST 191: African-American History
2. SEMESTER HOURS: 3 CONTACT HOURS: (3 + 0)  
Lecture Lab
3. CATALOG DESCRIPTION:

This survey course will look at the social, economic, and political history that shaped the African experience from its roots through the post-Civil War and Reconstruction Era in America, the consequences of emancipation, the development of African nationalism, the Civil Rights movement, the influence of racism and modern African American culture. Students will study the cultures of seventeenth century West Africa, the Atlantic Slave Trade, its effects on antebellum America and struggle of African Americans throughout the twentieth century. The course will focus on the key events, legislation, social issues and figures that influenced the progression of African-Americans throughout American history.

4. PREREQUISITES: NONE COREQUISITES: NONE
5. MAXIMUM CLASS SIZE: 35 COURSE FEE CODE: 0  
DIFFERENTIAL FUNDING CATEGORY: A

COURSE TYPE FOR PERKINS REPORTING:

☐ vocational (approved for Perkins funding)  
☒ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

- a. Describe the need for this course.

This course is imperative to understanding the arrival and distinctive cultural background of African American peoples and their influence on the development of America. It analyzes cross-cultural interactions and informs students of the impact that Africans had within America that created a seemingly tumultuous and increasingly blended environment. Numerous colleges throughout the state offer the class or something comparable.

- b. Relationship to courses within the College

- i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement? ☒ yes ☐ no (Pending Approval from NJCCC)

If yes, mark with an "x" the appropriate category below.

☐ Communication ☐ Social Science ☒ History

☒ Humanities      ☐ Lab Science      ☐ Science (Non-Lab)  
☐ Mathematics      ☐ Technology      ☒ Diversity  
☐ Information Literacy      ☐ Ethical Reasoning/Action

- ii. If the course does not satisfy a general education requirement, which of the following does it satisfy:

☐ Program-specific requirement for the following degree program(s):  
 \_\_\_\_\_  
☐ Elective

- c. Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

- i. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
Brookdale CC	African-American History I	HIST145	3	
Burlington CC	African American History I	HIST266	3	
Raritan Valley CC	African American History	HIST191	3	

- ii. If "None" was inserted, please explain.  
 iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Georgian Court University	Elective Credit	Elective		
Kean University	HIST 3305, History of Blk American to 1900, 3 Credits			

Monmouth University	HS103, US History I, 3 Credits			
Richard Stockton College	HISTEC, Historical Studies Elective, 3 Credits	Gen Ed. Historical Consciousness, Humanities		
Rowan University	HIST05075, GE History Elective, 3 Credits	Gen Ed. History, Humanities and Language		
Rutgers – New Brunswick	HIST145 and HIST146, Introduction to Africana Studies, 3 Credits	EC		

- iv. If a “U” was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).
  - v. If not transferable to any institution, explain.
- d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:

This course is part of a comprehensive program that contributes to the development of an empowered and informed lifelong learner who will be prepared well for either the successful transfer to a four-year institution of higher education or entrance onto the career ladder of choice. This course will also assist the student to understand and employ problem solving methodologies, evaluate multi-sources of information and manage change.

- e. Mark with an “x” the General Education goal(s) addressed by this course:

- |                                                                         |                                                                       |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input checked="" type="checkbox"/> 1. Communication – Written and Oral | <input checked="" type="checkbox"/> 6. Humanistic Perspective         |
| <input type="checkbox"/> 2. Quantitative Knowledge and Skills           | <input checked="" type="checkbox"/> 7. Historical Perspective         |
| <input type="checkbox"/> 3. Scientific Knowledge and Reasoning          | <input checked="" type="checkbox"/> 8. Global and Cultural Awareness  |
| <input type="checkbox"/> 4. Technological Competency/Info Literacy      | <input checked="" type="checkbox"/> 9. Ethical Reasoning and Action   |
| <input checked="" type="checkbox"/> 5. Society and Human Behavior       | <input checked="" type="checkbox"/> 10. Independent/Critical Thinking |

## 7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- a. Distinguish the factors within Europe and Africa that drove exploration into the Western hemisphere.
- b. Discuss the economic, religious and social issues that influenced American colonization.
- c. Critique the role of African labor and treatment in the development of the western hemisphere and North American colonies.

- d. Analyze the role of African-Americans within the American Revolution, the Civil War and wars of the 20<sup>th</sup> Century.
- e. Identify the institution and conditions of plantation life and the effect it had on African-American identity.
- f. Evaluate the numerous perspectives on race and identify the issues that led to civil turmoil in America.
- g. Identify the contributions and plans proposed by presidents, Congress, and African-Americans that eventually led to the emancipation and civil rights of African people in America.
- h. Analyze the key contributions of African-Americans in the 19<sup>th</sup> and 20<sup>th</sup> Centuries.
- i. Distinguish the core struggles and successes of African-Americans to gain acceptance in contemporary America.

## 8. METHODS OF INSTRUCTION

This course will consist of lecture and demonstration, video presentations, individual and group activities, group discussion and primary source analysis.

## 9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Text: An appropriate textbook will be selected. Please contact the department for current adoptions.

## 10. TENTATIVE TOPICAL OUTLINE

- a. African anthropology and culture
- b. Exploration and the influence of West Africa on trade
- c. The "new world" and the triangular slave trade
- d. Slavery in the colonies: new England, middle and the south
- e. African and native American integration
- f. African Americans and the American revolution
- g. The development of independence and the question of race
- h. Waning and reinvention of slavery
- i. Slave revolts
- j. Abolition and key motivating factors of the civil war
- k. Emancipation and slavery as a reason for war
- l. The role of African-Americans in the civil war
- m. Reconstruction: the plans, the people, the outcome
- n. The push for African American individualism
- o. Black urbanization and the Harlem renaissance
- p. The continuing struggle: segregation in the 20TH century
- q. African Americans in world war
- r. The civil rights movement
- s. Breaking through: African Americans in pop culture and politics
- t. Pan-Africanism and the role of America in the end of apartheid

## 11. GRADE DETERMINANTS

The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations:

A	Excellent	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

## 12. NUMBER OF PAPERS AND EXAMINATIONS

1. A minimum of two major examinations, or the equivalents, to assess student understanding.
2. One major writing exercise, or the equivalent, to engage the student in the ethical use of information and provide a critically thought out response to a determined topic.

## APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

<b>Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.</b>	<b>Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.</b>
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations



## ***EXHIBIT B-8***

OCEAN COUNTY COLLEGE  
OFFICIAL COURSE DESCRIPTION  
SCHOOL OF SOCIAL SCIENCE AND HUMAN SERVICES

1. COURSE NUMBER AND TITLE: ACCT-121: Fundamentals of Accounting

2. SEMESTER HOURS: 3                      CONTACT HOURS: (3 + 0)  
Lecture    Lab

3. CATALOG DESCRIPTION:

This course is an introduction to the concepts of accounting principles and methods. Specific content includes a thorough explanation of the accounting cycle and how it pertains to service and merchandising business. Special subject areas include reconciliation statements, notes, and interest; adjusting and closing entries; and a variety of financial statements. ~~This course is intended to prepare students for entry into the work force and may not transfer to a four-year business degree.~~ ***This course serves as a recommended preparatory course for ACCT 161.***

PREREQUISITES:            None

COREQUISITES:        None

4. MAXIMUM CLASS SIZE: 35  
DIFFERENTIAL FUNDING CATEGORY: A

COURSE FEE CODE: 1

COURSE TYPE FOR PERKINS REPORTING:

☒ vocational (approved for Perkins funding)  
☐ non-vocational (not approved for Perkins funding)

5. JUSTIFICATION

a. Describe the need for this course.

Students interested in learning the concepts of accounting principles will benefit from this course. This course is required in the AAS Business degree and options. In addition, this course prepares students for success in understanding the advanced concepts in Principles of Accounting I.

b. Relationship to courses within the College:

i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement?  
☐ yes                      ☒ no

If yes, mark with an "x" the appropriate category below.

<input type="checkbox"/> Communication	<input type="checkbox"/> Social Science	<input type="checkbox"/> History
<input type="checkbox"/> Humanities	<input type="checkbox"/> Lab Science	<input type="checkbox"/> Science (Non-Lab)
<input type="checkbox"/> Mathematics	<input type="checkbox"/> Technology	<input type="checkbox"/> Diversity
<input type="checkbox"/> Information Literacy	<input type="checkbox"/> Ethical Reasoning/Action	

- ii. If the course does not satisfy a general education requirement, which of the following does it satisfy:

☒ Program-specific requirement for the following degree program(s):  
     A.A.S. Business  
     A.A.S. Business – Web Marketing Option  
☐ Elective

- c. Related courses in other institutions:

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

- i. List any comparable course(s) by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution	Course Title	Course Number	Number of Credits	Comments
<b>Mercer CC</b>	<b>Office Accounting 1</b>	<b>ACC 106</b>	<b>3</b>	

- ii. If "None" was inserted, please explain.  
 iii. Complete the table below. The institutions listed comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Rutgers – New Brunswick			<b>X</b>	
Georgian Court University	<b>3.0 EL</b>	<b>Elective</b>		
Richard Stockton College	<b>3.0 EL</b>	<b>Elective</b>		
Monmouth University			<b>X</b>	
Kean University	<b>FEX 1000</b>	<b>3.0 free elective</b>		
Rowan University	<b>INTR 99070</b>	<b>3.0 free elective</b>		

- iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).
  - v. If not transferable to any institution, explain.
- d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College.

This course addresses the College's vision, mission, and Academic Master Plan by

- i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)
  - ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)
  - iii. Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)
  - iv. Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)
  - v. Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)
- e. Mark with an "x" the General Education goal(s) addressed by this course:
- |                                                                               |                                                                       |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> 1. Communication – Written and Oral                  | <input type="checkbox"/> 6. Humanistic Perspective                    |
| <input type="checkbox"/> 2. Quantitative Knowledge and Skills                 | <input type="checkbox"/> 7. Historical Perspective                    |
| <input type="checkbox"/> 3. Scientific Knowledge and Reasoning                | <input type="checkbox"/> 8. Global and Cultural Awareness             |
| <input checked="" type="checkbox"/> 4. Technological Competency/Info Literacy | <input checked="" type="checkbox"/> 9. Ethical Reasoning and Action   |
| <input type="checkbox"/> 5. Society and Human Behavior                        | <input checked="" type="checkbox"/> 10. Independent/Critical Thinking |

#### 6. SPECIFIC COURSE LEARNING OBJECTIVES:

Students who successfully complete this course will be able to:

- a. Define accounting and related terms.
- b. Define and describe the elements of accounting.
- c. State the accounting equation and record business transactions in equated form.
- d. Prepare three financial statements.
- e. Record business transactions in a two-column general journal, petty cash journal, combined cash journal purchases journal, sales journal, cash payments journal, and cash receipts journal.
- f. Post from a one or more column journal to a four-column ledger or individual accounts ledger.
- g. Explain the need for adjusting entries and how to journalize the transactions in a general journal.
- h. Complete a worksheet for a service and merchandising business.
- i. Explain, journalize, and post closing entries.
- j. Describe internal control procedures related to cash.
- k. Describe the procedures and forms used in purchasing and selling merchandise for a merchandising business.

- l. Prepare a schedule of accounts payable and accounts receivable.
- m. Explain and make adjustments to the Merchandise Inventory accounts and prepare closing entries.

7. METHODS OF INSTRUCTION: Class lectures.

8. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

An appropriate text will be selected. Contact the department for current adoptions.

9. TENTATIVE TOPICAL OUTLINE:

- Fundamental concepts of accounting.
- Cash and accrual methods.
- Service and merchandise establishments.
- Bank reconciliation.
- Notes depreciations
- Adjustments
- Closing entries
- Worksheets
- Financial Statements
- Accounting Simulation Problems

10. GRADE DETERMINANTS:

The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations:

A	Excellent	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

11. NUMBER OF PAPERS AND EXAMINATIONS:

A minimum of three major examinations and one major written assignment, or the equivalents.

### APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

<b>Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.</b>	<b>Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.</b>
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Revised: December 1990; February 27, 1996; April 30, 1996; December 1998; May 4, 2004; Feb. 28, 2006; March 8, 2006

Board of Trustees Approval Date: March 26, 2012

PLT Approval of Form: May 22, 2012

Board of Trustees Approval Date: November 4, 2013

## ***EXHIBIT B-9***

OCEAN COUNTY COLLEGE  
OFFICIAL COURSE DESCRIPTION  
SCHOOL OF SOCIAL SCIENCE AND HUMAN SERVICES

1. COURSE NUMBER AND TITLE: BUSN-220: Career Management and Professional Behavior

2. SEMESTER HOURS: 3 CONTACT HOURS: (3 + 0)  
Lecture Lab

3. CATALOG DESCRIPTION:

This course is designed to foster workplace readiness through the development of effective skills in communication, leadership and interpersonal relations. The importance of understanding and using self-directed skills to manage the transition from the college environment to the workplace is reinforced as an important ingredient to career growth and success. Students will focus on developing tools and techniques to execute a successful job campaign, while learning how to cultivate the competitive edge necessary to be a strong job candidate in the job market. ~~This course is intended to prepare students for entry into the work force and may not transfer to a four year business degree.~~

4. PREREQUISITES: None COREQUISITES: None

5. MAXIMUM CLASS SIZE: 35 COURSE FEE CODE: 1  
DIFFERENTIAL FUNDING CATEGORY: A

COURSE TYPE FOR PERKINS REPORTING:

☒ vocational (approved for Perkins funding)  
☐ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

a. Describe the need for this course.

This course is required in the AAS Business degree and options. Students in any degree program will benefit from the workplace readiness activities and projects.

b. Relationship to courses within the College:

i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement?  
☐ yes ☒ no

If yes, mark with an "x" the appropriate category below.

<input type="checkbox"/> Communication	<input type="checkbox"/> Social Science	<input type="checkbox"/> History
<input type="checkbox"/> Humanities	<input type="checkbox"/> Lab Science	<input type="checkbox"/> Science (Non-Lab)
<input type="checkbox"/> Mathematics	<input type="checkbox"/> Technology	<input type="checkbox"/> Diversity
<input type="checkbox"/> Information Literacy	<input type="checkbox"/> Ethical Reasoning/Action	



- ii. If the course does not satisfy a general education requirement, which of the following does it satisfy:

  x   Program-specific requirement for the following degree program(s):  
       A.A.S. Business  
       A.A.S. Business – Web Marketing Option  
       \_\_\_ Elective

- c. Related courses in other institutions:

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

- i. List any comparable course(s) by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution	Course Title	Course Number	Number of Credits	Comments

- ii. If "None" was inserted, please explain.  
 iii. Complete the table below. The institutions listed comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Rutgers – New Brunswick			X	
Georgian Court University	3.0 EC	3.0 Elective Credit		
Richard Stockton College			X	
Monmouth University	3.0, FE 001	3.0 -100 level elective		
Kean University			X	
Rowan University	3.0, INTR 99082	3.0 Elective Credit		

- iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).  
 v. If not transferable to any institution, explain.

- d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College

This course addresses the College's vision, mission, and Academic Master Plan by

- i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)
  - ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)
  - iii. Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)
  - iv. Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)
  - v. Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)
- e. Mark with an "x" the General Education goal(s) addressed by this course:

- |                                                    |                                            |
|----------------------------------------------------|--------------------------------------------|
| <u>x</u> 1. Communication – Written and Oral       | – 6. Humanistic Perspective                |
| <u>x</u> 2. Quantitative Knowledge and Skills      | – 7. Historical Perspective                |
| – 3. Scientific Knowledge and Reasoning            | – 8. Global and Cultural Awareness         |
| <u>x</u> 4. Technological Competency/Info Literacy | <u>x</u> 9. Ethical Reasoning and Action   |
| <u>x</u> 5. Society and Human Behavior             | <u>x</u> 10. Independent/Critical Thinking |

7. SPECIFIC COURSE LEARNING OBJECTIVES:

- a. Describe how to set and achieve career goals through learning self-directed, interpersonal skills.
- b. Explain the difference between the terms manager and leader and how personal qualities and characteristics influence leadership ability.
- c. Explain the importance of effective oral, written, and non-verbal communication for career and personal development.
- d. Identify and apply self-management and critical work skills that are requisite for managing conflict, understanding diversity, and developing professionalism.
- e. Explain how the skills of critical thinking and analytical problem-solving will allow the acceptance of change.
- f. Explain the relevance of how transferable life skills must be learned as a foundation for personal and workplace success.
- g. Identify the steps involved in conducting a successful job campaign, preparing a cover letter, and a specialized resume.

8. METHODS OF INSTRUCTION: Class lecture.

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Appropriate texts will be selected. Contact the department for current adoptions.

## 10. TENTATIVE TOPICAL OUTLINE:

- a. Self-esteem, personal development, and interpersonal skills.
- b. Professional image in the workplace.
- c. Communication styles and effective learning skills.
- d. Developing leadership, managing conflict, and valuing diversity.
- e. Critical work-skills and self-management tools.
- f. Personal qualities and work performance traits.
- g. Specialized resumes and cover letters.
- h. Eleven types of interviews and applied role-play.
- i. Managing change through critical thinking and analytical problem-solving.

## 11. GRADE DETERMINANTS:

The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations:

A	Excellent	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

## 12. NUMBER OF PAPERS AND EXAMINATIONS:

A minimum of three major examinations and one major written assignment, or the equivalents.

**APPROVAL PROCESS FOR REVISED COURSE PROPOSALS**

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

<b>Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.</b>	<b>Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.</b>
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Revised: December 1990; February 27, 1996; April 30, 1996; December 1998; May 4, 2004; Feb. 28, 2006; March 8, 2006

Board of Trustees Approval Date: December 11, 2006

Board of Trustees Approval Date: March 26, 2012

PLT Approval of Form: May 22, 2012

Board of Trustees Approval Date: November 4, 2013

## ***EXHIBIT B-10***

OCEAN COUNTY COLLEGE  
OFFICIAL COURSE DESCRIPTION  
SCHOOL OF SOCIAL SCIENCE AND HUMAN SERVICES

1. ~~COURSE NUMBER AND TITLE: BUSN 211: Word Processing Machine Transcription~~

2. ~~SEMESTER HOURS: 3~~ ~~CONTACT HOURS: (3 + 0)~~  
~~Lecture Lab~~

3. ~~CATALOG DESCRIPTION:~~

~~This course is designed to help the student to develop machine transcription skills. Through a word processing center simulation, the student assumes the role of an intern and learns to become a proficient transcriptionist in a variety of different business situations to include banking, legal, and medical. Using a stand-a-lone computer and software of choice, students will produce error free documents representative of the business environment and vocabulary associated to the organization.~~

4. ~~PREREQUISITES: BUSN 125, BUSN 126, BUSN 148~~ ~~COREQUISITES: None~~

5. ~~MAXIMUM CLASS SIZE: 18~~ ~~COURSE FEE CODE: 1~~  
~~DIFFERENTIAL FUNDING CATEGORY: A~~

~~COURSE TYPE FOR PERKINS REPORTING:~~

~~☒ vocational (approved for Perkins funding)~~  
~~☐ non-vocational (not approved for Perkins funding)~~

6. ~~JUSTIFICATION~~

a. ~~Describe the need for this course.~~

~~Students in the office management program enroll in this required course.~~

b. ~~Relationship to courses within the College:~~

i. ~~Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement?~~  
~~☐ yes ☒ no~~

~~If yes, mark with an "x" the appropriate category below.~~

~~☐ Communication ☐ Social Science ☐ History  
☐ Humanities ☐ Lab Science ☐ Science (Non-Lab)  
☐ Mathematics ☐ Technology ☐ Diversity  
☐ Information Literacy ☐ Ethical Reasoning/Action~~

ii. ~~If the course does not satisfy a general education requirement, which of the following does it satisfy:~~

~~☒ Program specific requirement for the following degree program(s):~~

Administrative Office Management Assoc. in Applied Science  
Elective

c. Related courses in other institutions:

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

- i. List any comparable course(s) by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution	Course Title	Course Number	Number of Credits	Comments

- ii. If "None" was inserted, please explain.  
 iii. Complete the table below. The institutions listed comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Rutgers—New Brunswick				
Georgian Court University				
Richard Stockton College				
Monmouth University				
Kean University				
Rowan University				

- iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).  
 v. If not transferable to any institution, explain.

- d. ~~Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College~~

~~This course addresses the College's vision, mission, and Academic Master Plan by~~

- i. ~~Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)~~
- ii. ~~Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)~~
- iii. ~~Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)~~
- iv. ~~Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)~~
- v. ~~Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)~~

- e. ~~Mark with an "x" the General Education goal(s) addressed by this course:~~

<del>1</del> 1. Communication—Written and Oral	<del>6. Humanistic Perspective</del>
<del>2. Quantitative Knowledge and Skills</del>	<del>7. Historical Perspective</del>
<del>3. Scientific Knowledge and Reasoning</del>	<del>8. Global and Cultural Awareness</del>
<del>4. Technological Competency/Info Literacy</del>	<del>9. Ethical Reasoning and Action</del>
<del>5. Society and Human Behavior</del>	<u>x</u> 10. Independent/Critical Thinking

~~7. SPECIFIC COURSE LEARNING OBJECTIVES:~~

- a. ~~Apply word processing software and document processing skills to produce a variety of mailable professional looking documents.~~
- b. ~~Exhibit analytical thinking and decision-making in document formatting.~~
- c. ~~Apply the concepts of language arts, while listening and transcribing from a machine transcription unit to a personal stand alone computer.~~

~~8. METHODS OF INSTRUCTION:~~

~~Class Lecture, use of transcribing machines, and related handouts.~~

~~9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)~~

~~Appropriate texts will be selected. Contact the department for current adoptions.~~

~~10. TENTATIVE TOPICAL OUTLINE:~~

~~Through the use of word processing software of choice, the development of proficient machine transcription skills are acquired within an acceptable time limit and in mailable document format. Emphasis is placed on a variety of different documents utilizing financial, legal and medical terminology. English punctuation, capitalization, sentence structure, and possessives are reviewed and stressed in importance.~~



~~11. GRADE DETERMINANTS:~~

~~The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations:~~

<del>A</del>	<del>Excellent</del>	<del>C</del>	<del>Average</del>	<del>I</del>	<del>Incomplete</del>
<del>B+</del>	<del>Very Good</del>	<del>D</del>	<del>Below Average</del>	<del>W</del>	<del>Withdrawn</del>
<del>B</del>	<del>Good</del>	<del>F</del>	<del>Failure</del>	<del>R</del>	<del>Audit</del>
<del>C+</del>	<del>Above Average</del>	<del>P</del>	<del>Passing</del>	<del>NC</del>	<del>No Credit</del>

~~12. NUMBER OF PAPERS AND EXAMINATIONS:~~

~~A minimum of three major examinations and one major written assignment, or the equivalents.~~

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