

# ***EXHIBIT B***



**BOARD OF TRUSTEES**

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

**To:** Board of Trustees  
**From:** Office of the President  
**Date:** July 15, 2021

The following Bylaw, Policy, and Curriculum Committee items are recommended to the Ocean County College Board of Trustees for approval at its meeting on **Thursday, July 22, 2021**:

1. Recommend approval of the following items as accepted by the College Senate at its meeting on May 20, 2021:
  - a. New Certificates
    - 1) Certificate of Completion in Environmental Sustainability (**Exhibit B-1**)
    - 2) Certificate of Completion in Technology Leadership (**Exhibit B-2**)
  - b. Revised Certificate
    - 1) Certificate of Completion in Advanced Manufacturing and Mechatronics (**Exhibit B-3**)
  - c. New Courses
    - 1) BUSN 273, Corporate Social Responsibility (**Exhibit B-4**)
    - 2) ENGT 191, Design – Technical Projects and Experience (**Exhibit B-5**)
    - 3) ENGT 192, Build – Technical Projects and Experience (**Exhibit B-6**)
    - 4) ENGT 193, Test – Technical Projects and Experience (**Exhibit B-7**)
    - 5) ENGT 196, Project Management (**Exhibit B-8**)
    - 6) STSC 170, Student Success Seminar for Business Majors (**Exhibit B-9**)
    - 7) STSC 171, Student Success Seminar for the Helping Professions (**Exhibit B-10**)
  - d. Revised Course
    - 1) BUSN 115, Introduction to Supply Chain Management (**Exhibit B-11**)

e. Inactivated Course

- 1) HEHP 290, Health and Human Performance Internship (**Exhibit B-12**)

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



**BOARD OF TRUSTEES  
RESOLUTION**

WHEREAS, Ocean County College desires to offer a new Certificate of Completion in Environmental Sustainability (CIP Code 30.3301); and

WHEREAS, the Certificate of Completion in Environmental Sustainability is designed to provide students with the knowledge, skills, and tools needed to conduct baseline sustainability surveys and assessments; and

WHEREAS, as part of this certificate program, students will work under the guidance of a senior scientist; and

WHEREAS, students who successfully complete this certificate will be able to analyze fundamental environmental, social, and economic underlying sustainability; apply principles of greenhouse gas analysis and reduction to daily lives; understand greenwashing, the mislabeling of products as green; and critically evaluate the need to develop new technologies; and

WHEREAS, the credits from this certificate program may be applied toward an associate degree; and

WHEREAS, this certificate program consists of 12 credits;

**NOW, THEREFORE, BE IT RESOLVED that the Ocean County College Board of Trustees, at its meeting on July 22, 2021, approves the Certificate of Completion in Environmental Sustainability.**

*July 22, 2021*

---

Stephan R. Leone  
Secretary

## New Program Proposal

Date Submitted: Thu, 08 Apr 2021 16:47:50 GMT

Viewing: **CC.ENVSU : Environmental Sustainability,  
Certificate of Completion**

Last edit: Thu, 13 May 2021 19:54:05 GMT

Changes proposed by: Cynthia Fallon (cfallon)

**Program Type**

Certificate of Completion

**Program Title**

Environmental Sustainability, Certificate of Completion

**Academic School**

Science, Technology, Engineering, Mathematics

**Effective Catalog Year**

2021-2022

**Program Code**

CC.ENVSU

**CIP Code**

30.3301 - 30.3301

### Program Description

The program description should be developed with the program goals in mind. Also, consider that it will be what goes into the college catalog and will represent the program publicly in the future. Try to make it readable for students and informative but not too busy. This should give a brief synopsis of what the program offers in terms of content, transfer, and career.

This certificate can be taken independently or as a complement to the environmental science degree program. This certificate will provide students with the knowledge, skills, and tools needed to conduct baseline sustainability surveys and assessments. Students will work under the guidance of a senior scientist.

## Program Learning Outcomes

Students who successfully complete this program will be able to:	
PLO1	Analyze the fundamental environmental, social, and economic issues underlying sustainability.
PLO2	Apply the principles of greenhouse gas analysis and reduction our daily lives.
PLO3	Critically evaluate the various global and national standards we use to assign life cycle values to products and services. Student will understand green washing, the mislabeling of products and services as green by computing their LCA values.
PLO4	Critically evaluate the need to develop new technologies required to replace fossil fuels and other forms of renewable energy.

## Learning Outcomes Display (show only)

Course Code	PLO 1	PLO 2	PLO 3	PLO 4
Freshman				
First Semester				
ENVI 241				
ENVI 121				
ENVI 134				
ENVI 220				
FirstSemester				

## Required Qualifications

### Plan of Study Grid

#### Freshman

First Semester	Credit Hours
<u>ENVI 241</u> Environmental Sustainability	3.00000
<u>ENVI 121</u> Renewable Energy	3
<u>ENVI 134</u> Carbon Footprint Analysis	3
<u>ENVI 220</u> Life Cycle Analysis	3
Credit Hours	12
Total Credit Hours	12

## Degree Requirements Breakdown

### GCOM

Course Code & Title	Credits
N/A	0

### GHUM

Course Code & Title	Credits
---------------------	---------

Course Code & Title	Credits
None	0

**GSOC**

Course Code & Title	Credits
None	0

**GSOC/ GHUM**

Course Code & Title	Credits
None	0

**GMAT/ GSCI/ GTEC**

Course Code & Title	Credits
ENVI-134 Carbon Footprint Analysis	3
ENVI-121 Renewable Energy	3
ENVI-220 Life Cycle Assessment	3
ENVI-241 Evironmental Sustainability	3

**General Education**

Course Code & Title	Credits
None	0

**Concentration Courses**

Course Code & Title	Credits
None	0

**Elective Courses**

Course Code & Title	Credits
None	0

**Reviewer Comments**

Cynthia Fallon (cfallon) (Thu, 08 Apr 2021 16:09:10 GMT): Rollback: Minor edit in Description.



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



**BOARD OF TRUSTEES  
RESOLUTION**

WHEREAS, Ocean County College desires to offer a new Certificate of Completion in Technology Leadership (CIP Code 140101); and

WHEREAS, the Certificate of Completion in Technology Leadership is designed to provide students with the knowledge, skills, tools, and methodologies needed to lead technical teams, projects, and programs; and

WHEREAS, students who successfully complete this certificate will be able to complete the training required to pursue Project Management Professional certification and to apply their knowledge to real world technical projects; and

WHEREAS, this certificate may be taken independently or as a complement to the Associate in Science degree in Engineering or the Associate in Applied Science degree in Industrial Technology; and

WHEREAS, this certificate program consists of 18-19 credits;

**NOW, THEREFORE, BE IT RESOLVED that the Ocean County College Board of Trustees, at its meeting on July 22, 2021, approves the Certificate of Completion in Technology Leadership.**

*July 22, 2021*

---

Stephan R. Leone  
Secretary

## New Program Proposal

Date Submitted: Tue, 06 Apr 2021 13:59:33 GMT

Viewing: **CC.TL : Technology Leadership, Certificate of Completion**

Last edit: Thu, 13 May 2021 20:38:04 GMT

Changes proposed by: Pamela Bogdan (pbogdan)

**Program Type**

Certificate of Completion

**Program Title**

Technology Leadership, Certificate of Completion

**Academic School**

Science, Technology, Engineering, Mathematics

**Effective Catalog Year**

2021-2022

**Program Code**

CC.TL

**CIP Code**

140101 - Engineering, General.

### Program Description

The program description should be developed with the program goals in mind. Also, consider that it will be what goes into the college catalog and will represent the program publicly in the future. Try to make it readable for students and informative but not too busy. This should give a brief synopsis of what the program offers in terms of content, transfer, and career.

This certificate can be taken independently or as a complement to the A.S. in Engineering and A.A.S. in Industrial Technology degree programs. This certificate will provide students with the knowledge, skills, tools, and methodologies needed to lead technical teams, projects, and programs.

## Program Learning Outcomes

Students who successfully complete this program will be able to:	
PLO1	Complete the training step required to pursue their Project Management Professional (PMP) certification.
PLO2	Apply their engineering process definition phase knowledge, skill, tools and methodologies to real world technical projects.
PLO3	Apply their engineering process build phase knowledge, skill, tools and methodologies to real world technical projects.
PLO4	Apply their engineering process test phase knowledge, skill, tools and methodologies to real world technical projects.

## Learning Outcomes Display (show only)

Course Code	PLO 1	PLO 2	PLO 3	PLO 4
Freshman				
First Semester				
MNFG 114				
FirstSemester				
CVET 161				
ELET 144				
ELET 150				
ENGR 198				
MNFG 102				
MNFG 140				
CVET 161				
ELET 144				
ELET 150				
ENGR 198				
MNFG 102				
MNFG 140				
FirstSemester				
MNFG 114				

## Required Qualifications

### Plan of Study Grid

#### Freshman

#### First Semester

#### Credit Hours

ENGT 191 - Design - Technical Projects & Experience	2
ENGT 192 - Build - Technical Projects & Experience	2
ENGT 193 - Test - Technical Projects & Experience	2
<u>ENGT 195</u> Tools for Technical Communications	3

ENGT 196 Project Management	3
<u>MNFG 114</u> Principles of Quality Control In Manufacturing	3
Program Elective	3-4
Credit Hours	18-19
Total Credit Hours	18-19

### Program Electives

Students may select courses from the following list or equivalent courses per appropriate approval.

Course List		
Code	Title	Credit Hours
<u>CVET 161</u>	Construction Methods and Materials	3
<u>ELET 144</u>	DC/AC Electric Circuits	4.00000
<u>ELET 150</u>	Automated Control Systems	4.00000
<u>ENGR 198</u>	Autodesk Inventor	3.00000
<u>MNFG 102</u>	Manufacturing Processes	3.00000
<u>MNFG 140</u>	Introduction to Computer Numeric Controlled (CNC) Machines	3.00000

### Degree Requirements Breakdown

#### GCOM

Course Code & Title	Credits
--	--

#### GHUM

Course Code & Title	Credits
--	--

#### GSOC

Course Code & Title	Credits
--	--

#### GSOC/ GHUM

Course Code & Title	Credits
--	--

#### GMAT/ GSCI/ GTEC

Course Code & Title	Credits
--	--

Course Code & Title	Credits
--	--

### General Education

Course Code & Title	Credits
--	--

### Concentration Courses

Course Code & Title	Credits
ENGT 195 Tools for Technical Communications	3
ENGT 191 Technical Projects & Experience – Design	2
ENGT 192 Technical Projects & Experience – Build	2
MNFG 114 Principles of Quality Control In Manufacturing	3
ENGT 193 Technical Projects & Experience – Test	2
ENGT 196 Project Management	3

### Elective Courses

Course Code & Title	Credits
CVET 161 Construction Methods and Materials	3
ELET 144 DC/AC Electric Circuits	4
ELET 150 Automated Control Systems	4
ENGR 198 Autodesk Inventor	3
MNFG 102 Manufacturing Processes	3
MNFG 140 Introduction to Computer Numeric Controlled (CNC) Machines	3

### Reviewer Comments

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

# CC.AMAM : Advanced Manufacturing and Mechatronics, Certificate of Completion

Last edit: Fri, 30 Apr 2021 16:18:46 GMT

Changes proposed by: Pamela Bogdan (pbogdan)

## **Program Type**

Certificate of Completion

## **Program Title**

Advanced Manufacturing and Mechatronics, Certificate of Completion

## **Academic School**

Science, Technology, Engineering, Mathematics

## **Effective Catalog Year**

2021-2022

## **Program Code**

CC.AMAM

## **CIP Code**

144201 - Mechatronics, Robotics, and Automation Engineering.

## Program Description

The program description should be developed with the program goals in mind. Also, consider that it will be what goes into the college catalog and will represent the program publicly in the future. Try to make it readable for students and informative but not too busy. This should give a brief synopsis of what the program offers in terms of content, transfer, and career.

The Advanced Manufacturing and Mechatronics Certificate of Completion program is designed for those students planning to work in a manufacturing industry. The Mechatronics Certificate of Completion program will prepare students to enter the workforce with the ability to operate and maintain equipment found in a modern manufacturing environment.

As manufacturing advances into a more automated production system, a higher level of technical expertise is required of the labor force. The certificate holders will have experience with the operation and maintenance of computer numeric controlled (CNC) machines and



programmable logic controllers (PLCs), as well as a working knowledge of basic electronics, pneumatic, and mechanical systems.

### Program Learning Outcomes

Students who successfully complete this program will be able to:	
PLO1	Make use of their working knowledge of basic electronics, pneumatic, and mechanical systems in the context of advanced manufacturing and mechatronics.
PLO2	Utilize their entry level skills for the operation and maintenance of computer numeric controlled (CNC) machines and programmable logic controllers (PLCs).

### Learning Outcomes Display (show only)

Course Code	PLO 1	PLO 2
<b>Freshman</b>		
<b>First Semester</b>		
ELET 144		
MNFG 102		
ENGR 181		
<b>Second Semester</b>		
ELET 150		
MECH 150		
MNFG 114		
MNFG 140		
<b>FirstSemester</b>		
<b>SecondSemester</b>		

### Required Qualifications

#### Plan of Study Grid

#### Freshman

#### First Semester

#### Credit Hours

MATH 156 or higher (not MATH 171 or MATH 181)

3-6

ELET 144 DC/AC Electric Circuits

4

MNFG 102 Manufacturing Processes

3

ENGR 181 Graphics for Engineers

2.00000

Credit Hours

12-15

#### Second Semester

ELET 150 Automated Control Systems

4

MECH 150 Introduction to Hydraulics and Pneumatics

4

MNFG 114 Principles of Quality Control In Manufacturing

3

MNFG 140 Introduction to Computer Numeric Controlled (CNC) Machines

3

Credit Hours

14

Total Credit Hours

26-29

## Degree Requirements Breakdown

### GCOM

Course Code & Title	Credits
--	--

### GHUM

Course Code & Title	Credits
--	--

### GSOC

Course Code & Title	Credits
--	--

### GSOC/ GHUM

Course Code & Title	Credits
--	--

### GMAT/ GSCI/ GTEC

Course Code & Title	Credits
MATH 156 or higher (not MATH 171 or MATH 181)	3-6

### General Education

Course Code & Title	Credits
--	--

### Concentration Courses

Course Code & Title	Credits
ELET 144 DC/AC Electric Circuits	4
ENGR 181 Graphics for Engineers	2
MNFG 102 Manufacturing Process	3
MNFG 114 Principles of Quality Control & Quality Management	3
MNFG 140 Introduction to Computer Numeric Controlled (CNC) Machines	3
ELET 150 Automated Control Systems	4
MECH 150 Introduction to Hydraulics and Pneumatics	4

### Elective Courses

Course Code & Title	Credits
---------------------	---------

## Board Approval

### History of Board approval dates

March 29, 2018

### Reviewer Comments

**Carolyn Showalter (cshowalter) (Wed, 21 Apr 2021 13:44:09 GMT):** Rollback: Concentration Courses do not match up in Course Title and credits to Required Qualifications.

Key: 18

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

# New Course Proposal

Date Submitted: Wed, 24 Mar 2021 16:00:00 GMT

Viewing: **BUSN 273 : Corporate Social Responsibility**

Last edit: Thu, 13 May 2021 20:13:35 GMT

Changes proposed by: Katherine Toy (ktoy)  
Learning Outcomes Display (show only)

## 1. Course Information

---

**Subject**

BUSN - Business

**School**

Business and Social Sciences

**Course Title**

Corporate Social Responsibility

## 2. Hours

---

**Semester Hours**

3

**Lecture**

3

**Lab**

0

**Practicum**

0

## 3. Catalog Description

---

For display in the online catalog

This course introduces students to the concept of corporate social responsibility, which involves an examination of whether organizations should expand their focus from serving stockholders to considering the impact of the firm's activities on diverse stakeholders. Practicing corporate social responsibility requires that a corporation meld business goals with societal expectations. To do so means addressing complex questions such as: What obligations do businesses have to the societies in which they operate? Can the interests of corporations and their outside stakeholders be aligned or are they in inherent conflict? This course examines these and other questions without prescribing simple solutions.

## 4. Requisites

---

### Prerequisites

None

### Corequisites

None

## 5. Course Type

---

### Course Type for Perkins Reporting

vocational (approved for Perkins funding)

## 6. Justification

---

### Describe the need for this course

This course will enable students to understand the rationale behind CSR and sustainability. This course takes students through an evaluation of risks and potential impacts in decision making, enabling them to recognize the links between the success of an organization and the well-being of the stakeholders, and the community/society. This course will be utilized in the proposed STEM environmental science program AS in Sustainability degree.

## 7. General Education

---

Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?

No

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

Elective

## 8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiatives of the College

---

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiatives of the College:

Add item	
1	Providing student-centered, high-quality educational experiences that prepare and empower diverse learners (Mission Statement)
2	Cultivating a technologically progressive spirit (Mission Statement)
3	Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)
4	Providing and supporting the delivery of high quality, relevant, and emerging STEM courses (Academic Master Plan)
5	Seeking to empower students through the mastery of intellectual and practical Skills. (Academic Master Plan)

## 9. Related Courses at Other Institutions

### Comparable Courses at NJ Community Colleges

**Institution**

None

**Course Title**

**Course Number**

**Number of Credits**

**Comments**

The closest match at two year colleges would be courses in Business Ethics, as CSR is one topic in those courses. A matching course was found at Community College of Philadelphia, a three credit course named Introduction to Corporate Social Responsibility.

---

## **Transferability of Course**

### **Georgian Court University**

<b>Course Code, Title, and Credits</b>	<b>Transfer Catagory</b>	<b>If non-transferable; select status</b>
		Unable to determine status

### **Kean University**

<b>Course Code, Title, and Credits</b>	<b>Transfer Catagory</b>	<b>If non-transferable; select status</b>
		Unable to determine status

### **Monmouth University**

<b>Course Code, Title, and Credits</b>	<b>Transfer Catagory</b>	<b>If non-transferable; select status</b>
		Unable to determine status

### **Rowan University**

<b>Course Code, Title, and Credits</b>	<b>Transfer Catagory</b>	<b>If non-transferable; select status</b>
		Unable to determine status

### **Rutgers - New Brunswick, Mason Gross School of the Arts**

<b>Course Code, Title, and Credits</b>	<b>Transfer Catagory</b>	<b>If non-transferable; select status</b>
		Unable to determine status

### **Stockton University**

<b>Course Code, Title, and Credits</b>	<b>Transfer Catagory</b>	<b>If non-transferable; select status</b>
		Unable to determine status

If not transferable to any institution, explain:

## **10. Course Learning Outcomes**

### **Learning Outcomes**

<b>Students who successfully complete this course will be able to:</b>	
<b>CLO1</b>	<b>Examine the scope and complexity of corporate social responsibility (CSR).</b>



<b>Students who successfully complete this course will be able to:</b>	
CLO2	Demonstrate a multi-stakeholder perspective in viewing CSR issues.
CLO3	Analyze the connections between corporate strategy and CSR, and the impact on foundational organizational principles such as mission and vision.
CLO4	Compare and contrast the multiple viewpoints and tradeoffs that exist in the area of CSR.
CLO5	Analyze the complex issues confronting organizational leaders as they develop their CSR programs.
CLO6	Evaluate the level of commitment to CSR of various organizations and explain how it can be a source of competitive advantage.
CLO7	Analyze the impact of CSR implementation on corporate culture, particularly as it relates to social issues.

## **11. Topical Outline**

(include as many themes/skills as needed)

	<b>Major Themes/ Skills</b>	<b>Assignments (Recommended but not limited to)</b>	<b>Assessments (Recommended but not limited to)</b>	<b>Course Learning Outcome(s)</b>
TO1	Evolution of CSR a) CSR and the law of economics b) CSR and social legitimacy	Reading Writing assignment Class discussion	Research paper, quiz on reading, group, and individual case studies, oral presentation of case studies, outlines of case studies, and exams	CLO1, CLO2
TO2	The evolving role of stockholders a) The iron law of social responsibility b) Moral and economic arguments for CSR	Reading Writing assignment Class discussion	Research paper, quiz on reading, group, and individual case studies, oral presentation of case studies, outlines of case studies, and exams	CLO1 - CLO3
TO3	Stakeholder advocacy a) The role of business in society b) CSR expectations in rich and in poor societies	Reading Writing assignment Class discussion	Research paper, quiz on reading, group, and individual case studies, oral presentation of case studies, outlines of case studies, and exams	CLO1 - CLO4
TO4	Consumers' awareness and willingness to pay	Reading Writing assignment Class	Research paper, quiz on reading, group, and	CLO3 - CLO5

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
	for socially responsible corporate behavior a) The communications revolution and its impact on CSR b) Implementing CSR	discussion	individual case studies, oral presentation of case studies, outlines of case studies, and exams	
TO5	Globalization and CSR a) Different stakeholders, different perspectives b) Success and failure with CSR initiatives.	Reading Writing assignment Class discussion	Research paper, quiz on reading, group, and individual case studies, oral presentation of case studies, outlines of case studies, and exams	CLO3, CLO5, CLO6
TO6	Corporate response to citizen demands via CSR a) The five stages of organizational growth in CSR b) CSR as a balance between organizational means and ends	Reading Writing assignment Class discussion	Research paper, quiz on reading, group, and individual case studies, oral presentation of case studies, outlines of case studies, and exams	CLO3 - CLO6
TO7	CSR as a Source of Competitive Advantage a) The strategic lens: vision, mission, strategy, and tactics b) CSR as competitive advantage	Reading Writing assignment Class discussion	Research paper, quiz on reading, group, and individual case studies, oral presentation of case studies, outlines of case studies, and exams	CLO6, CLO7
TO8	Environmental and other global forces propelling CSR a) Impact of globalization and communications technologies b) Information Technology role in CSR	Reading Writing assignment Class discussion	Research paper, quiz on reading, group, and individual case studies, oral presentation of case studies, outlines of case studies, and exams	CLO4 - CLO6
TO9	The strategic CSR model	Reading Writing assignment Class	Research paper, quiz on reading, group, and	CLO3 -CLO6

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
	a) The business-level CSR threshold	discussion	individual case studies, oral presentation of	
	b) Business and NGOs (Partnerships)		case studies, outlines of case studies, and exams	
	Empowering People:			
TO10	a How to engage employees successfully to implement CSR programs.	Reading Writing assignment Class discussion	Research paper, quiz on reading, group, and individual case studies, oral presentation of case studies, outlines of case studies, and exams	CLO3 - CLO7
	b) The human impact on CSR programs			

## 12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized?

Lectures are combined with extensive readings and assignments. Tests related to the respective chapters will be given with notice. The student will be required to take exams. Additional research and/or group studies may be required.

## 13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)

*Information*

Communication-Written and Oral

Quantitative Knowledge and Skills

Scientific Knowledge and Reasoning

Technological Competency

---

**Information Literacy**

Yes

**Related Course Learning Outcome**

CLO1 - CLO3

**Related Outline Component**

TO1, TO2

**Assessment of General Education Goal (Recommended but not limited to)**

Research, Assignments, and Exams

---

**Society and Human Behavior**

---

**Humanistic Perspective**

---

**Historical Perspective**

---

**Global and Cultural Awareness**

Yes

**Related Course Learning Outcome**

CLO2, CLO3, CLO5, CLO6

**Related Outline Component**

TO3 - TO7

**Assessment of General Education Goal (Recommended but not limited to)**

Research, Assignments, and Exams

---

**Ethical Reasoning and Action**

Yes

**Related Course Learning Outcome**

CLO4 - CLO6

**Related Outline Component**

TO6- TO9

**Assessment of General Education Goal (Recommended but not limited to)**

Research, Assignments, and Exams

---

**Independent/Critical Thinking**

Yes

**Related Course Learning Outcome**

CLO3 - CLO7

**Related Outline Component**

TO5 - TO10

**Assessment of General Education Goal (Recommended but not limited to)**

Research, Assignments, and Exams

---

**14. Needs**

---

**Instructional Materials (text etc.):**

Text or open educational resource to be chosen by Department

**Technology Needs:**

Existing

**Human Resource Needs (Presently Employed vs. New Faculty):**

None

**Facility Needs:**

Existing

**Library needs:**

None

## **15. 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**

**B+: Very Good**

**B: Good**

**C+: Above Average**

**C: Average**

**D: Below Average**

**F: Failure**

**I: Incomplete**

**R: Audit**

For more detailed information on the Ocean County College grading system, please see Policy #5154.

**Reviewer Comments**

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

# New Course Proposal

Date Submitted: Mon, 05 Apr 2021 22:34:03 GMT

Viewing: **OTHER 191 : Design - Technical Projects & Experience**

Last edit: Thu, 13 May 2021 20:15:54 GMT

Changes proposed by: Pamela Bogdan (pbogdan)  
Learning Outcomes Display (show only)

## 1. Course Information

---

**Subject**

OTHER - Other

**New Subject**

ENGT

**School**

Science, Technology, Engineering, Mathematics

**Course Title**

Design - Technical Projects & Experience

## 2. Hours

---

**Semester Hours**

1

**Lecture**

0

**Lab**

0

**Practicum**



### **3. Catalog Description**

---

**For display in the online catalog**

This course is an experiential learning course that focuses on the design phase of the engineering design process. Students will be introduced to the sub-phases of design: concept creation, requirements definition and technical design. All phases will be exercised by students doing a semester long design project. It is recommended that students take this course in conjunction with "Tools for Technical Communications."

### **4. Requisites**

---

**Prerequisites**

**Corequisites**

### **5. Course Type**

---

**Course Type for Perkins Reporting**

vocational (approved for Perkins funding)

### **6. Justification**

---

**Describe the need for this course**

The course provides the basics of the technical design from ideation through detailed design. It is a component of the Certificate of Completion - Technology Leadership.

### **7. General Education**

---

**Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?**

No

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

Program-specific requirement

## 8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiatives of the College

---

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiatives of the College:

Add item	
1	Cultivating a technologically progressive and entrepreneurial spirit (Mission Statement)
2	Deliver Innovative Curricula Programs and Assess Current Programs - Develop both transfer and vocational programs (Academic Master Plan)
3	Strategic Goal 2: Optimize and expand enrollment of all learners Objective 2.3: Achieve relevant programs to foster workforce development.

## 9. Related Courses at Other Institutions

### Comparable Courses at NJ Community Colleges

#### Institution

Atlantic Cape CC

#### Course Title

#### Course Number

#### Number of Credits

#### Comments

No equivalent course.

---

#### Institution

Brookdale CC

**Course Title**

**Course Number**

**Number of Credits**

**Comments**

No equivalent course

---

**Institution**

Camden County College

**Course Title**

**Course Number**

**Number of Credits**

**Comments**

No equivalent course.

---

**Institution**

Mercer County CC

**Course Title**

**Course Number**

**Number of Credits**

**Comments**

No equivalent course.

---

**Institution**

Rowan College at Burlington County

**Course Title**

**Course Number**

Number of Credits

Comments

No equivalent course.

## **Transferability of Course**

### **Georgian Court University**

<b>Course Code, Title, and Credits</b>	<b>Transfer Catagory</b>	<b>If non-transferable; select status</b>
		Unable to determine status

### **Kean University**

<b>Course Code, Title, and Credits</b>	<b>Transfer Catagory</b>	<b>If non-transferable; select status</b>
		Unable to determine status

### **Monmouth University**

<b>Course Code, Title, and Credits</b>	<b>Transfer Catagory</b>	<b>If non-transferable; select status</b>
		Unable to determine status

### **Rowan University**

<b>Course Code, Title, and Credits</b>	<b>Transfer Catagory</b>	<b>If non-transferable; select status</b>
		Unable to determine status

### **Rutgers - New Brunswick, Mason Gross School of the Arts**

<b>Course Code, Title, and Credits</b>	<b>Transfer Catagory</b>	<b>If non-transferable; select status</b>
		Unable to determine status

## Stockton University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Unable to determine status

If not transferable to any institution, explain:

## 10. Course Learning Outcomes

### Learning Outcomes

Students who successfully complete this course will be able to:	
CLO1	Demonstrate the use of tools and techniques used for concept ideation and selection.
CLO2	Construct well-defined technical requirements based on needs from multiple sources.
CLO3	Create high level and detailed design specifications.

## 11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO1	Introduction a) Engineering Design Process b) Laboratory Rules	Reading, discussion, project and practical assignments/case studies	Quiz, exam, and individual project	All
TO2	Concept Phase a) Statement of Need b) Technical Creativity c) Methods for Selecting an Option	Reading, discussion, project and practical assignments/case studies	Quiz, exam, and individual project	CL01
TO3	Definition Phase a) Requirement Sources b) Requirements c) Requirements Traceability d) Change Control	Reading, discussion, project and practical assignments/case studies	Quiz, exam, and individual project	CLO2

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO4	Design Phase a) High Level Design b) Detailed Design	Reading, discussion, project and practical assignments/case studies	Quiz, exam, and individual project	CL03

## 12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized?  
Discussion and semester long project

## 13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)

*Information*

Communication-Written and Oral

Quantitative Knowledge and Skills

Scientific Knowledge and Reasoning

Technological Competency

Information Literacy

Society and Human Behavior

**Humanistic Perspective**

---

**Historical Perspective**

---

**Global and Cultural Awareness**

---

**Ethical Reasoning and Action**

---

**Independent/Critical Thinking**

Yes

**Related Course Learning Outcome**

All

**Related Outline Component**

TO2, TO3, TO4

**Assessment of General Education Goal (Recommended but not limited to)**

Quiz, exam, and individual project

## **14. Needs**

---

**Instructional Materials (text etc.):**

An appropriate text and/or open educational resources will be selected. Contact the department for current adoptions.

**Technology Needs:**

none are anticipated at this time.

**Human Resource Needs (Presently Employed vs. New Faculty):**

Presently employed faculty can teach this course.

**Facility Needs:**

Existing facilities are sufficient (e.g. INST 113B or 117)



**Library needs:**

Provide access to current material about this field of study and technology.

## **15. 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**

**B+: Very Good**

**B: Good**

**C+: Above Average**

**C: Average**

**D: Below Average**

**F: Failure**

**I: Incomplete**

**R: Audit**

For more detailed information on the Ocean County College grading system, please see Policy #5154.

**Reviewer Comments**

**Cynthia Fallon (cfallon) (Mon, 05 Apr 2021 12:18:10 GMT):** Rollback: Sending back for Sylvia's edits

**Susan O'Connor (soconnor) (Tue, 27 Apr 2021 02:49:43 GMT):** Rollback: Bring with certificate

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

## New Course Proposal

Date Submitted: Mon, 05 Apr 2021 17:39:55 GMT

Viewing: **OTHER 192 : Build - Technical Projects & Experience**

Last edit: Thu, 13 May 2021 20:17:31 GMT

Changes proposed by: Pamela Bogdan (pbogdan)  
Learning Outcomes Display (show only)

### 1. Course Information

---

**Subject**

OTHER - Other

**New Subject**

ENGT

**School**

Science, Technology, Engineering, Mathematics

**Course Title**

Build - Technical Projects & Experience

### 2. Hours

---

**Semester Hours**

1

**Lecture**

0

**Lab**

0

**Practicum**

3

### **3. Catalog Description**

---

**For display in the online catalog**

This course is an experiential learning course that focuses on the build phase of the engineering design process. Students will be able to execute the creation of a test-ready product or prototype in one of the following technology areas: construction, electrical, mechanical, industrial process or software by students doing a semester long build project.

### **4. Requisites**

---

**Prerequisites**

**Corequisites**

### **5. Course Type**

---

**Course Type for Perkins Reporting**

vocational (approved for Perkins funding)

### **6. Justification**

---

**Describe the need for this course**

The course provides the basics of building a test-ready product or prototype that would occur during the engineering design process. It is a component of the Certificate of Completion - Technology Leadership.

### **7. General Education**

---

**Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?**

No

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

Program-specific requirement

## 8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiatives of the College

---

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiatives of the College:

Add item	
1	Cultivating a technologically progressive and entrepreneurial spirit (Mission Statement)
2	Deliver Innovative Curricula Programs and Assess Current Programs - Develop both transfer and vocational programs (Academic Master Plan)
3	Strategic Goal 2: Optimize and expand enrollment of all learners Objective 2.3: Achieve relevant programs to foster workforce development.

## 9. Related Courses at Other Institutions

### Comparable Courses at NJ Community Colleges

#### Institution

Atlantic Cape CC

#### Course Title

#### Course Number

#### Number of Credits

#### Comments

No equivalent course

---

#### Institution

Brookdale CC

**Course Title**

**Course Number**

**Number of Credits**

**Comments**

No equivalent course

---

**Institution**

Camden County College

**Course Title**

**Course Number**

**Number of Credits**

**Comments**

No equivalent course

---

**Institution**

Mercer County CC

**Course Title**

**Course Number**

**Number of Credits**

**Comments**

No equivalent course

---

**Institution**

Rowan College at Burlington County

**Course Title**

**Course Number**

Number of Credits

Comments

No equivalent course

## Transferability of Course

### Georgian Court University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Unable to determine status

### Kean University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Unable to determine status

### Monmouth University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Unable to determine status

### Rowan University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Unable to determine status

### Rutgers - New Brunswick, Mason Gross School of the Arts

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Unable to determine status



**Stockton University**

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Unable to determine status

If not transferable to any institution, explain:

## 10. Course Learning Outcomes

### Learning Outcomes

Students who successfully complete this course will be able to:	
CLO1	Translate detailed design specifications into a test-ready product or prototype.
CLO2	Demonstrate requirements traceability for all features/functions of the test-ready product or prototype.
CLO3	Create and manage revisions
CLO4	List and create appropriate technical documentation to support the test-ready product or prototype.
CLO5	List and demonstrate various types of verification activities that occur during the build phase.

## 11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO1	Introduction a) Engineering Design Process b) Laboratory Rules Pre-Build Activities	Reading, discussion, project and practical assignments/case studies	Quiz, exam, and individual project	All
TO2	a) Readiness Assessments b) Materials & Resource Planning c) Build Plan/Schedule	Reading, discussion, project and practical assignments/case studies	Quiz, exam, and individual project	CL01, CL02
TO3	Build Activities a) Individual Parts b) Sub-systems	Reading, discussion, project and practical assignments/case	Quiz, exam, and individual project	CL01, CL03

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO4	c) Fully Integrated Product or Prototype Readiness for Test	studies		
	a) Build phase verification activities	Reading, discussion, project and practical assignments/case	Quiz, exam, and individual project	CL01, CL02, CL03, CL04, CL05
	b) Build phase documentation	studies		

## 12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized?  
Discussion and semester long project

## 13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)

*Information*

Communication-Written and Oral

---

Quantitative Knowledge and Skills

Yes

Related Course Learning Outcome

All

Related Outline Component

All

Assessment of General Education Goal (Recommended but not limited to)

Discussion and semester long project

---

Scientific Knowledge and Reasoning

**Technological Competency**

---

**Information Literacy**

---

**Society and Human Behavior**

---

**Humanistic Perspective**

---

**Historical Perspective**

---

**Global and Cultural Awareness**

---

**Ethical Reasoning and Action**

---

**Independent/Critical Thinking**

Yes

**Related Course Learning Outcome**

All

**Related Outline Component**

All

**Assessment of General Education Goal (Recommended but not limited to)**

Discussion and semester long project

## **14. Needs**

---

**Instructional Materials (text etc.):**

An appropriate text and/or open educational resources will be selected. Contact the department for current adoptions.

**Technology Needs:**

Existing tools and equipment can be utilized, but may need to be refreshed and/or augmented based on technology evolution. Also supplies consumed in the building process will need to be replenished.

**Human Resource Needs (Presently Employed vs. New Faculty):**

Presently employed faculty can teach this course.

**Facility Needs:**

Existing facilities are sufficient (e.g. INST 113B or 117)

**Library needs:**

Provide access to current material about this field of study and technology.

## **15. 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

B+: Very Good

B: Good

C+: Above Average

C: Average

D: Below Average

F: Failure

I: Incomplete

R: Audit

For more detailed information on the Ocean County College grading system, please see Policy #5154.

**Reviewer Comments**

Cynthia Fallon (cfallon) (Mon, 05 Apr 2021 12:19:15 GMT): Rollback: Sending back for Sylvia's edits.

**Susan O'Connor (soconnor) (Tue, 27 Apr 2021 02:49:53 GMT):** Rollback: Bring with certificate

Key: 2211

***EXHIBIT B-7***

# New Course Proposal

Date Submitted: Mon, 05 Apr 2021 22:34:30 GMT

Viewing: **OTHER 193 : Test - Technical Projects & Experience**

Last edit: Thu, 13 May 2021 20:18:41 GMT

Changes proposed by: Pamela Bogdan (pbogdan)  
Learning Outcomes Display (show only)

## 1. Course Information

---

**Subject**

OTHER - Other

**New Subject**

ENGT

**School**

Science, Technology, Engineering, Mathematics

**Course Title**

Test - Technical Projects & Experience

## 2. Hours

---

**Semester Hours**

1

**Lecture**

0

**Lab**

0

**Practicum**

### **3. Catalog Description**

---

**For display in the online catalog**

This course is an experiential learning course that focuses on the test phase of the engineering design process. Students will be introduced to testing methodologies for one of the following technology areas that aligns with their project: construction, electrical, mechanical, industrial process or software. Testing methodologies will be exercised by students doing a semester long testing project. It is recommended that you take this course in conjunction with "Principles of Quality Control & Quality Management" or "Quality Management & Applied Statistics."

### **4. Requisites**

---

Prerequisites

Corequisites

### **5. Course Type**

---

**Course Type for Perkins Reporting**  
vocational (approved for Perkins funding)

### **6. Justification**

---

**Describe the need for this course**

The course provides the basics of technology testing. It is a component of the Certificate of Completion - Technology Leadership.

### **7. General Education**

---

**Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?**

No

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

Program-specific requirement



## 8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiatives of the College

---

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiatives of the College:

Add item	
1	Cultivating a technologically progressive and entrepreneurial spirit (Mission Statement)
2	Deliver Innovative Curricula Programs and Assess Current Programs - Develop both transfer and vocational programs (Academic Master Plan)
3	Strategic Goal 2: Optimize and expand enrollment of all learners Objective 2.3: Achieve relevant programs to foster workforce development.

## 9. Related Courses at Other Institutions

### Comparable Courses at NJ Community Colleges

#### Institution

Atlantic Cape CC

#### Course Title

.

#### Course Number

#### Number of Credits

#### Comments

No equivalent course

---

#### Institution

Brookdale CC

**Course Title**

**Course Number**

**Number of Credits**

**Comments**

No equivalent course.

---

**Institution**

Camden County College

**Course Title**

**Course Number**

**Number of Credits**

**Comments**

No equivalent course.

---

**Institution**

Mercer County CC

**Course Title**

**Course Number**

**Number of Credits**

**Comments**

No equivalent course

---

**Institution**

Rowan College at Burlington County

**Course Title**

**Course Number**

**Number of Credits****Comments**

No equivalent course.

## **Transferability of Course**

**Georgian Court University**

<b>Course Code, Title, and Credits</b>	<b>Transfer Catagory</b>	<b>If non-transferable; select status</b>
		Unable to determine status

**Kean University**

<b>Course Code, Title, and Credits</b>	<b>Transfer Catagory</b>	<b>If non-transferable; select status</b>
		Unable to determine status

**Monmouth University**

<b>Course Code, Title, and Credits</b>	<b>Transfer Catagory</b>	<b>If non-transferable; select status</b>
		Unable to determine status

**Rowan University**

<b>Course Code, Title, and Credits</b>	<b>Transfer Catagory</b>	<b>If non-transferable; select status</b>
		Unable to determine status

**Rutgers - New Brunswick, Mason Gross School of the Arts**

<b>Course Code, Title, and Credits</b>	<b>Transfer Catagory</b>	<b>If non-transferable; select status</b>
		Unable to determine status

Stockton University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Unable to determine status

If not transferable to any institution, explain:

## 10. Course Learning Outcomes

### Learning Outcomes

Students who successfully complete this course will be able to:	
CLO1	Define major types of tests that align with different types of technologies: construction, electrical, mechanical, industrial process and software.
CLO2	Develop a test plan and test cases to verify requirements for a product or prototype.
CLO3	Make use of standard testing methodologies for one of the following technology areas: construction, electrical, mechanical, industrial process or software.
CLO4	Compose test results documentation in both detailed and summary formats.

## 11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO1	Introduction a) Engineering Design Process b) Laboratory Rules	Reading, discussion, project and practical assignments/case studies	Quiz, exam, and individual project	CL01
TO2	Testing Overview a) Purpose of Testing b) Testing at Different Phase in Engineering Design, Delivery & Production c) Managing the test phase	Reading, discussion, project and practical assignments/case studies	Quiz, exam, and individual project	CL01
TO3	Test Planning a) Testing's Relationship to	Reading, discussion, project and practical assignments/case	Quiz, exam, and individual project	CL02

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
	Requirements & Design studies b) Test Strategies			
TO4	Test Cases a) Test Cases b) Test Scripts c) Test Automation	Reading, discussion, project and practical assignments/case studies	Quiz, exam, and individual project	CL02
TO5	Testing a) Test Environment b) Testing Tools & Equipment c) Test Data	Reading, discussion, project and practical assignments/case studies	Quiz, exam, and individual project	CL03
TO6	Test Results a) Test Results: detailed results, summary of results & recommendations based on results b) Additional test phase documentation products	Reading, discussion, project and practical assignments/case studies	Quiz, exam, and individual project	CL04

## 12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized?  
Discussion and semester long project

## 13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)

*Information*

Communication-Written and Oral

Quantitative Knowledge and Skills  
Yes

Related Course Learning Outcome  
CL03, CL04

**Related Outline Component**  
T05, T06

**Assessment of General Education Goal (Recommended but not limited to)**

Quiz, exam, and individual project

---

**Scientific Knowledge and Reasoning**

---

**Technological Competency**

---

**Information Literacy**

---

**Society and Human Behavior**

---

**Humanistic Perspective**

---

**Historical Perspective**

---

**Global and Cultural Awareness**

---

**Ethical Reasoning and Action**

---

**Independent/Critical Thinking**

Yes

**Related Course Learning Outcome**

All

**Related Outline Component**

All

**Assessment of General Education Goal (Recommended but not limited to)**

Quiz, exam, and individual project

## **14. Needs**

---

**Instructional Materials (text etc.):**

An appropriate text and/or open educational resources will be selected. Contact the department for current adoptions.

**Technology Needs:**

Existing testing tools and equipment can be utilized, but may need to be refreshed and/or augmented based on technology evolution.

**Human Resource Needs (Presently Employed vs. New Faculty):**

Presently employed faculty can teach this course.

**Facility Needs:**

Existing facilities are sufficient (e.g. INST 113B or 117)

**Library needs:**

Provide access to current material about this field of study and technology.

## **15. 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

B+: Very Good

B: Good

C+: Above Average

C: Average

D: Below Average



**F: Failure**

**I: Incomplete**

**R: Audit**

**For more detailed information on the Ocean County College grading system, please see Policy #5154.**

**Reviewer Comments**

**Cynthia Fallon (cfallon) (Mon, 05 Apr 2021 12:19:31 GMT): Rollback: Sending back for Sylvia's edits.**

**Susan O'Connor (soconnor) (Tue, 27 Apr 2021 02:50:00 GMT): Rollback: Bring with certificate**

Key: 2212

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

# New Course Proposal

Date Submitted: Thu, 01 Apr 2021 19:37:58 GMT

Viewing: **OTHER 196 : Project Management**

Last edit: Fri, 30 Apr 2021 16:45:49 GMT

Changes proposed by: Pamela Bogdan (pbogdan)  
Learning Outcomes Display (show only)

## 1. Course Information

---

**Subject**

OTHER - Other

**New Subject**

ENGT

**School**

Science, Technology, Engineering, Mathematics

**Course Title**

Project Management

## 2. Hours

---

**Semester Hours**

3

**Lecture**

3

**Lab**

0

**Practicum**

0

### 3. Catalog Description

---

**For display in the online catalog**

This course will familiarize a student with the Project Management Body of Knowledge (PMBOK), a set of standard terminology and guidelines for project management. The PMBOK is developed and maintained by the Project Management Institute (PMI) which oversees industry standard project manager certification known as Project Management Professional (PMP). This course will enable a student to move towards their PMP certification that requires formal project management training, such as this course, passing the PMP examination, time spent leading and directing projects and project management experience.

### 4. Requisites

---

**Prerequisites**

**Corequisites**

### 5. Course Type

---

**Course Type for Perkins Reporting**  
vocational (approved for Perkins funding)

### 6. Justification

---

**Describe the need for this course**

According to the New Jersey Industry Valued Credential List - January 2018, the Project Management Professional (PMP) issued by the Project Management Institute is an Advanced certificate, with the following endorsements: A - accredited by the American National Standards Institute, C - related to Career and Technical Education Career Clusters and M - related to Military Occupational Specialties. Successfully completing this training course would be step one to achieving a PMP certification. Later steps include successfully passing the PMP exam and real world project management experience.

### 7. General Education

---

**Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?**

No

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

Elective

## 8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiatives of the College

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiatives of the College:

Add item	
1	Cultivating a technologically progressive and entrepreneurial spirit (Mission Statement)
2	Deliver Innovative Curricula Programs and Assess Current Programs - Develop both transfer and vocational programs (Academic Master Plan)
3	Strategic Goal 2: Optimize and expand enrollment of all learners Objective 2.3: Achieve relevant programs to foster workforce development.

## 9. Related Courses at Other Institutions

### Comparable Courses at NJ Community Colleges

#### Institution

Atlantic Cape CC

#### Course Title

Introduction to Project Management

#### Course Number

CISM143

#### Number of Credits

3

#### Comments

**Institution**

Camden County College

**Course Title**

**Course Number**

**Number of Credits**

**Comments**

No equivalent course

---

**Institution**

Brookdale CC

**Course Title**

**Course Number**

**Number of Credits**

**Comments**

No equivalent course.

---

**Institution**

Mercer County CC

**Course Title**

**Course Number**

**Number of Credits**

**Comments**

No equivalent course.

---

**Institution**

Rowan College at Burlington County

**Course Title**

Course Number

Number of Credits

Comments

No equivalent course.

## Transferability of Course

### Georgian Court University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Unable to determine status

### Kean University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Unable to determine status

### Monmouth University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Unable to determine status

### Rowan University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Unable to determine status



**Rutgers - New Brunswick, Mason Gross School of the Arts**

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Unable to determine status

**Stockton University**

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Unable to determine status

If not transferable to any institution, explain:

## 10. Course Learning Outcomes

### Learning Outcomes

Students who successfully complete this course will be able to:	
CLO1	Organize projects into the five process groups: initiating; planning; executing; monitoring; controlling and closing.
CLO2	Perform the routine processes throughout the duration of the project to manage the 10 key knowledge areas: integration, scope, schedule, cost, quality, resources, communications, risk, procurement, and stakeholders
CLO3	Prepare for their Project Management Professional (PMP) certification exam.

## 11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO1	Introduction to Project Management a) Benefits of project management b) Components of project management	Reading, discussion, projects , practical assignments/case studies, practice PMP exam question sets	Quiz, exam, individual and group project	All
TO2	Project Management - The Big Picture a) Identify organizational	Reading, discussion, projects , practical assignments/case studies, practice PMP	Quiz, exam, individual and group project	All

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
	influences b) Project stakeholders and governance c) The project team d) Overview of the project life cycle Working with Project Management Processes	exam question sets		
TO3	a) Overview of project management processes b) Overview of project management knowledge areas c) Identifying project information	Reading, discussion, projects , practical assignments/case studies, practice PMP exam question sets	Quiz, exam, individual and group project	All
TO4	Initiating a Project a) Developing a project charter b) Identifying project stakeholders Planning a Project a) Developing an overall project management plan b) Planning for project scope management	Reading, discussion, projects , practical assignments/case studies, practice PMP exam question sets	Quiz, exam, individual and group project	All
TO5	c) Collecting project requirements d) Defining project scope e) Creating a Work Breakdown Structure (WBS)	Reading, discussion, projects , practical assignments/case studies, practice PMP exam question sets	Quiz, exam, individual and group project	All
TO6	Planning for Project Time Management a) Planning for project schedule management b) Defining project activities and owners	Reading, discussion, projects , practical assignments/case studies, practice PMP exam question sets	Quiz, exam, individual and group project	All

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO7	c) Sequencing project activities & identifying critical path(s) d) Estimating activity resources e) Estimating activity durations f) Developing a project schedule, including key milestones Planning Project Budget, Quality, and Communications a) Planning for project cost management b) Estimating project costs c) Determining the project budget d) Planning for quality management e) Planning for human resource management f) Planning for communications management Planning for Risk, Procurements, and Stakeholder Management	Reading, discussion, projects , practical assignments/case studies, practice PMP exam question sets	Quiz, exam, individual and group project	All
	a) Planning for project risk management b) Identifying risks c) Performing qualitative risk analysis d) Performing quantitative risk analysis e) Planning for risk response			
TO8				

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO9	f) Planning for project procurements g) Plan for project stakeholder management Executing a Project a) Directing and Managing project work as a project manager b) Performing quality assurance	Reading, discussion, projects , practical assignments/case studies, practice PMP exam question sets	Quiz, exam, individual and group project	All
	c) Project team formation, development and ongoing oversight d) Managing communications e) Conducting procurements f) Managing stakeholder engagement Managing Project Work, Scope, Schedules, and Cost a) Monitoring and controlling project work b) Performing integrated change control			
TO10	c) Validating project scope d) Controlling project scope e) Controlling the project schedule f) Controlling project costs	Reading, discussion, projects , practical assignments/case studies, practice PMP exam question sets	Quiz, exam, individual and group project	All
TO11	Controlling the Project	Reading, discussion,	Quiz, exam, individual	All

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
	a) Controlling project quality b) Controlling communications c) Controlling project risks d) Controlling project procurements e) Controlling stakeholder engagement Closing a Project	projects , practical assignments/case studies, practice PMP exam question sets	and group project	
TO12	a) Closing a project or phase(s) b) Closing procurements	Reading, discussion, projects , practical assignments/case studies, practice PMP exam question sets	Quiz, exam, individual and group project	All

## 12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized?  
Lecture, engineering problem sets, labs and discussion.

## 13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)

Information

Communication-Written and Oral

Quantitative Knowledge and Skills

Yes

Related Course Learning Outcome

CL02, CLO3

Related Outline Component

All

**Assessment of General Education Goal (Recommended but not limited to)**

Quiz, exam, individual and group project

---

**Scientific Knowledge and Reasoning**

---

**Technological Competency**

---

**Information Literacy**

---

**Society and Human Behavior**

---

**Humanistic Perspective**

---

**Historical Perspective**

---

**Global and Cultural Awareness**

---

**Ethical Reasoning and Action**

---

**Independent/Critical Thinking**

Yes

**Related Course Learning Outcome**

All

**Related Outline Component**

All

**Assessment of General Education Goal (Recommended but not limited to)**

Quiz, exam, individual and group project

## **14. Needs**

---

**Instructional Materials (text etc.):**

Materials and textbook as provided by being an authorized training partner for PMP training from the Project Management Institute. There is an annual fee to become a PMI authorized training partner for PMP.

**Technology Needs:**

Access to Office Project or OfficeLibre for students and instructors.

**Human Resource Needs (Presently Employed vs. New Faculty):**

Presently employed faculty can teach this course.

**Facility Needs:**

Existing facilities are sufficient (e.g. any classroom in INST)

**Library needs:**

Provide access to current material about this field of study and technology.

## **15. 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

B+: Very Good

B: Good

C+: Above Average

C: Average

D: Below Average

F: Failure

**I: Incomplete**

**R: Audit**

**For more detailed information on the Ocean County College grading system, please see Policy #5154.**

**Reviewer Comments**

**Susan O'Connor (soconnor) (Sun, 04 Apr 2021 04:37:06 GMT):** Rollback: CLO3 "students will be able to prepare for their PNP certification exam." I think this needs to be something more like "students will be able to identify and explain all knowledge necessary to pass the exam" or something like that. The existing outcome does not work for this.

**Sylvia Riviello (sriviello) (Sun, 04 Apr 2021 14:27:43 GMT):** Rollback: Please see the emails I forwarded to you

**Susan O'Connor (soconnor) (Tue, 27 Apr 2021 02:50:06 GMT):** Rollback: Bring with certificate



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

# New Course Proposal

Date Submitted: Thu, 22 Apr 2021 19:41:45 GMT

Viewing: **STSC 170 : Student Success Seminar for Business Majors**

Last edit: Thu, 13 May 2021 20:24:15 GMT

Changes proposed by: Rosann Bar (rbar)  
Learning Outcomes Display (show only)

## 1. Course Information

---

**Subject**

STSC - Student Success

**School**

Business and Social Sciences

**Course Title**

Student Success Seminar for Business Majors

## 2. Hours

---

**Semester Hours**

2

**Lecture**

2

**Lab**

0

**Practicum**

0

## 3. Catalog Description

---

**For display in the online catalog**

This comprehensive course is designed to build a solid foundation for a successful college experience. This seminar-based course will help students develop the emotional and intellectual skills necessary to work toward graduation and their chosen career in the business field. In addition to learning to develop a self-motivated academic passion, students can expect to develop their critical thinking and academic skills. The course will also enable students to connect to the campus community through an analytical and information literacy component and service-learning experience. This course is designed for students majoring in business and will cover an overview of business concepts.

## 4. Requisites

---

**Prerequisites**

none

**Corequisites**

none

## 5. Course Type

---

**Course Type for Perkins Reporting**

vocational (approved for Perkins funding)

## 6. Justification

---

**Describe the need for this course**

This course is designed to introduce students to the academic skills and strategies of a successful college student in business. Students who have developed strong critical thinking and academic skills are actively engaged and have an increased graduation and transfer rate.

## 7. General Education

---

**Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?**

No

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

Program-specific requirement

## 8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiatives of the College

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiatives of the College:

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

## 9. Related Courses at Other Institutions

### Comparable Courses at NJ Community Colleges

**Institution**

Bergen CC

**Course Title**

Success 101

**Course Number**

IST 123

**Number of Credits**

3

**Comments**

**Institution**

Essex County College

**Course Title**

College Success seminar

**Course Number**

CSS 101

**Number of Credits**

3

**Comments**

---

**Institution**

Middlesex County College

**Course Title**

Strategies for Success

**Course Number**

CPS 041

**Number of Credits**

3

**Comments**

---

**Institution**

Middlesex County College

**Course Title**

Student Success

**Course Number**

SSD 101

**Number of Credits**

3

**Comments**

---

**Institution**

Rowan College at Burlington County

**Course Title**

Student Success

**Course Number**

COS 103

**Number of Credits**

3

**Comments**

---

**Institution**

Salem CC

**Course Title**

Skills for Success

**Course Number**

SCO 104

**Number of Credits**

3

**Comments**

**Institution**

Sussex County CC

**Course Title**

Foundations of College Success

**Course Number**

COLL 101

**Number of Credits**

3

**Comments**

**Transferability of Course**

**Georgian Court University**

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
EC, Elective Credit, 3 credits	Elective	

**Kean University**

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
FEX 1000, Free Elective, 3 credits	Elective	



### Monmouth University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
LC100, Freshman Seminar, 3 credits	Elective	

### Rowan University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
INTR 99081, Free Elective, 3 credits	Elective	

### Rutgers - New Brunswick, Mason Gross School of the Arts

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Will not transfer

### Stockton University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
TRCREC "03" (ELECTIVE TRANS CREDIT	Elective	

If not transferable to any institution, explain:

## 10. Course Learning Outcomes

### Learning Outcomes

Students who successfully complete this course will be able to:	
CLO1	Prepare written and oral communications to discover, develop, and articulate ideas and viewpoints from a business perspective.
CLO2	Explain decision-making and apply critical thinking aspects pertaining to responsible behavior, ethics, setting goals, and motivation needed to achieve those goals.
CLO3	Describe how academic skills, such as time management, note-taking, and test preparation techniques, can apply to learning and business experiences.
CLO4	Complete a service-learning activity, describe the experience within a business context, and analyze societal issues in the business field.
CLO5	Explain the use of the college's technological services for information literacy, business research, advising, registering, and taking courses.

Students who successfully complete this course will be able to:	
CLO6	Identify and analyze various occupations and career preferences within the business field through self-assessment.
CLO7	Explain the importance of understanding financial situations in everyday life, in business, and in planning for the future.
CLO8	Describe the importance of keeping physically, mentally, socially, and emotionally healthy and describe the techniques to manage job-related stress.

## 11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO1	Academic Skills a. Motivation and GRIT b. Time management and goal setting c. Note-taking, reading, and testing strategies	1. Reading 2. Class discussion 3. Journals 4. Performance based assignment	1. Exam 2. Quiz 3. Graded Assignment 4. Project	CLO1, CLO2, CLO3
TO2	Information Literacy a. Career exploration b. Academic advising c. Financial literacy	1. Reading 2. Class discussion 3. Journals 4. Performance based assignment	1. Exam 2. Quiz 3. Graded Assignment 4. Project	CLO1, CLO5, CLO6, CLO7
TO3	Self-Management a. Decision-making b. Communication c. Health and wellness	1. Reading 2. Class discussion 3. Journals 4. Performance based assignment	1. Exam 2. Quiz 3. Graded Assignment 4. Project	CLO1, CLO8
TO4	Service Learning a. Action plan b. Service evaluation	1. Reading 2. Class discussion 3. Journals 4. Performance based assignment	1. Exam 2. Quiz 3. Graded Assignment 4. Project	CLO1, CLO4

## 12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized?

Lecture

Discussion

Assignment and review of problems

Quizzes and exams

### **13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)**

---

#### *Information*

**Communication-Written and Oral**

Yes

**Related Course Learning Outcome**

CLO1, CLO2, CLO3, CLO4, CLO5, CLO6, CLO7, CLO8

**Related Outline Component**

TO1, TO2, TO3, TO4

**Assessment of General Education Goal (Recommended but not limited to)**

Exam

Quiz

Graded Assignment

Project

---

**Quantitative Knowledge and Skills**

---

**Scientific Knowledge and Reasoning**

---

**Technological Competency**

---

**Information Literacy**

Yes

**Related Course Learning Outcome**

CLO1, CLO5, CLO6, CLO7

**Related Outline Component**

TO2

**Assessment of General Education Goal (Recommended but not limited to)**

Exam  
Quiz  
Graded Assignment  
Project

---

**Society and Human Behavior**

---

**Humanistic Perspective**

---

**Historical Perspective**

---

**Global and Cultural Awareness**

---

**Ethical Reasoning and Action**

---

**Independent/Critical Thinking**  
Yes

**Related Course Learning Outcome**  
CLO1, CLO2, CLO3, CLO4, CLO5, CLO6, CLO7, CLO8

**Related Outline Component**  
TO1, TO2, TO3, TO4

**Assessment of General Education Goal (Recommended but not limited to)**

Exam  
Quiz  
Graded Assignment  
Project

## 14. Needs

---

### Instructional Materials (text etc.):

Department approved textbook and/or open educational resources will be chosen by department.

### Technology Needs:

N/A

### Human Resource Needs (Presently Employed vs. New Faculty):

Presently employed instructors will be utilized.

### Facility Needs:

N/A

### Library needs:

N/A

## 15. 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

B+: Very Good

B: Good

C+: Above Average

C: Average

D: Below Average

F: Failure

I: Incomplete

R: Audit

For more detailed information on the Ocean County College grading system, please see Policy #5154.

### Reviewer Comments

Maureen Alexander (malexander) (Fri, 29 Jan 2021 15:38:14 GMT): Rollback: Can you review Master Plan and use the current Mission Statement.

Susan O'Connor (soconnor) (Sat, 06 Mar 2021 01:58:18 GMT): We may want to discuss "communication" as a Gen ed goal at Curriculum Comm. - Susan

**Susan O'Connor (soconnor) (Thu, 11 Mar 2021 21:36:32 GMT):** Rollback: Edits need to be made to course number and course outcomes (based on curriculum comm. meeting discussion).

**Rosann Bar (rbar) (Mon, 22 Mar 2021 20:43:31 GMT):** Rollback: Ensure learning objectives cover those of the base STSC course.

**Maureen Alexander (malexander) (Wed, 21 Apr 2021 21:14:34 GMT):** Rollback: I made one edit. I took off "s" from student to make it singular like the other STSC courses. The Engineering STSC is written "Student Success Seminar for Engineering Majors". Do you want the Business to read the same way?

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

# New Course Proposal

Date Submitted: Wed, 21 Apr 2021 20:18:29 GMT

Viewing: **STSC 171 : Student Success Seminar for the Helping Professions**

Last edit: Thu, 13 May 2021 20:25:42 GMT

Changes proposed by: Rosann Bar (rbar)  
[Learning Outcomes Display \(show only\)](#)

## 1. Course Information

---

**Subject**

STSC - Student Success

**School**

Business and Social Sciences

**Course Title**

Student Success Seminar for the Helping Professions

## 2. Hours

---

**Semester Hours**

2

**Lecture**

2

**Lab**

0

**Practicum**

0

## 3. Catalog Description

---



**For display in the online catalog**

This comprehensive course is designed to build a solid foundation for a successful college experience. This seminar-based course will help students develop the critical thinking, emotional, academic, and intellectual skills necessary to work toward graduating with an Associate's degree in one of the helping profession degree programs including psychology, social work, and addictions counseling. In addition to learning to develop a self-motivated academic passion, students can expect to develop their understanding of academic expectations and college life. Students will use course components such as Information Literacy, Service Learning, and Career Exploration specifically applied to the helping professions.

## 4. Requisites

---

**Prerequisites**

none

**Corequisites**

none

## 5. Course Type

---

**Course Type for Perkins Reporting**

vocational (approved for Perkins funding)

## 6. Justification

---

**Describe the need for this course**

This course is designed to introduce students to the academic skills and strategies of a successful college student with a specific focus on skill development, self-awareness and career exploration in the area of the helping professions. Students who have developed strong critical thinking and academic skills within their specific degree path, are actively engaged and have an increased graduation and transfer rate.

## 7. General Education

---

**Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?**

No

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

Program-specific requirement

## 8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiatives of the College

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiatives of the College:

	Add item
1	This course is consistent with the student success strategies in the OCC Academic Master Plan. It will help students become intentional learners who are empowered, informed, and responsible. It will encourage them to become engaged learners who understand and meet
2	the expectations of college life. Specifically it will achieve the following AMP goals: Improving Academic Student Success by:
3	a. Creating an innovative delivery system b. Assessing instructional technology c. Understanding learners d. Providing faculty development
4	Delivering Innovative Curricula Programs and Assessing Current Programs by mirroring the Guided Pathways model for students
	Enhancing Academic Support Systems by maximizing the support functionality in the Center for Student Success

## 9. Related Courses at Other Institutions

### Comparable Courses at NJ Community Colleges

#### Institution

Bergen CC

#### Course Title

Success 101

#### Course Number

IST 123

#### Number of Credits

3

#### Comments

---

**Institution**

Essex County College

**Course Title**

College Success Seminar

**Course Number**

CSS 101

**Number of Credits**

3

**Comments**

---

**Institution**

Middlesex County College

**Course Title**

Strategies for Success

**Course Number**

CPS 041

**Number of Credits**

3

**Comments**

---

**Institution**

Middlesex County College

**Course Title**

Student Success

**Course Number**

SSD 101

**Number of Credits**

3

**Comments**

---

**Institution**

Rowan College at Burlington County

**Course Title**

Student Success

**Course Number**

COS 103

**Number of Credits**

3

**Comments**

---

**Institution**

Salem CC

**Course Title**

Skills for Success

**Course Number**

SCO 104

**Number of Credits**

3

**Comments**

---

**Institution**

Sussex County CC

**Course Title**

Foundations of College Success

**Course Number**

COLL 101

**Number of Credits**

3

**Comments**

---

**Transferability of Course**

---

**Georgian Court University**

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
EC, Elective Credit, 3 credits	Elective	

**Kean University**

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
FEX 1000, Free Elective, 3 credits	Elective	

#### Monmouth University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
LC100, Freshman Seminar, 3 credits	Elective	

#### Rowan University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
INTR 99081, Free Elective, 3 credits	Elective	

#### Rutgers - New Brunswick, Mason Gross School of the Arts

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Will not transfer

#### Stockton University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
TRCREC "03" (ELECTIVE TRANS CREDIT	Elective	

If not transferable to any institution, explain:

## 10. Course Learning Outcomes

### Learning Outcomes

Students who successfully complete this course will be able to:	
CLO1	Prepare written and oral communications to discover, develop, and articulate ideas and viewpoints from a helping professions perspective.
CLO2	Explain decisions pertaining to responsible behavior and ethical situations in the helping professions.

**Students who successfully complete this course will be able to:**

CLO3	Explain the importance of understanding financial situations in everyday life, in the helping professions, and in planning for the future.
CLO4	Participate in a helping professions design project using information literacy and critical thinking.
CLO5	Describe how academic skills, such as time management, note-taking, and test preparation techniques can apply to learning experiences in the helping profession.
CLO6	Participate in a service-learning activity in the context of the helping professions.
CLO7	Explain the use of the college's technological services and LMS for advising, registering, and taking courses.
CLO8	Describe the importance of keeping physically, mentally, socially, and emotionally healthy and describe the techniques to manage career-related stress.

## 11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO1	Academic Skills a. Motivation and GRIT b. Time management and goal setting c. Note-taking, reading, and testing strategies	1. Reading 2. Class Discussion 3. Journals 4. Performance Based Assignment	1. Exams 2. Quiz 3. Graded Assignment 4. Project	CLO1, CLO2, CLO5
TO2	Information Literacy a. Career Exploration b. Academic Advising c. Financial Literacy	1. Reading 2. Class Discussion 3. Journals 4. Performance Based Assignment	1. Exams 2. Quiz 3. Graded Assignment 4. Project	CLO1, CLO2, CLO3, CLO4, CLO5, CLO7
TO3	Self-Management a. Decision-making b. Communication c. Health and Wellness	1. Reading 2. Class Discussion 3. Journals 4. Performance Based Assignment	1. Exams 2. Quiz 3. Graded Assignment 4. Project	CLO1, CLO2, CLO8
TO4	Service Learning a. Action Plan b. Service Evaluation	1. Reading 2. Class Discussion 3. Journals	1. Exams 2. Quiz 3. Graded Assignment	CLO1, CLO4, CLO6



Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
	4. Performance Based Assignment	4. Project	

## 12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized?

- o Small group discussions
- o Group activities
- o Specialized workshops and presentations: career project, financial literacy, academic advising, and leadership
- o Service Learning Project
- o Collaborative Learning
- o Use of student writing assignments that include a series of discovery statements, personal journals, essay examinations, and a final research project.
- o Lectures

## 13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)

*Information*

**Communication-Written and Oral**

Yes

**Related Course Learning Outcome**

CLO 1-8

**Related Outline Component**

TO 1-4

**Assessment of General Education Goal (Recommended but not limited to)**

1. Exams
2. Quizzes
3. Graded Assignments
4. Projects

---

**Quantitative Knowledge and Skills**

---

**Scientific Knowledge and Reasoning**

---

**Technological Competency**

---

**Information Literacy**

---

**Society and Human Behavior**

Yes

**Related Course Learning Outcome**

CLO 1-8

**Related Outline Component**

TO 1-4

**Assessment of General Education Goal (Recommended but not limited to)**

1. Exams
2. Quizzes
3. Graded Assignments
4. Projects

---

**Humanistic Perspective**

---

**Historical Perspective**

---

**Global and Cultural Awareness**

---

**Ethical Reasoning and Action**

---

**Independent/Critical Thinking**

Yes

**Related Course Learning Outcome**

CLO 1, CLO 2, CLO 3, CLO 4, CLO 5, CLO 6

**Related Outline Component**

TO 1-4

**Assessment of General Education Goal (Recommended but not limited to)**

1. Exams
2. Quizzes
3. Graded Assignments
4. Projects

---

**14. Needs**

---

**Instructional Materials (text etc.):**

Textbook and/or open educational resources will be chosen by the department .

**Technology Needs:**

OCC Learning Management System, computers.

**Human Resource Needs (Presently Employed vs. New Faculty):**

Current Instructors

**Facility Needs:**

N/A

**Library needs:**

N/A

---

**15. 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

B+: Very Good

**B: Good**

**C+: Above Average**

**C: Average**

**D: Below Average**

**F: Failure**

**I: Incomplete**

**R: Audit**

**For more detailed information on the Ocean County College grading system, please see Policy #5154.**

**Reviewer Comments**

**Maureen Alexander (malexander) (Fri, 29 Jan 2021 15:41:08 GMT):** Rollback: Mission Statement review, Methods of Instruction, Verification of vocational

**Susan O'Connor (soconnor) (Sat, 06 Mar 2021 02:03:39 GMT):** Rollback: I think for this one we need to state somewhere (probably catalog description) exactly what "the helping professions" include. May want to include that in the outcomes also. If I didn't know what exact programs we have in social sciences, I am not sure even I would know what falls under "the helping professions," so I think the students may not either.

**Susan O'Connor (soconnor) (Thu, 11 Mar 2021 21:37:11 GMT):** Rollback: Edits need to be made to course number and course outcomes (based on curriculum comm. meeting discussion).

**Rosann Bar (rbar) (Mon, 22 Mar 2021 20:44:03 GMT):** Rollback: Ensure learning objectives cover those of the base STSC course.

## ***EXHIBIT B-11***

# BUSN 115 : Introduction to Supply Chain Management

Last approved: Thu, 11 Feb 2021 09:00:25 GMT

Last edit: Thu, 13 May 2021 20:29:00 GMT

Changes proposed by: Katherine Toy (ktoy)

[Learning Outcomes Display \(show only\)](#)

## 1. Course Information

---

**Subject**

BUSN - Business

**School**

Business and Social Sciences

**Course Title**

Introduction to Supply Chain Management

## 2. Hours

---

**Semester Hours**

3.00000

**Lecture**

3

**Lab**

0

**Practicum**

0

## 3. Catalog Description

---

For display in the online catalog

This course provides an understanding of fundamental concepts of supply chain, sustainable supply chain management, and their impact on business and the economy. All functional areas of supply chain management are explored through an integrated view of procurement, inventory and warehousing, demand planning, scheduling, network design, collaboration, performance measurement, and the sustainable development of contemporary green supply chains. These range from suppliers and logistics services providers to consumers.

#### **4. Requisites**

---

**Prerequisites**

None

**Corequisites**

None

#### **5. Course Type**

---

**Course Type for Perkins Reporting**

vocational (approved for Perkins funding)

#### **6. Justification**

---

**Describe the need for this course**

This course is an elective course for most currently offered business programs and is included in the Supply Chain Management program option. Many four-year institutions with Supply Chain Management programs utilize this course to introduce the methodologies and components of supply chain management and the role of each in the business environment.

#### **7. General Education**

---

**Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?**

No

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

Program-specific requirement

#### **8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiatives of the College**

---

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiatives of the College:

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

#### 9. Related Courses at Other Institutions

#### Comparable Courses at NJ Community Colleges

##### Institution

Essex County College

##### Course Title

Introduction to Supply Chain Operations

##### Course Number

SCM101

##### Number of Credits

3

##### Comments

---

##### Institution

Raritan Valley CC



**Course Title**

Introduction to Supply Chain Management

**Course Number**

BUSI 114

**Number of Credits**

3

**Comments**

---

**Transferability of Course**

**Georgian Court University**

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
EC (Elective Course) 3 credits	Elective	

**Kean University**

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
EC (Elective Course) 3 credits	Elective	

**Monmouth University**

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
Elective, 3 credits	Elective	

**Rowan University**

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
BUS06071, elective, 3 credits	Elective	

Rutgers - New Brunswick, Mason Gross School of the Arts

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Will not transfer

Stockton University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
MGMTEC (Management Elective)	Elective	

If not transferable to any institution, explain:

## 10. Course Learning Outcomes

### Learning Outcomes

Students who successfully complete this course will be able to:	
CLO1	Explain using applicable terminology the fundamental concepts and components of supply chain management and the role of each in the business environment.
CLO2	Assess various strategies in the supply chain management arena as they relate to procurement, demand planning, order fulfillment, and consumer satisfaction.
CLO3	Utilize quantitative methods and forecasting models, and evaluate information to solve supply chain problems and make related business decisions.
CLO4	Discuss supply chain operations in the context of today's business environment and identify basic international issues in supply chain management.
CLO5	Apply effective inventory management policy, product demand variability, forecasting, and lead time on inventory level and cost.
CLO6	Demonstrate the importance of strategic supply chain alliances and the impact of centralized versus decentralized networks.
CLO7	Describe and elaborate upon the role and importance of sustainability and development of green supply chains.
CLO8	Identify and evaluate relevant established and emerging principles, frameworks, and theories in sustainable logistics and supply chain management.

## 11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO1	1. Introduction to supply chain a. Definition and key issues b. Centralized vs. decentralized systems	Reading Writing assignment Class discussion	Research paper, quiz on reading, group and individual case studies, Oral presentation of case studies, Outlines of case studies, and Exam.	CLO1, CLO2, CLO6
TO2	2. Value of information and supply chain integration a. Bullwhip effect b. Push-based, pull-based systems	Reading Writing assignment Class discussion	Research paper, quiz on reading, group and individual case studies, Oral presentation of case studies, Outlines of case studies, and Exam.	CLO1, CLO2
TO3	3. Supply chain performance metrics and drivers	Reading Writing assignment Class discussion	Research paper, quiz on reading, group and individual case studies, Oral presentation of case studies, Outlines of case studies, and Exam.	CLO2, CLO3
TO4	Demand forecasting and aggregate planning	Reading Writing assignment Class discussion	Research paper, quiz on reading, group and individual case studies, Oral presentation of case studies, Outlines of case studies, and Exam.	CLO5
TO5	Sourcing and coordination in a supply chain	Reading Writing assignment Class discussion	Research paper, quiz on reading, group and individual case studies, Oral presentation of case studies, Outlines of case studies, and Exam.	CLO2, CLO4
TO6	Global supply chain networks	Reading Writing assignment	Research paper, quiz on reading, group and	CLO4

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
		Class discussion	individual case studies, Oral presentation of case studies, Outlines of case studies, and Exam.	
TO7	Inventory management a. Various costs in inventory management and need b. Deterministic models and discounts c. Probabilistic inventory management Scheduling models and applications a. Scheduling in MRP system	Reading Writing assignment Class discussion	Research paper, quiz on reading, group and individual case studies, Oral presentation of case studies, Outlines of case studies, and Exam.	CLO2, CLO3, CLO5
TO8	b. Sequencing rules and applications c. Batch production sequencing and scheduling	Reading Writing assignment Class discussion	Research paper, quiz on reading, group and individual case studies, Oral presentation of case studies, Outlines of case studies, and Exam.	CLO2, CLO3, CLO4, CLO5, CLO6
TO9	Distribution network in a supply chain and network design	Reading Writing assignment Class discussion	Research paper, quiz on reading, group and individual case studies, Oral presentation of case studies, Outlines of case studies, and Exam.	CLO1, CLO4, CLO5
TO10	Existing and new Information technology in supply chain a. Enabling supply chain through IT b. ERP vendor platforms c. Service-oriented architecture (SOA) d. RFID	Reading Class discussion Guest lectures from industry	Research paper, quiz on reading, group and individual case studies, Oral presentation of case studies, Outlines of case studies, and Exam.	CLO2, CLO3, CLO4, CLO5

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO11	e. Block chain Green Supply Chain Management		Research paper, quiz on reading, group and individual case studies,	CLO2, CLO4, CLO7, CLO8
	a. Managing closed- loop supply chains	Reading Writing assignment	Oral presentation of case studies, Outlines	
	b. Sustainable procurement & supplier relations	Class discussion	of case studies, and Exam.	

## 12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized?

o Case Studies and project-based study

o Lectures

o Discussions

o Powerpoint presentations

o Guest lectures from industry

## 13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)

*Information*

**Communication-Written and Oral**

Yes

**Related Course Learning Outcome**

CLO1, CLO3 and CLO4

**Related Outline Component**

TO1, TO2, TO5, TO6, TO7, TO8, TO9, TO10

**Assessment of General Education Goal (Recommended but not limited to)**

Research papers, Group and individual case studies, Oral presentation of case studies, and Outlines of case studies

**Quantitative Knowledge and Skills**

---

**Scientific Knowledge and Reasoning**

---

**Technological Competency**

---

**Information Literacy**

Yes

**Related Course Learning Outcome**

CLO1, CLO3 and CLO4

**Related Outline Component**

TO1, TO2, TO5, TO6, TO7, TO8, TO9, TO10

**Assessment of General Education Goal (Recommended but not limited to)**

Research papers, Group and individual case studies, Oral presentation of case studies, and Outlines of case studies

---

**Society and Human Behavior**

---

**Humanistic Perspective**

---

**Historical Perspective**

---

**Global and Cultural Awareness**

---

**Ethical Reasoning and Action**

---

**Independent/Critical Thinking**

Yes

**Related Course Learning Outcome**

CLO2, CLO3, CLO6

**Related Outline Component**

TO3, TO4, TO7

**Assessment of General Education Goal (Recommended but not limited to)**

Research paper, oral, presentation

## **14. Needs**

---

**Instructional Materials (text etc.):**

An appropriate textbook will be chosen by the department.

**Technology Needs:**

N/A

**Human Resource Needs (Presently Employed vs. New Faculty):**

No new faculty needed at this time. Possible FT professor needed depending on future enrollments.

**Facility Needs:**

N/A

**Library needs:**

Harvard Business Review subscription (College already owns)

## **15. 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

B+: Very Good

**B: Good**

**C+: Above Average**

**C: Average**

**D: Below Average**

**F: Failure**

**I: Incomplete**

**R: Audit**

For more detailed information on the Ocean County College grading system, please see Policy #5154.

## **16. Board Approval**

---

**History of Board approval dates**

Board of Trustees Approval Date: February 28, 2019

**Reviewer Comments**



## ***EXHIBIT B-12***

# Course Inactivation Proposal

Date Submitted: Fri, 07 May 2021 14:19:24 GMT

Viewing: **HEHP 290 : Health and Human Performance Internship**

Last edit: Fri, 07 May 2021 14:19:23 GMT

Changes proposed by: Susan O'Connor (soconnor)

## Justification for this inactivation request

We have a new INTR course that we will be using across subject areas, instead of specific INTR courses. This is not required for an program.

Learning Outcomes Display (show only)

## 1. Course Information

---

Subject

HEHP - Health and Human Performance

School

Course Title

Health and Human Performance Internship

## 2. Hours

---

Semester Hours

3

Lecture

0.00

Lab

0.00

Practicum

### **3. Catalog Description**

---

**For display in the online catalog**

This course offers students the opportunity to apply the academic knowledge gained in the classroom to a work environment. By completing internships, students will be involved in emerging workplace trends and enhance their employability. Internships will be directly related to career goals in the areas of health, fitness, sports medicine, and sports management. Students wishing to transfer their internship credits to a four-year baccalaureate program should consult the college or university to which they wish to transfer. Prerequisites: a) Applicants must attain a minimum of 2.5 cumulative grade point average. b) Applicants must have completed HEHP 160 and HEHP 239. c) Applicants must comply with the Ocean County College Internship Guidelines and complete an Internship Application.

### **4. Requisites**

---

Prerequisites

Corequisites

### **5. Course Type**

---

**Course Type for Perkins Reporting**

vocational (approved for Perkins funding)

### **6. Justification**

---

Describe the need for this course

### **7. General Education**

---

Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?

No

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

## **8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiatives of the College**

---

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiatives of the College:

### **9. Related Courses at Other Institutions**

Comparable Courses at NJ Community Colleges

### **Transferability of Course**

---

Georgian Court University

Kean University

Monmouth University

Rowan University

Rutgers - New Brunswick, Mason Gross School of the Arts

Stockton University

If not transferable to any institution, explain:

## **10. Course Learning Outcomes**

---

Learning Outcomes

## **11. Topical Outline**

---

(include as many themes/skills as needed)

## **12. Methods of Instruction**

---

In the structuring of this course, what major methods of instruction will be utilized?

### **13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)**

---

*Information*

Communication-Written and Oral

---

Quantitative Knowledge and Skills

---

Scientific Knowledge and Reasoning

---

Technological Competency

---

Information Literacy

---

Society and Human Behavior

---

Humanistic Perspective

---

Historical Perspective

---

Global and Cultural Awareness

---

Ethical Reasoning and Action

---

Independent/Critical Thinking

## **14. Needs**

---

Instructional Materials (text etc.):

Technology Needs:

Human Resource Needs (Presently Employed vs. New Faculty):

Facility Needs:

Library needs:

## **15. 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

B+: Very Good

B: Good

C+: Above Average

C: Average

D: Below Average

F: Failure

I: Incomplete

R: Audit

For more detailed information on the Ocean County College grading system, please see Policy #5154.

**Reviewer Comments**

Key: 929