

EXHIBIT B



BOARD OF TRUSTEES

Bylaw, Policy, and Curriculum Committee Agenda Items

To: Board of Trustees
From: Office of the President
Date: March 19, 2026

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, March 26, 2026**:

1. Recommend approval of the following items as accepted by the College Senate at its meeting on April 16, 2026:
 - a. Revised Program
 - 1) Associate in Science, Computer Science (**Exhibit B-1**)
 - b. Revised Certificate of Completion
 - 1) Certificate of Completion, Information Technology (**Exhibit B-2**)
 - c. Revised Certificate of Completion with Name Change
 - 1) Certificate of Completion, in Cybersecurity to Cybersecurity (**Exhibit B-3**)
 - d. Revised Courses
 - 1) CRIM 280, Criminal Investigation (**Exhibit B-4**)
 - 2) CRIM 281, Criminal Investigation Theory (**Exhibit B-5**)
 - 3) CSIT 110, Introduction to Computers and Computer Applications (**Exhibit B-6**)

EXHIBIT B-1

Program Change Request

Date Submitted: 02/20/26 3:49 pm

Viewing: **AS.CS : Computer Science, Associate in Science**

Last approved: 02/20/26 3:47 pm

Last edit: 04/09/26 9:46 am

Changes proposed by: James Marshall (jmarshall)

Catalog Pages Using
this Program

[Computer Science, Associate in Science](#)

| | |
|---------------------------|---|
| Program Type | Associate in Science (AS) |
| Program Title | Computer Science, Associate in Science |
| Academic School | Science, Technology, Engineering, Mathematics |
| Effective Catalog Year | 2026-2027 |
| Program Code | AS.CS |
| CIP Code | 110101 - Computer and Information Sciences, General. |

Program Description

In Workflow

1. STEM Academic Administrator
2. STEM Dean
3. Executive Director of Curriculum and Program Development
4. Vice President of Academic Affairs
5. Curriculum Committee Chair
6. Senate Chair
7. Cabinet
8. President
9. Board of Trustees Chair
10. Academic Administrator for Programs

Approval Path

1. 02/20/26 3:54 pm
Connor Sampson (csampson):
Approved for STEM Academic Administrator
2. 02/20/26 4:44 pm
Vandana Saini (vsaini): Approved for STEM Dean
3. 02/24/26 8:40 am
James Marshall (jmarshall):
Approved for

EXHIBIT B-1

Executive Director
of Curriculum and
Program
Development

4. 02/24/26 9:05 am
Catherine Mancuso
(cmancuso):
Approved for Vice
President of
Academic Affairs
5. 03/25/26 10:09 am
Caroline Brittain
(cbrittain):
Approved for
Curriculum
Committee Chair
6. 04/03/26 8:31 am
Jennifer Dellner
(jdellner): Approved
for Senate Chair

History

1. Jun 15, 2022 by
soconnor
2. Mar 23, 2023 by
hpaggi
3. Apr 10, 2023 by
soconnor
4. Jan 8, 2024 by
soconnor
5. Apr 16, 2024 by
James Marshall
(jmarshall)
6. Feb 20, 2026 by
James Marshall
(jmarshall)

The program outlined here will prepare students for transfer to a four-year college to obtain a Bachelor of Science degree in Computer Science and provide a solid base of knowledge for a career in the Computer Science field. The curriculum follows closely program requirements of prominent four-year higher education institutions in New Jersey and is designed to address the preparation of our students for a future in Computer Science.

Program Objectives

Program Goals

| Program goals | |
|---------------|----|
| PG1 | NA |

Program Learning

Outcomes

| Students who successfully complete this program will be able to: | |
|--|---|
| PLO1 | State the basic concepts of a modern computer architecture including the main functions of an operating system and ancillary software and how the major computer data, instruction and addressing formats influence computer performance. |
| PLO2 | Describe the software development life cycle(SDLC) and how it applies to recognizing solutions to the problems involved in program portability and data design by collecting, organizing and evaluating information |
| PLO3 | Illustrate the benefits of Object-Oriented software development and the rational of derived classes (including private, protected and public data members and methods). |
| PLO4 | Analyze (big O) algorithms for sequential and binary searches, hashing, and common selection, exchange and insertion sorting algorithms |
| PLO5 | Differentiate between the concepts, data structure and benefits involved in logically representing common data structures, such as tables, ordered lists, stacks, queues and trees. |
| PLO6 | Demonstrate independent thinking through mathematical, scientific, and philosophical reasoning. |
| PLO7 | Explain how technology has had an impact on society and the environment. |

| | |
|------|--|
| | Students who successfully complete this program will be able to: |
| PLO8 | Demonstrate knowledge and skills in the areas of Computer Science to solve technical and computational problems. |

Learning Outcomes Display (show only)

| Course Code | PLO 1 | PLO 2 | PLO 3 | PLO 4 | PLO 5 | PLO 6 | PLO 7 | PLO 8 |
|--|-------|-------|-------|-------|-------|-------|-------|-------|
| ENGL 151  | | | | | | | | |
| ENGL 152  | | | | | | | | |
| CSIT 165  | | Exam | Exam | | | Exam | Exam | |

Required Qualifications

Communications

| | | |
|--------------------------|------------|---|
| ENGL 151 | English I | 3 |
| ENGL 152 | English II | 3 |

Humanities

| | |
|---|---|
| Humanities Gen. Ed. Requirement | 3 |
|---|---|

Social Sciences

| | |
|---|---|
| Social Science Gen. Ed. Requirement | 3 |
|---|---|

Humanities or Social Science

| | |
|---|---|
| Humanities or Social Science Gen. Ed. Requirement | 3 |
|---|---|

Mathematics-Science-Technology

| | | |
|--|---------------|---|
| CSIT 165 | Programming I | 4 |
| MATH 166 or MATH 196 or MATH 265 (or Higher) | | 4 |

| | |
|--|---|
| Lab Science Gen. Ed. Requirement | 4 |
|--|---|

Additional General Education Credit

| | |
|--|-----|
| Any Course from the Gen. Ed. Course List | 3-4 |
|--|-----|

| Program Requirement | |
|--|------|
| Any STSC - Student Success Seminar course ¹ | 2 |
| Department Concentration | |
| To satisfy the department concentration, students must earn 12 credits from the academic area of Computer Studies. The course prefix for the Computer Studies concentration is CSIT. ² | 12 |
| CSIT or MATH electives ³ | 6 |
| Elective Courses | |
| Electives to meet 60 credits | 9-10 |
| <p>¹ A variety of STSC -Student Success Seminar courses are available.</p> <p>² CSIT Electives can be chosen from all CSIT courses with the exception of CSIT 110, CSIT 123, CSIT 126, CSIT 131, CSIT 133, and CSIT 160</p> <p>³ Choose either a MATH or CSIT elective depending on your transfer pathway. MATH electives can be chosen from MATH 270, MATH 275, MATH 266, or MATH 267. CSIT electives can be chosen from all CSIT courses with the exception of CSIT 110, CSIT 123, CSIT 126, CSIT 131, CSIT 133 and CSIT 160.</p> | |

Degree Requirements Breakdown

| GCOM | Course Code & Title | Credits |
|------------------|---|---------|
| | <u>ENGL 151, English I</u> ENGL 151 | 3 |
| | <u>ENGL 152, English II</u> ENGL 152 | 3 |
| GHUM | Course Code & Title | Credits |
| | <u>Any GHUM course</u> Gen-Ed Humanities | 3 |
| GSOC | Course Code & Title | Credits |
| | <u>Any GSOC Course</u> Gen-Ed Social Science | 3 |
| GSOC/ GHUM | Course Code & Title | Credits |
| | <u>Any GHUM or GSOC Course</u> Gen-Ed Humanities or Social Science | 3 |
| GMAT/ GSCI/ GTEC | Course Code & Title | Credits |
| | CSIT 165 | 4 |

| Course Code & Title | Credits |
|---|---------|
| <u>Math 166, 196, or 265 (or higher)</u> Math-Gen Ed | 4 |
| <u>Any GSCI Lab and Lecture Courses</u> LAB Science-Gen-Ed | 4 |

General Education

| Course Code & Title | Credits |
|--------------------------|--------------|
| Any Gen. Ed. Requirement | 3-4 |
| STSC-150 | 2 |

Concentration Courses

| Course Code & Title | Credits |
|------------------------|---------|
| CSIT Electives | 12 |
| CSIT or MATH Electives | 6 |

Elective Courses

| Course Code & Title | Credits |
|--|----------|
| STEM Electives to meet 60 credits | 9-10 |
| <u>STSC, Student Success Course</u> | <u>2</u> |

Board Approval

History of Board

approval dates

Board of Trustees Approval Date: September 24, 2007

Board of Trustees Approval Date: December 1, 2008

Board of Trustees Approval Date: February 28, 2011

Board of Trustees Approval Date: February 25, 2013

Board of Trustees Approval Date: May 28, 2013

Board of Trustees Approval Date: December 08, 2016

Board of Trustees Approval Date: March 29, 2018

Board of Trustees Approval Date: January 24, 2018

Board of Trustees Approval Date: September 22, 2022

Board Approved in batch on March 16, 2023 (STSC update - used admin save since there were so many programs being revised at once for the same change).

Reviewer

Comments

EXHIBIT B-2

Program Change Request

Date Submitted: 03/10/26 11:40 am

Viewing: **CC.INFO : Information Technology,**

Certificate of Completion

Last approved: 02/12/25 11:02 am

Last edit: 04/16/26 4:26 pm

Changes proposed by: James Marshall (jmarshall)

Catalog Pages Using this Program

[Information Technology, Certificate of Completion](#)

| | |
|------------------------|---|
| Program Type | Certificate of Completion |
| Program Title | Information Technology, Certificate of Completion |
| Academic School | Science, Technology, Engineering, Mathematics |
| Effective Catalog Year | 2026-2027 |
| Program Code | CC.INFO |
| CIP Code | 11.0103 - 11.0103 |

Program Description

In Workflow

1. **STEM Academic Administrator**
2. **STEM Dean**
3. **Executive Director of Curriculum and Program Development**
4. **Vice President of Academic Affairs**
5. **Curriculum Committee Chair**
6. **Senate Chair**
7. **Cabinet**
8. President
9. Board of Trustees Chair
10. Academic Administrator for Programs

Approval Path

1. 03/10/26 11:49 am Connor Sampson (csampson): Approved for STEM Academic Administrator
2. 03/10/26 12:22 pm Vandana Saini (vsaini): Approved for STEM Dean
3. 03/12/26 9:53 am James Marshall (jmarshall): Approved for

EXHIBIT B-2

Executive Director
of Curriculum and
Program
Development

4. 03/12/26 9:56 am
Catherine Mancuso
(cmancuso):

Approved for Vice
President of
Academic Affairs

5. 04/09/26 4:28 pm
Caroline Brittain
(cbrittain):

Approved for
Curriculum
Committee Chair

6. 04/17/26 5:38 am
Jennifer Dellner
(jdellner): Approved
for Senate Chair

History

1. Feb 12, 2025 by
cfallon

The Certificate of Completion in Information Technology equips students with essential skills for a successful career in IT. The program offers a comprehensive curriculum, covering key areas such as hardware, software, operating systems, information security, networking (CCNA), computing fundamentals, and cloud computing. Students will gain a solid understanding of computing architecture, hardware components, operating system functions, networking principles, cybersecurity practices, and cloud infrastructures. Additionally, the certificate prepares students for industry-recognized certifications, enhancing their qualifications and career prospects.

Program Learning

Outcomes

| | Students who successfully complete this program will be able to: |
|------|--|
| PLO1 | Identify the basic concepts of modern computer architecture including hardware, the main functions of an operating system and ancillary software and how the |

| | Students who successfully complete this program will be able to: |
|------|---|
| | major computer data, instruction and addressing formats influence computer performance. |
| PLO2 | Describe fundamental networking concepts with emphasis on networking applications, data delivery and routing, network architecture, layering, and protocols |
| PLO3 | Demonstrate foundational computer science and cybersecurity knowledge such as access control, security mechanism, cryptography, vulnerability, and risk management |
| PLO4 | Explain the principles of cloud computing, including the topics of cloud infrastructures, virtualization, software-defined networks and storage, cloud storage, and programming models. |
| PLO5 | Demonstrate knowledge and skills in the areas of Computer Science to solve technical and computational problems. |

Learning Outcomes Display (show only)

| Course Code | PLO 1 | PLO 2 | PLO 3 | PLO 4 | PLO 5 |
|-------------|-------|-------|-------|-------|-------|
| | | | | | |

Required Qualifications

Plan of Study Grid

| Fall One | | Credit Hours |
|------------------------------------|---|----------------------------|
| <u>CSIT 144</u> | <u>Introduction to Operating System Using Linux</u> | <u>3</u> |
| <u>CSIT 200</u> | <u>Information Security Fundamentals</u> | <u>3</u> |
| <u>CSIT 251</u> | <u>Introduction to Networking</u> | <u>3</u> |
| | Credit Hours | 9 |
| Spring One | | |
| <u>CSIT 145</u> | <u>Computing Fundamentals</u> | <u>3</u> |
| <u>CSIT 191</u> | <u>Introduction to Artificial Intelligence</u> | <u>3-4</u> |
| <u>or CSIT 277</u> | <u>or Introduction to Cloud Computing</u> | |
| <u>CSIT 243</u> | <u>Cisco Networking Fundamentals</u> | <u>3</u> |
| | Credit Hours | 9-10 |
| | Total Credit Hours | 18-19 |

| | | |
|---------------------|---|--------------|
| CSIT 144 | Introduction to Operating System Using Linux | 3 |
|---------------------|---|--------------|

| | | |
|--------------------|-----------------------------------|---|
| CSIT-200 | Information Security Fundamentals | 3 |
| CSIT-185 | Networking I | 3 |
| CSIT-145 | Computing Fundamentals | 3 |
| CSIT-243 | Cisco Networking Fundamentals | 3 |
| CSIT-277 | Introduction to Cloud Computing | 4 |
| Total Credit Hours | | 0 |

Degree Requirements Breakdown

GCOM

| Course Code & Title | Credits |
|---------------------|---------|
| None | 0 |

GHUM

| 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 |
|---------------------|---------|
| None | 0 |

General Education

| Course Code & Title | Credits |
|---------------------|---------|
| None | 0 |

Concentration
Courses

| Course Code & Title | Credits |
|--|------------|
| <u>CSIT 144, Introduction to Operating System Using Linux</u> None | <u>3</u> 0 |
| <u>CSIT 145, Computing Fundamentals</u> | <u>3</u> |
| <u>CSIT 200, Information Security Fundamentals</u> | <u>3</u> |
| <u>CSIT 191 or 277, Introduction to Artificial Intelligence or Introduction to Cloud</u> | <u>3-4</u> |

| Course Code & Title | Credits |
|--|----------|
| <u>Computing</u> | |
| <u>CSIT 243, Cisco Networking Fundamentals</u> | <u>3</u> |
| <u>CSIT 251, Introduction to Networking</u> | <u>3</u> |

Elective Courses

| Course Code & Title | Credits |
|---------------------|---------|
| None | 0 |

Board Approval

History of Board

approval dates

Board of Trustees Approval Date: May 29, 2007

Board of Trustees Approval Date: September 24, 2007

Board of Trustees Approval Date: February 28, 2011

Reviewer

Comments

EXHIBIT B-3

Program Change Request

Date Submitted: 03/10/26 11:36 am

Viewing: **CC.CYBER : Cybersecurity, Certificate of Completion in ~~Cybersecurity~~**

Last approved: 11/21/24 10:19 am

Last edit: 04/16/26 4:26 pm

Changes proposed by: James Marshall (jmarshall)

Catalog Pages Using
this Program

[Cybersecurity, Certificate of Completion](#)

| | |
|---------------------------|---|
| Program Type | Certificate of Completion |
| Program Title | Cybersecurity , Certificate of Completion in Cybersecurity |
| Academic School | Science, Technology, Engineering, Mathematics |
| Effective Catalog Year | 2025-2026 |
| Program Code | CC.CYBER |
| CIP Code | 522101 - Telecommunications Management. |

Program Description

In Workflow

1. STEM Academic Administrator
2. STEM Dean
3. Executive Director of Curriculum and Program Development
4. Vice President of Academic Affairs
5. Curriculum Committee Chair
6. Senate Chair
7. Cabinet
8. President
9. Board of Trustees Chair
10. Academic Administrator for Programs

Approval Path

1. 03/10/26 11:49 am
Connor Sampson (csampson):
Approved for STEM Academic Administrator
2. 03/10/26 12:22 pm
Vandana Saini (vsaini): Approved for STEM Dean
3. 03/12/26 9:53 am
James Marshall (jmarshall):
Approved for

EXHIBIT B-3

Executive Director
of Curriculum and
Program
Development

4. 03/12/26 9:56 am
Catherine Mancuso
(cmancuso):

Approved for Vice
President of
Academic Affairs

5. 04/09/26 4:28 pm
Caroline Brittain
(cbrittain):

Approved for
Curriculum
Committee Chair

6. 04/17/26 5:38 am
Jennifer Dellner
(jdellner): Approved
for Senate Chair

History

1. May 19, 2021 by
jweiss
2. Jan 8, 2024 by
soconnor
3. Nov 21, 2024 by
James Marshall
(jmarshall)

The Ocean County College Certificate of Completion in Cybersecurity provides students with the fundamentals necessary to pursue a career as an information security analyst. It is the common foundation for alternative Associate's Degree paths, both direct to industry, and with articulation into a four-year university programs. It provides the background necessary for students to prepare for and acquire recognized industry certifications as well.







The US Bureau of Labor Statistics estimated 131,000 positions in information security in 2019, growing by 31% in the next ten years. Furthermore, the chair of the House Subcommittee on Research and Technology estimates that 1/3 of such positions are going unfilled and require multiple pathways, including certifications and internship programs to fill the void.

Program Learning

Outcomes

| Students who successfully complete this program will be able to: | |
|---|--|
| PLO1 | Demonstrate a knowledge of the fundamental concepts of computer, network, application and information security. Student will possess knowledge on a broad category of security topics such as security controls, basic cryptography concepts, secure network architectures, protocols and cyber-attacks. |
| PLO2 | Demonstrate the ability to assess and maintain the security of applications, operating systems, networks and business data. This skill will be used to identify security weaknesses and mitigate risk. This includes knowledge of how to develop and deploy secure applications. Students will also be able to demonstrate and apply certified ethical hacking principles as it relates to this outcome. |
| PLO3 | Demonstrate a knowledge of the various Cloud Computing services such as Infrastructure as a Service (IaaS), Platform as a Service (PaaS) and Software as a Service (SaaS). The student will be trained in the advantages and disadvantages of migrating to a Cloud based environment as well as maintaining Cloud based services so that they are secure. Students will also understand how to evaluate perimeter security from a cloud and network perspective. |
| PLO4 | Explain the concepts of Organization security in the following areas: policy, data security, data privacy and personnel management. This includes knowledge in the areas of risk management, resiliency, automation and disaster recovery strategies as well as legal and regulatory expertise. |

Learning Outcomes Display (show only)

| Course Code | PLO 1 | PLO 2 | PLO 3 | PLO 4 |
|---|-------|-------|-------|-------|
| FallOne | | | | |
| CSIT 200  | Exam | Exam | | Exam |
| CSIT 241  | Exam | | | |
| CSIT 251  | | | | |
| SpringOne | | | | |
| CSIT 191  | | | | |
| CSIT 240  | Exam | Exam | | |
| CSIT 144  | Exam | | | |

GENERAL
 PLAN OF STUDY
 PLAN OF STUDY

Required Qualifications

Plan of Study Grid

| | | |
|---------------------|---|--------------|
| First Semester | | Credit Hours |
| CSIT-144 | Introduction to Operating System Using Linux | 3 |
| CSIT-185 | Networking+ | 3 |
| CSIT-200 | Information Security Fundamentals | 3 |
| | Credit Hours | 0 |
| Second Semester | | |
| CSIT-277 | Introduction to Cloud Computing | 4 |
| CSIT-240 | Ethical Hacking: Hacker Techniques and Tools | 3 |
| CSIT-241 | Cybersecurity Legal and Regulatory Overview | 3 |
| | Credit Hours | 0 |
| Fall One | | |
| <u>CSIT 200</u> | <u>Information Security Fundamentals</u> | <u>3</u> |
| <u>CSIT 241</u> | <u>Cybersecurity Legal and Regulatory Overview</u> | <u>3</u> |
| <u>CSIT 251</u> | <u>Introduction to Networking</u> | <u>3</u> |
| | Credit Hours | 9 |
| Spring One | | |
| <u>CSIT 191</u> | <u>Introduction to Artificial Intelligence</u> | <u>3-4</u> |
| | <u>or CSIT 277 or Introduction to Cloud Computing</u> | |
| <u>CSIT 240</u> | <u>Ethical Hacking: Hacker Techniques and Tools</u> | <u>3</u> |
| <u>CSIT 144</u> | <u>Introduction to Operating System Using Linux</u> | <u>3</u> |
| | Credit Hours | 9-10 |
| | Total Credit Hours | 18-19 |

Degree Requirements Breakdown

GCOM

| Course Code & Title | Credits |
|---------------------|---------|
| N/A | 0 |

GHUM

| Course Code & Title | Credits |
|---------------------|---------|
| N/A | 0 |

GSOC

| Course Code & Title | Credits |
|---------------------|---------|
| N/A | 0 |

GSOC/ GHUM

| Course Code & Title | Credits |
|---------------------|---------|
| N/A | 0 |

GMAT/ GSCI/ GTEC

| Course Code & Title | Credits |
|---------------------|---------|
| N/A | 0 |

General Education

| Course Code & Title | Credits |
|---------------------|---------|
| N/A | 0 |

Concentration
Courses

| Course Code & Title | Credits |
|--|-------------------------|
| CSIT 144 _± = Introduction to Operating System using Unix | 3 |
| CSIT 185 - Networking† | 3 |
| <u>CSIT 191 or 277, Introduction to Artificial Intelligence or Introduction to Cloud Computing</u> CSIT 200 - Information Security Fundamentals | <u>3-4</u> 3 |
| <u>CSIT 200, Information Security Fundamentals</u> CSIT 277 - Cloud Computing | <u>3</u> 4 |
| CSIT 240 _± = Ethical Hacking: Hacker Techniques and Tools | 3 |
| CSIT 241 _± - Cybersecurity Legal and Regulatory Overview | 3 |
| <u>CSIT 251, Introduction to Networking</u> | <u>3</u> |

Elective Courses

| Course Code & Title | Credits |
|---------------------|---------|
| N/A | 0 |

Board Approval

History of Board
approval dates

Board of Trustees Approval Date: February 24, 2021

Reviewer

Comments

EXHIBIT B-4

Course Change Request

Date Submitted: 03/19/26 12:42 pm

Viewing: **CRIM 280 : Criminal Investigation**

Last approved: 02/22/24 4:28 am

Last edit: 04/09/26 4:31 pm

Changes proposed by: Katherine Toy (ktoy)

Catalog Pages
referencing this
course

[Criminal Justice \(CRIM\)](#)

Programs
referencing this
course

[CONC.BSPS.CRIM: Criminal Justice Concentration](#)

[AS.CJ: Criminal Justice, Associate in Science](#)

Learning Outcomes
Display (show only)

In Workflow

1. **BS Academic Administrator**
2. **BS Dean**
3. **Executive Director of Curriculum and Program Development**
4. **Vice President of Academic Affairs**
5. **Curriculum Committee Chair**
6. **Senate Chair**
7. **Cabinet**
8. President
9. Board of Trustees Chair
10. BS Academic Administrator
11. Colleague

Approval Path

1. 03/19/26 1:23 pm
Alexandra Tray (atray): Approved for BS Academic Administrator
2. 03/31/26 2:03 pm
James Marshall (jmarshall): Approved for BS Dean
3. 03/31/26 2:03 pm
James Marshall (jmarshall): Approved for

EXHIBIT B-4

- Executive Director
of Curriculum and
Program
Development
4. 03/31/26 2:19 pm
Catherine Mancuso
(cmancuso):
Approved for Vice
President of
Academic Affairs
5. 04/09/26 4:34 pm
Caroline Brittain
(cbrittain):
Approved for
Curriculum
Committee Chair
6. 04/17/26 5:38 am
Jennifer Dellner
(jdellner): Approved
for Senate Chair

History

1. Apr 29, 2021 by
soconnor
2. Apr 7, 2023 by
soconnor
3. Feb 22, 2024 by
Stephen Agresti
(sagresti)

1. Course Information

| | |
|---------------|------------------------------|
| Subject | CRIM - Criminal Justice |
| Course Number | 280 |
| School | Business and Social Sciences |
| Course Title | Criminal Investigation |

2. Hours

| | |
|----------------|---------|
| Semester Hours | 4.00000 |
| Lecture | 3.00 |
| Lab | 2.00 |
| Practicum | 0.00 |

3. Catalog Description

For display in the
online catalog

The nature of criminal investigation is explored as a timeless and dynamic field of scientific study. It examines all aspects and fundamentals of criminal investigation. A major focus of this course is on the responsibility of conducting investigations within the framework of the Constitution. Students must apply knowledge learned in lectures to "crime scene" labs. This course serves as the capstone for the [Criminal Justice concentration](#). **A.S. Students can only receive credit for one of the following courses: [CRIM-280 or CRIM-281](#) in Criminal Justice if ~~CRIM-281:Criminal Investigation Theory is not offered.~~**

4. Requisites

Prerequisites

Permission of the department

Corequisites

None

5. Course Type

Course Fee Code 3

Course Type for vocational (approved for Perkins funding)

Perkins Reporting

6. Justification

Describe the need
for this course

This course is consistent with the needs demonstrated in the field of Criminal Justice today. It will promote and encourage an understanding of the patterns and trends necessary for academic excellence and achievement of lifelong learning and personal goals in the field of

Criminal Justice. In addition, it is a required course for the Criminal Justice Degree if CRIM-281: Criminal Investigation Theory is not offered.

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 Brookdale CC
 Course Title Criminal Investigation
 Course Number CRJU202
 Number of Credits 3
 Comments

Institution Rowan College at Burlington County
 Course Title Criminal Investigations
 Course Number CRJ113
 Number of Credits 3
 Comments

Institution Mercer County CC
 Course Title Criminal Investigation
 Course Number CRJ207
 Number of Credits 3
 Comments

Transferability of Course

Georgian Court
 University

| Course Code, Title, and Credits | Transfer Category | If non-transferable; select status |
|--|-----------------------|------------------------------------|
| <u>CJ 343 Criminal Investigation 3-credits</u> CJ343 (Criminal Investigation) 3 credits | <u>Major</u> Elective | |

Kean University

| Course Code, Title, and Credits | Transfer Category | If non-transferable; select status |
|---|-----------------------|------------------------------------|
| CJX2001 <u>Criminal</u> (Criminal Justice Major <u>Elective</u> Elective) 3 credits | <u>Major</u> Elective | |

Monmouth
University

| Course Code, Title, and Credits | Transfer Category | If non-transferable; select status |
|--|-----------------------|------------------------------------|
| <u>CJ230 Criminal Investigation</u> CJ230 (Criminal Investigation) 3 credits | <u>Major</u> Elective | |

Rowan University

| Course Code, Title, and Credits | Transfer Category | If non-transferable; select status |
|--|-----------------------|------------------------------------|
| <u>LAWJ05285</u> LAWJ05285 (Criminal Investigation) 3 credits | <u>Major</u> Elective | |

Rutgers - New
Brunswick, Mason
Gross School of the
Arts

| Course Code, Title, and Credits | Transfer Category | If non-transferable; select status |
|---|-------------------|------------------------------------|
| <u>01202NM Criminal Justice</u> <u>Elective Not for Major Credit</u> EE (Elective Credit) 3 credits | Elective | |

Stockton University

| Course Code, Title, and Credits | Transfer Category | If non-transferable; select status |
|--|-------------------|------------------------------------|
| CRIMEC <u>Criminal</u> (Criminal Justice <u>Elective</u> Elective) 3 credits | 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 | Describe the objectives of criminal investigations. |
| CLO2 | Discuss recent research developments in science, technology, and contemporary criminal investigations. |
| CLO3 | Identify various types of criminal investigations. |
| CLO4 | Demonstrate appropriate investigative procedures in the presentation of facts and circumstances in criminal investigations. |
| CLO5 | Explain how criminal intelligence is collected, analyzed, and shared in the investigative process. |
| CLO6 | Discuss the development and management of informants. |

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 | Essentials of Criminal Investigation a. Preliminary Investigation b. Documentation of Crime Scene c. Identification and Collection of Evidence | Including, but not limited to, a reading assignment, class discussion, or writing component | Including, but not limited to, a quiz, exam, activity, assignment, project, paper, or presentation | CLO1, CLO2, CLO3 |
| TO2 | Investigative Processes a. Suspect Identification b. Forensics c. Legal Aspects | Including, but not limited to, a reading assignment, class discussion, or writing component | Including, but not limited to, a quiz, exam, activity, assignment, project, paper, or presentation | CLO1, CLO2, CLO3, CLO4 |
| TO3 | Information Gathering a. Interviewing & Interrogation b. Criminal Intelligence c. Surveillance d. Informants | Including, but not limited to, a reading assignment, class discussion, or writing component | Including, but not limited to, a quiz, exam, activity, assignment, project, paper, or presentation | CLO1, CLO3, CLO4, CLO5, CLO6 |

| | Major Themes/ Skills | Assignments (Recommended but not limited to) | Assessments (Recommended but not limited to) | Course Learning Outcome(s) |
|-----|---|---|--|------------------------------------|
| TO4 | Case Analysis & Review a. Facts & Circumstances b. Case Solvability & Status c. Discretion | Including, but not limited to, a reading assignment, class discussion, or writing component | Including, but not limited to, a quiz, exam, activity, assignment, project, paper, or presentation | CLO1, CLO2, CLO3, CLO4, CLO5, CLO6 |
| TO5 | Prosecution a. Evidence & Reports b. Testimony c. Eyewitnesses d. Chain of Custody | Including, but not limited to, a reading assignment, class discussion, or writing component | Including, but not limited to, a quiz, exam, activity, assignment, project, paper, or presentation | CLO1, CLO2, CLO3, CLO4, CLO5, CLO6 |

12. Methods of Instruction

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

The content of this course will be delivered using instructional methods including, but not limited to, lecture, discussion, and multimedia.

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 Yes

Related Course CLO1, CLO2, CLO3, CLO4, CLO6

Learning Outcome

Related Outline TO3, TO4, TO5

Component

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

Including, but not limited to, a quiz, exam, activity, assignment, project, paper, or presentation, labs pertaining to criminal investigations.

 Humanistic Perspective

 Historical Perspective

 Global and Cultural Awareness

Ethical Reasoning and Action Yes

Related Course CLO1, CLO2, CLO3, CLO4, CLO5,

Learning Outcome CLO6

Related Outline TO1, TO2, TO3, TO4, TO5

Component

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

Including, but not limited to, a quiz, exam, activity, assignment, project, paper, or presentation

Independent/Critical Thinking Yes

Related Course CLO1, CLO2, CLO3, CLO4, CLO5,

Learning Outcome CLO6

Related Outline TO1, TO2, TO3, TO4, TO5

Component

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

Including, but not limited to, a quiz, exam, activity, assignment, project, paper, presentation, or labs pertaining to criminal investigations.

14. Needs

Instructional

Materials (text
etc.):

An appropriate textbook will be selected. Please contact the Department Office for current adoptions.

Technology Needs:

Computer and projector

Human Resource

Needs (Presently
Employed vs. New
Faculty):

Facility Needs:

Classroom

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.

16. Board Approval

History of Board

approval dates

Board of Trustees Approval Date: August 24, 2009

Board of Trustees Approval Date: March 26, 2012

Board of Trustees Approval Date: February 22, 2018

FYI only - Course fee update in batch. CC 2/23/23, senate 3/2/23, and BOT 3/17/23

Reviewer

Comments

EXHIBIT B-5

Course Change Request

Date Submitted: 03/19/26 12:44 pm

Viewing: **CRIM 281 : Criminal Investigation Theory**

Last approved: 04/07/23 4:15 am

Last edit: 04/09/26 4:32 pm

Changes proposed by: Katherine Toy (ktoy)

Catalog Pages
referencing this
course

[Criminal Justice \(CRIM\)](#)

Programs
referencing this
course

[CONC.BSPS.CRIM: Criminal Justice Concentration](#)

[AS.CJ: Criminal Justice, Associate in Science](#)

Learning Outcomes
Display (show only)

In Workflow

1. **BS Academic Administrator**
2. **BS Dean**
3. **Executive Director of Curriculum and Program Development**
4. **Vice President of Academic Affairs**
5. **Curriculum Committee Chair**
6. **Senate Chair**
7. **Cabinet**
8. President
9. Board of Trustees Chair
10. BS Academic Administrator
11. Colleague

Approval Path

1. 03/19/26 1:23 pm
Alexandra Tray (atray): Approved for BS Academic Administrator
2. 03/31/26 2:03 pm
James Marshall (jmarshall): Approved for BS Dean
3. 03/31/26 2:03 pm
James Marshall (jmarshall): Approved for

Executive Director
of Curriculum and
Program
Development

4. 03/31/26 2:19 pm
Catherine Mancuso
(cmancuso):
Approved for Vice
President of
Academic Affairs
5. 04/09/26 4:35 pm
Caroline Brittain
(cbrittain):
Approved for
Curriculum
Committee Chair
6. 04/17/26 5:38 am
Jennifer Dellner
(jdellner): Approved
for Senate Chair

History

1. Apr 29, 2021 by
soconnor
2. Apr 7, 2023 by
soconnor

1. Course Information

| | |
|---------------|-------------------------------|
| Subject | CRIM - Criminal Justice |
| Course Number | 281 |
| School | Business and Social Sciences |
| Course Title | Criminal Investigation Theory |

2. Hours

Semester Hours 3.00000

Lecture 3

| | |
|-----|---|
| Lab | 0 |
|-----|---|

| | |
|-----------|---|
| Practicum | 0 |
|-----------|---|

3. Catalog Description

For display in the
online catalog

The nature of criminal investigation is explored as a timeless and dynamic field of scientific study. It examines all aspects and fundamentals of criminal investigation. A major focus of this course is on the responsibility of conducting investigations within the framework of the Constitution. Students must apply knowledge learned in lectures to "crime scene" labs. This course serves as the capstone for the Criminal Justice concentration. ~~A.S. Students can only receive credit for one of the following courses: CRIM-280 or CRIM-281. in Criminal Justice if CRIM-280: Criminal Investigation is not offered.~~

4. Requisites

Prerequisites

None ~~Permission of the department~~

Corequisites

None

5. Course Type

| | |
|-----------------|---|
| Course Fee Code | 3 |
|-----------------|---|

| | |
|-----------------|---|
| Course Type for | vocational (approved for Perkins funding) |
|-----------------|---|

Perkins Reporting

6. Justification

Describe the need
for this course

This course is consistent with the needs demonstrated in the field of Criminal Justice today. It will promote and encourage an understanding of the patterns and trends necessary for academic excellence and achievement of lifelong learning and personal goals in the field of Criminal Justice. In addition, it is a required course for the Criminal Justice Degree if CRIM-280: Criminal Investigation is not offered.

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 | Brookdale CC |
| Course Title | Criminal Investigation |

Course Number CRJU202

Number of Credits 3

Comments

Institution Rowan College at Burlington County

Course Title Criminal Investigations

Course Number CRJ113

Number of Credits 3

Comments

Institution Mercer County CC

Course Title Criminal Investigation

Course Number CRJ207

Number of Credits 3

Comments

Transferability of Course

Georgian Court

University

| Course Code, Title, and Credits | Transfer Category | If non-transferable; select status |
|--|-----------------------|------------------------------------|
| <u>CJ 343 Criminal Investigation 3-credits</u> CJ343 (Criminal Investigation) 3-credits | <u>Major</u> Elective | |

Kean University

| Course Code, Title, and Credits | Transfer Category | If non-transferable; select status |
|--|-----------------------|------------------------------------|
| <u>CJ3800 Criminal Investigation 3-credits</u> CJ2001 (Criminal Justice Major Elective) 3 credits | <u>Major</u> Elective | |

Monmouth
University

| Course Code, Title, and Credits | Transfer Category | If non-transferable; select status |
|---|-----------------------|------------------------------------|
| <u>CJ230 Criminal Investigation 3-credits</u> CJ230 (Criminal Investigation) 3 credits | <u>Major</u> Elective | |

Rowan University

| Course Code, Title, and Credits | Transfer Category | If non-transferable; select status |
|---|-----------------------|------------------------------------|
| <u>LAWJ05285 Criminal Investigation 3-credits</u> LAWJ05285 (Criminal Investigation) 3 credits | <u>Major</u> Elective | |

Rutgers - New
Brunswick, Mason
Gross School of the
Arts

| Course Code, Title, and Credits | Transfer Category | If non-transferable; select status |
|--|-----------------------|------------------------------------|
| <u>01202EC Criminal Justice Elective 3-credits</u> EC (Elective Credit) 3 credits | <u>Major</u> Elective | |

Stockton University

| Course Code, Title, and Credits | Transfer Category | If non-transferable; select status |
|---|-------------------|------------------------------------|
| CRIMEC (Criminal Justice Elective) 3 credits | 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 | Describe the objectives of criminal investigations. |
| CLO2 | Discuss recent research developments in science, technology, and contemporary criminal investigations. |
| CLO3 | Identify various types of criminal investigations. |
| CLO4 | Demonstrate appropriate investigative procedures in the presentation of facts and circumstances in criminal investigations. |
| CLO5 | Explain how criminal intelligence is collected, analyzed, and shared in the investigative process. |
| CLO6 | Discuss the development and management of informants. |

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 | Essentials of Criminal Investigation a. Preliminary Investigation b. Documentation of Crime Scene c. Identification and Collection of Evidence | Including, but not limited to, a reading assignment, class discussion, or writing component | Including, but not limited to, a quiz, exam, activity, assignment, project, paper, or presentation | CLO1, CLO2, CLO3 |
| TO2 | Investigative Processes a. Suspect Identification b. Forensics c. Legal Aspects | Including, but not limited to, a reading assignment, class discussion, or writing component | Including, but not limited to, a quiz, exam, activity, assignment, project, paper, or presentation | CLO1, CLO2, CLO3, CLO4 |

| | Major Themes/ Skills | Assignments (Recommended but not limited to) | Assessments (Recommended but not limited to) | Course Learning Outcome(s) |
|-----|--|---|--|------------------------------------|
| TO3 | Information Gathering a. Interviewing & Interrogation b. Criminal Intelligence c. Surveillance d. Informants | Including, but not limited to, a reading assignment, class discussion, or writing component | Including, but not limited to, a quiz, exam, activity, assignment, project, paper, or presentation | CLO1, CLO3, CLO4, CLO5, CLO6 |
| TO4 | Case Analysis & Review a. Facts & Circumstances b. Case Solvability & Status c. Discretion | Including, but not limited to, a reading assignment, class discussion, or writing component | Including, but not limited to, a quiz, exam, activity, assignment, project, paper, or presentation | CLO1, CLO2, CLO3, CLO4, CLO5, CLO6 |
| TO5 | Prosecution a. Evidence & Reports b. Testimony c. Eyewitnesses d. Chain of Custody | Including, but not limited to, a reading assignment, class discussion, or writing component | Including, but not limited to, a quiz, exam, activity, assignment, project, paper, or presentation | CLO1, CLO2, CLO3, CLO4, CLO5, CLO6 |

12. Methods of Instruction

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

The content of this course will be delivered using instructional methods including, but not limited to, lecture, discussion, and multimedia.

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 Yes

Related Course CLO1, CLO2, CLO3, CLO4, CLO6

Learning Outcome

Related Outline TO3, TO4, TO5

Component

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

Including, but not limited to, a quiz, exam, activity, assignment, project, paper, or presentation

Humanistic Perspective

Historical Perspective

Global and Cultural Awareness

Ethical Reasoning and Action Yes

Related Course CLO1, CLO2, CLO3, CLO4, CLO5,

Learning Outcome CLO6

Related Outline TO1, TO2, TO3, TO4, TO5

Component

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

Including, but not limited to, a quiz, exam, activity, assignment, project, paper, or presentation

Independent/Critical Thinking Yes

Related Course CLO1, CLO2, CLO3, CLO4, CLO5,

Learning Outcome CLO6

Related Outline TO1, TO2, TO3, TO4, TO5

Component

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

Including, but not limited to, a quiz, exam, activity, assignment, project, paper, or presentation

14. Needs

Instructional

Materials (text

etc.):

An appropriate textbook will be selected. Please contact the Department Office for current adoptions.

Technology Needs:

Computer and projector

Human Resource

Needs (Presently

Employed vs. New

Faculty):

Classroom

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.

16. Board Approval

History of Board

approval dates

Revised: September, 2006; August 30, 2006

Board of Trustees Approval Date: December 10, 2007

Board of Trustees Approval Date: April 27, 2009

Board of Trustees Approval Date: April 28, 2014

Board of Trustees Approval Date: August 26, 2015

Board of Trustees Approval Date: February 22, 2018

FYI only - Course fee update in batch. CC 2/23/23, senate 3/2/23, and BOT 3/17/23

Reviewer

Comments

EXHIBIT B-6

Course Change Request

Date Submitted: 02/17/26 12:01 pm

Viewing: **CSIT 110 : Introduction to Computers and Computer Applications**

Last approved: 02/17/26 11:57 am

Last edit: 03/13/26 3:45 pm

Changes proposed by: James Marshall (jmarshall)

Catalog Pages
referencing this
course

[Approved General Education Courses
Computer Science/ Information Technology \(CSIT\)](#)

Programs
referencing this
course

[AS.HLSC: Homeland Security, Associate in Science](#)
[CONC.BSPS.ELEM: Early Childhood and Elementary Education
Concentration](#)
[CONC.BSPS.EDUC: Elementary and Middle School Education
Concentration](#)
[CONC.BSPS.FPSY: Forensic Psychology Concentration](#)
[CONC.BSPS.POLI: Political Science and Public Administration
Concentration](#)
[CONC.BSPS.PSYC: Psychology Concentration](#)
[CONC.BSPS.SOWK: Social Work Concentration](#)
[CONC.BSPS.SOSC: Sociology Anthropology Concentration](#)
[CONC.HUMN.HIST: History Concentration](#)
[CONC.HUMN.HIED: History Education Concentration](#)
[CONC.HUMN.ENED: English Education Concentration](#)
[AA.LA.EDUC: Education, Associate in Arts](#)
[CONC.HLTH.ENVH: Environmental Health Concentration](#)
[CONC.HLTH.HPED: Physical Education Concentration](#)
[CONC.HLTH.PUBH: Public Health Concentration](#)
[AS.GE.BUS: General Studies, Associate in Science - Business
Concentration](#)

In Workflow

1. **STEM Academic Administrator**
2. **STEM Dean**
3. **Executive Director of Curriculum and Program Development**
4. **Vice President of Academic Affairs**
5. **Curriculum Committee Chair**
6. **Senate Chair**
7. **Cabinet**
8. President
9. Board of Trustees Chair
10. STEM Academic Administrator
11. Colleague

Approval Path

1. 02/17/26 12:19 pm
Connor Sampson (csampson):
Approved for STEM Academic Administrator
2. 02/17/26 12:30 pm
Vandana Saini (vsaini): Approved for STEM Dean
3. 02/17/26 3:25 pm
James Marshall (jmarshall):
Approved for

[AS.GE.CS: General Studies, Associate in Science - Computer Studies Concentration](#)

[AAS.TS.COMP: Technical Studies with Computer Technology Option, Associate in Applied Science](#)

[AAS.TS.TECH: Technical Studies with Industrial/Technical Option, Associate in Applied Science](#)

Learning Outcomes

Display (show only)

- Executive Director of Curriculum and Program Development
4. 02/17/26 3:26 pm
Catherine Mancuso (cmancuso):
Approved for Vice President of Academic Affairs
 5. 03/16/26 1:40 pm
Caroline Brittain (cbrittain):
Approved for Curriculum Committee Chair
 6. 04/03/26 8:32 am
Jennifer Dellner (jdellner): Approved for Senate Chair

History

1. Jun 9, 2021 by soconnor
2. Feb 17, 2026 by James Marshall (jmarshall)

1. Course Information

| | |
|---------------|---|
| Subject | CSIT - Computer Science/ Information Technology |
| Course Number | 110 |
| School | Science, Technology, Engineering, Mathematics |
| Course Title | Introduction to Computers and Computer Applications |

2. Hours

Semester Hours 3.00000

Lecture 3

Lab 0

Practicum 0

3. Catalog Description

For display in the
online catalog

~~This~~ ~~The~~ course introduces ~~familiarizes~~ students to fundamental computing concepts, including ~~with~~ the interaction of computer hardware, software, and ethical considerations. ~~ethics.~~ Students will develop ~~gain~~ a foundational ~~fundamental~~ understanding of personal computers, ~~operating systems,~~ computers and computer networking, ~~as well as the effective use of~~ Microsoft Windows, the Internet, and Microsoft Office applications. ~~networking.~~ The course ~~also provides an introductory overview of artificial intelligence (AI), including its historical~~ background, common applications, and ethical implications. Additional topics include ~~Microsoft Windows and the Internet, an introduction to Microsoft Office,~~ computer security, data privacy, ~~and the~~ ethical and safe and responsible use ~~uses~~ of digital technologies. ~~technology, safety,~~ and popular word processing, spreadsheet, and database tools. Emphasis ~~in this course~~ is placed on developing practical skills that support ~~applications for~~ personal productivity, digital ~~safety,~~ productivity and informed decision-making. ~~safety.~~ No ~~The course assumes no~~ prior computing experience is required. ~~experience.~~

4. Requisites

Prerequisites

None

Corequisites

None

5. Course Type

Course Fee Code

Course Type for vocational (approved for Perkins funding)

Perkins Reporting

6. Justification

Describe the need
for this course

Students in all curriculums will benefit from understanding and knowing how to utilize current computer hardware and software to be successful in their academic and professional careers and personal life. This course is required at many two and four year institutions.

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?

Yes

General Education

Category

Technology

General Education Approved

Status

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. |
| 2 | Seeking to ensure that students will thrive in an increasingly diverse and complex world |
| 3 | Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. |
| 4 | Seeking to empower students through the mastery of intellectual and Practical Skills. |
| 5 | Challenging students to transfer information into knowledge and knowledge into action. |

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

| | |
|-------------------|---------------------------|
| Institution | Atlantic Cape CC |
| Course Title | Introduction to Computers |
| Course Number | CISM125 |
| Number of Credits | 3 |
| Comments | |

| | |
|-------------------|-----------------------|
| Institution | Camden County College |
| Course Title | Computer Literacy |
| Course Number | CSC-101 |
| Number of Credits | 3 |
| Comments | |

| | |
|-------------------|--------------------------------|
| Institution | Hudson County CC |
| Course Title | Intro to Computers & Computing |
| Course Number | CSC-101 |
| Number of Credits | 3 |
| Comments | |

| | |
|---------------|-------------------------------------|
| Institution | Mercer County CC |
| Course Title | Computer Concepts with Applications |
| Course Number | IST 101 |

Number of Credits 3

Comments

Institution Raritan Valley CC

Course Title Computer Literacy

Course Number CISY 102

Number of Credits 3

Comments

Transferability of Course

Georgian Court

University

| Course Code, Title, and Credits | Transfer Category | If non-transferable; select status |
|---|---|------------------------------------|
| <u>CS105 Computer Literacy 3-credits</u> CS105, Computer Literacy, 3cr | <u>General Education</u> General Education, Computer Science | |

Kean University

| Course Code, Title, and Credits | Transfer Category | If non-transferable; select status |
|--|--|------------------------------------|
| <u>CPS 1032 Microcomputer Applications 3-credits</u> CPSX1003, Computer Science Elective, 3 cr. | <u>General Education</u> Computer Science Free Elective | |

Monmouth

University

| Course Code, Title, and Credits | Transfer Category | If non-transferable; select status |
|---|---|------------------------------------|
| <u>IT100 Information Technology 3-credits</u> IT100, Information Technology, 3cr | <u>General Education</u> General education, Technological Literacy | |

Rowan University

| Course Code, Title, and Credits | Transfer Category | If non-transferable; select status |
|--|---|------------------------------------|
| <u>CS01110 Computing Environments 3-credits</u> CPSX1003 | <u>General Education</u> Computer Science-Free Elective | |

Rutgers - New

Brunswick, Mason

Gross School of the

Arts

| Course Code, Title, and Credits | Transfer Category | If non-transferable; select status |
|--|---|------------------------------------|
| <u>01198100 Principles of Computer Science 3-credits</u> 01198170, 3cr in Information technology and Research or quantitative reasoning OR 3CR-Computer Science elective | <u>General Education</u> Students must complete a combination of courses in order to receive specific course equivalencies OR Computer Science elective | |

Stockton University

| Course Code, Title, and Credits | Transfer Category | If non-transferable; select status |
|---|--|------------------------------------|
| <u>CS 01110 Computing Environments 3-credits</u> CSIS1180; Microcomputers & Applications; 3cr | <u>General Education</u> General education, Computer Science | |

If not transferable
to any institution,
explain:

10. Course Learning Outcomes

Learning Outcomes

| | Students who successfully complete this course will be able to: |
|------|--|
| CLO1 | Analyze the impact of computer technology on contemporary society and culture. |
| CLO2 | Describe secure, safe, ethical, and legal uses of technology. |
| CLO3 | Identify and explain the functions of computer hardware components. |
| CLO4 | Define what the Internet is, and list uses of the Internet. |

| Students who successfully complete this course will be able to: | |
|--|--|
| CLO5 | Identify and explain the types of computer software including systems software and file management in a windows environment. |
| CLO6 | Define computer networking, list the types of networks and networking equipment. |
| CLO7 | Describe common practices for configuring networks to provide common safeguards to protect users and equipment. |
| CLO8 | Describe and demonstrate the functions and uses of word processor, spreadsheet, and database software to accomplish tasks. |
| <u>CLO9</u> | <u>Explain and apply common AI applications and describe their impact on everyday life and society.</u> |

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 | Discuss the impact of technology on global, national, personal careers, and ethical responsibilities and awareness when using technology | Reading and class discussion. | Homework assignment and exam | <u>CLO1</u> , CLO1 , CLO2, <u>CLO9</u> , CLO11 |
| TO2 | Describe the components of a computer, how they are connected, and how computers process and store data. | Reading and class discussion. | Homework assignment and exam | CLO3 |
| TO3 | Explain how the Internet works and how it is used for collaboration, communication, commerce and entertainment purposes. | Reading and class discussion. | Homework assignment and exam | CLO4 |

| | Major Themes/ Skills | Assignments (Recommended but not limited to) | Assessments (Recommended but not limited to) | Course Learning Outcome(s) |
|------|--|---|---|-----------------------------------|
| TO4 | Explain the types and functions of an operating system | Reading, class discussion, and class activities. | Homework assignment and exam | CLO5 |
| TO5 | Describe how system software is used, managing the user interface, file management, and utility programs. | Reading, class discussion, and class activities. | Homework assignment and exam | CLO6, CLO7 |
| TO6 | Explain the basics of computer networking, networking components, and the different ways to connect to a network and the Internet. | Reading, class discussion, and class activities. | Homework assignment and exam | CLO6 |
| TO7 | Describe what is needed to install and configure a home network, and how to manage and secure a wireless network. | Reading, class discussion, and class activities. | Homework assignment and exam | CLO6, CLO7 |
| TO8 | Describe hacking, viruses and other online annoyances and threats. | Reading, class discussion, and class activities. | Homework assignment and exam | CLO6 |
| TO9 | Describe ways to protect digital property and data from theft and corruption. | Reading, class discussion, and class activities. | Homework assignment and exam | CLO7 |
| TO10 | Demonstrate how to create a document and edit it. | Reading, class discussion, and class activities. | Homework assignment. | <u>CLO8</u> CLO8 |
| TO11 | Demonstrate how to modify the layout and formatting of a document. | Reading, class discussion, and class activities. | Homework assignment | <u>CLO8</u> CLO8 |
| TO12 | Demonstrate how to create and edit a | Reading, class discussion, and class activities. | Homework assignment | <u>CLO8</u> CLO8 |

| | Major Themes/ Skills | Assignments (Recommended but not limited to) | Assessments (Recommended but not limited to) | Course Learning Outcome(s) |
|-------------|--|---|---|-----------------------------|
| | spreadsheet, use functions, and create simple charts. | | | |
| TO13 | Describe and demonstrate the uses of databases | Reading, class discussion, and class activities. | Homework assignment | <u>CLO8</u> CLO8 |
| <u>TO14</u> | <u>Discuss and demonstrate the use of AI applications and AI's impact.</u> | <u>Reading, class discussion, and class activities.</u> | <u>Homework assignment</u> | <u>CLO9</u> |

12. Methods of Instruction

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

- o Class lecture
- o Discussion
- o Demonstrations
- o Labs
- o Online presentations, and online activities and assessments.

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

Yes

Related Course CLO3, CLO4, CLO5, CLO6, CLO7,
 Learning Outcome CLO8, CLO9 ~~CLO8~~
 Related Outline TO2, TO3, TO4, TO5, TO6, TO7,
 Component TO8, TO9, TO10, TO11, TO12,
TO13, TO14 ~~TO13~~

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

Tests, quizzes, activities, projects

Information Literacy

Society and Human Behavior

Humanistic Perspective

Historical Perspective

Global and Cultural Awareness

Ethical Reasoning and Action Yes

Related Course CLO1, CLO2

Learning Outcome

Related Outline TO1

Component

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

Tests, quizzes

Independent/Critical Thinking Yes

Related Course CLO1, CLO2, CLO7, CLO8

Learning Outcome

Related Outline TO1, TO7, TO8, TO9, TO10, TO11,

Component TO12, TO13

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

Tests, quizzes, activities, projects

14. Needs

Instructional
Materials (text
etc.):

Appropriate textbooks will be selected. Contact the dept. for current adoptions.

Technology Needs:

Software applications, college portal, college Distance Learning platform and /or Textbook or Instructor Website, Lab and/or Assessment Software.

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.

16. Board Approval

History of Board

approval dates

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

Board of Trustees Approval Date: December 11, 2006

Board of Trustees Approval Date: March 26, 2012

Board of Trustees Approval Date: December 2, 2013

Board of Trustees Approval Date: August 26, 2015

Board of Trustees Approval Date: November 03, 2016

Board of Trustees Approval Date: November 6, 2025

Reviewer

Comments

Key: 490

[Preview Bridge](#)