

EXHIBIT B



BOARD OF TRUSTEES

Bylaw, Policy, and Curriculum Committee Agenda Items

To: Board of Trustees

From: Office of the President

Date: July 17, 2020

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 23, 2020**:

1. Recommend approval of the following items as accepted by the College Senate at its meetings on July 2 and July 16, 2020:
 - a. New Course
 - 1) APPR 151, Degree Apprenticeship (**Exhibit B-1**)
 - b. Revised Courses
 - 1) BUSN 251, Business Law I (**Exhibit B-2**)
 - 2) BUSN 252, Business Law II (**Exhibit B-3**)
 - 3) CSIT 133, Web Developer Fundamentals (**Exhibit B-4**)
 - 4) CSIT 154, After Effects (**Exhibit B-5**)
 - 5) ENGR 124, Engineering Analysis (**Exhibit B-6**)
 - 6) ENGR 181, Graphics for Engineers (**Exhibit B-7**)
 - 7) LAAW 101, Introduction to Law and Legal Assisting (**Exhibit B-8**)
 - 8) LAAW 104, Introduction to Litigation (**Exhibit B-9**)
 - 9) LAAW 106, Meditation and Conflict Resolution (**Exhibit B-10**)
 - 10) LAAW 201, Legal Research and Writing for Paralegals (**Exhibit B-11**)
 - 11) LAAW 203, Law Office Management (**Exhibit B-12**)
 - 12) LAAW 204, Estate Administration (**Exhibit B-13**)
 - c. Revised Course and Course Title
 - 1) LAAW 206, New Jersey Family Law to Family Law (**Exhibit B-14**)

d. Terminated Course

- 1) LAAW 108, Introduction to Employment Law (**Exhibit B-15**)

EXHIBIT B-1

**OCEAN COUNTY COLLEGE
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF BUSINESS AND SOCIAL SCIENCES**

1. COURSE NUMBER AND TITLE: APPR 151: Degree Apprenticeship

2. SEMESTER HOURS: 3 CONTACT HOURS: (1 + 0 + 6)
Lecture Lab Practicum

3. CATALOG DESCRIPTION

This course affords students the opportunity to simultaneously earn income and college credit by providing on-the-job-training by industry professionals in program-related academic fields. Students, who are employed by an industry partner, will gain practical skills in their profession that complement knowledge provided through classroom learning. Students will participate in a seminar component of the class that includes lectures, discussions, and reflections on their field experience.

4. PREREQUISITES: MUST MEET CRITERIA FOR THE APPRENTICESHIP
COREQUISITES: NONE

5. COURSE FEE CODE: NONE

COURSE TYPE FOR PERKINS REPORTING:

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

6. JUSTIFICATION

a. Describe the need for this course.

A major New Jersey state-wide initiative is the creation of degree apprenticeships in non-traditional fields. The goal is to provide student apprentices with opportunities for paid, on-the-job training that allows them to learn needed skills required by industry partners. This initiative is part of workforce development, with industry providing job placement to our student apprentices, who are trained by professionals within their industry through this program. This course provides credit and structure for this training and is supported through grant funding.

b. Relationship to courses within the College

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

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

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

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

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

Elective *This course may be a program requirement in select programs as per grant guidelines governing degree apprenticeships.

- iii. If the course is a program specific requirement, please list the program objective that this course fulfills:

- iv. This course is recommended for the following:

The Limited Load List

The Writing Intensive Course (WIC) List

- c. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College (explain):

- i. Provide affordable, student-centered, high quality educational experiences that prepare and empower diverse learners to contribute to and succeed in global societies. (Mission Statement)
- ii. Be the boldest, most creative, most innovative student-centered college in America (Vision Statement)
- iii. Establish clear roadmaps to students’ end goals that include articulated learning outcomes and direct connections to the requirements for further education and career advancement. (Academic Master Plan)
- iv. Deliver Innovative Curricula Programs and Assess Current Programs. (Academic Master Plan).

7. RELATED COURSES AT OTHER INSTITUTIONS

[NOTE: The two charts below need to be completed when submitting a new course proposal. When revising a course, this section must be completed if the transfer area is blank or in need of updating.]

- a. List any comparable course(s) at other community colleges by completing the table below. Insert “None” if there are no comparable courses. If “none” was inserted, please explain here: None. See comments for each community college.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
Atlantic-Cape Community College				None for degree apprenticeships, although internships such as CRIM 250 are

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				offered.
Brookdale Community College				None for degree apprenticeships, although internships such as BUSN 299 are offered.
Rowan College at Burlington County				None for degree apprenticeships, although service-learning classes such as SLR 111 are offered.

b. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category	Will NOT Transfer	Unable to Determine Status
Georgian Court University			X	
Kean University			X	
Monmouth University			X	
Stockton University			X	
Rowan University			X	
Rutgers – New Brunswick, School of Arts & Sciences			X	
Stockton University			X	

- i. If a “U” was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal): _____
- ii. If not transferable to any institution, explain: This is a non-transferable experiential learning course.

8. SPECIFIC COURSE LEARNING OUTCOMES

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Students who successfully complete this course will be able to:

- a. Apply theoretical classroom knowledge to a practical work experience.
- b. Develop employable “hard skills” through on-the-job training provided by industrial partners.
- c. Demonstrate competence in “soft skills” such as communication, problem-solving, and teamwork by practicing those skills in the professional workplace.
- d. Examine the environment of the select industry including the site’s culture, professional practices, and ethical expectations.

9. TOPICAL OUTLINE (include as many themes/skills as needed):

Major Themes/Skills	Assignments/Activities (Recommended but not limited to)	Assessment (Recommended but not limited to)	Related Course Learning Outcome (s)
I. Introduction to Select Industry A. Site Analysis 1. Culture 2. Professional Practices 3. Ethical Behavioral Expectations B. Career Opportunities	Readings; Class discussion; Group work; Writing assignments	Individual or group project; Oral presentation; Writing assignment; Journal	8d
II. Theoretical Foundation A. Industry-Related Theory and Concepts B. Relevant Industry-Related Research/Case Studies	Readings; Class discussion; Group work; Writing assignments	Individual or group project; Oral presentation; Writing assignment; Exam	8a
III. “Soft Skills” A. Define “Soft Skills” B. Practice “Soft Skills”	Readings; Class discussion; Group work; Writing assignments; Role play	Site supervisor evaluation; Journal; Oral presentation	8c

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<p>IV. "Hard Skills" A. Define "Hard Skills" B. Practice "Hard Skills"</p> <p>(Learning experience based on U.S. Department of Labor Available Occupations for Apprentices requirements as determined in conjunction with industry partners.)</p>		<p>Site supervisor evaluation; Journal</p>	<p>8b</p>
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10. METHODS OF INSTRUCTION

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

- Reading assignments
- Professor and guest lecturers
- Class discussions
- Group work including role-playing
- Writing assignments, especially reflective journals
- Analysis of case studies and/or real workplace situations
- Instructor and site supervisor-student conferences

11. GENERAL EDUCATION GOALS ADDRESSED BY THIS COURSE

(this section is to fulfill state requirements):

- a. In column 1, please check off any General Education Goal that is applicable to this course (definitions for each goal are available in the College Catalog).
- b. For each General Education Goal checked in column 1, in column 2 you must list the related course learning outcome from section 8 of this form.
- c. In column 3, you will also need to list the section of your outline (section 9 of this form) that relates to each goal you have chosen. List the row number from the outline in section 9.
- d. In column 4, list how each checked off General education goal will be assessed within the course (recommended but not limited to quiz, exam, research paper, group project, oral, presentation, group presentation, etc.).

General Education Goal	1. Applicable (mark with x)	2. Related Course Learning Outcome	3. Related Outline Component	4. Assessment of General Education Goal (Recommended but not limited to)
Communication-Written and Oral	X	8: a-d	9:1-4	Exam, Writing assignment including a reflective journal, Individual and/or group project, Oral presentation
Quantitative Knowledge and Skills				

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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	X	8: a-d	9: 1-4	Exam, Writing assignment including a reflective journal, Individual and/or group project, Oral presentation

12. NEEDS

- Instructional Materials (text etc.): Text/OER materials as determined by the department sponsoring the apprenticeship
- Technology Needs: Dependent on industry partner
- Human Resource Needs (Presently Employed vs. New Faculty): Presently employed
- Facility Needs: None
- Library needs (list specific needs and must be initialed by library director): None

13. 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:

Grade:	Performance:
A	Excellent
B+	Very good
B	Good
C+	Above average
C	Average
D	Below average

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F	Failure
I	Incomplete
R	Audit

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

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

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

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent “For Information Only” to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Lab Fee Code/ Vocational Status
#2 Semester Hours/Contact Hours	#7 Transfer Information
#3 Catalog Description	#9 Topical Outline
#4 Prerequisites & Corequisites	#10 Methods of Instruction
#6 Justification	#12 Needs
#8 Course Outcomes	#13 Grade Determinants
#11 General Education Goals - Rubric	

Board of Trustees Approval Date: July 23, 2020

EXHIBIT B-2

OCEAN COUNTY COLLEGE
#7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF BUSINESS AND SOCIAL SCIENCES

1. COURSE NUMBER AND TITLE: BUSN 251: Business Law I
2. SEMESTER HOURS: 3 CONTACT HOURS: (3 + 0 + 0)
Lecture Lab Practicum
3. CATALOG DESCRIPTION

This course focuses on the study of the law as it applies to businesses and consumers, including the structure of the legal system. Areas covered include torts, constitutional law, civil litigation, alternative dispute resolution, and contract law. and property.

4. PREREQUISITES: NONE COREQUISITES: NONE

5. COURSE TYPE FOR PERKINS REPORTING:
 vocational (approved for Perkins funding)
 non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

- a. Describe the need for this course.

Students in all business programs enroll in this required course. Other students interested in an introductory course in law and general, and specifically contract law, will select this course. Non-business students will benefit from the knowledge learned in this course.

- b. Relationship to courses within the College

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

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

Communication Social Science History
 Humanities Lab Science Science (Non-Lab)
 Mathematics Technology Diversity

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

Program-specific requirement for the following degree program(s):
A.A.S. in Business
A.S. in Business Administration

Elective

- iii. If the course is a program specific requirement, please list the program objective that this course fulfills:

A.A.S. in Business

- Demonstrate an understanding of the legal system and laws applying to contracts, property, employment, partnership, corporations, and sale of goods

A.S. in Business Administration

- Develop awareness of how government decisions can influence the business environment
- Creatively explore concepts and question-established ideas

- iv. This course is recommended for the following:

The Limited Load List _____

The Writing Intensive Course (WIC) List _____

- c. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College (explain):

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

- i. Providing high quality educational experiences in the legal field that prepare and empower diverse learners to excel in business (Academic Master Plan).
- ii. Provide students with the legal training they need to secure internships and externships in the legal and business community (Academic Master Plan).
- iii. Creatively and engagingly present the most current and relevant legal training (Vision Statement).
- iv. Provide high quality academic instruction, advisement, and enrichment activities that inspire success in students through instruction from legal experts (Mission statement).

7. RELATED COURSES AT OTHER INSTITUTIONS

[NOTE: The two charts below need to be completed when submitting a new course proposal. When revising a course, this section must be completed if the transfer area is blank or in need of updating.]

- a. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses. If "none" was inserted, please

explain here: _____

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
<u>Brookdale CC</u>	<u>Business Law I</u>	<u>BUSI 221</u>	<u>3</u>	
<u>Mercer CC</u>	<u>Business Law I</u>	<u>BUS 107</u>	<u>3</u>	
<u>Atlantic Cape CC</u>	<u>Business Law I</u>	<u>BUSN 210</u>	<u>3</u>	

- b. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category	Will NOT Transfer	Unable to Determine Status
Georgian Court University	<u>BU211, Business Law, 3 Cr</u>	<u>Major</u>		
Kean University	<u>BLAW2051, Business Law I, 3 Cr</u>	<u>Major</u>		
Monmouth University	<u>BL201, Legal environment of Business I, 3 Cr</u>	<u>Major</u>		
Stockton University	<u>PLAW 2120, Business Law I, 3Cr</u>	<u>Major</u>		
Rowan University	<u>INTR 99070, 3 Cr</u>	<u>Major [BUSN 251 and BUSN 252 equate to MGT 98242 (legal environment)]</u>		
Rutgers – New Brunswick, School of Arts & Sciences	<u>33011204 Principles of Business Law for Non Business Majors, 3 Credits</u>	<u>Elective</u>		
Stockton University	<u>Plaw 2120, Business Law, 3 Credits</u>	<u>Major</u>		

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

8. SPECIFIC COURSE LEARNING OUTCOMES

EXHIBIT B-2

Students who successfully complete this course will be able to:

- a. Recognize the political, social, ethical, and historical context underlying the rules of law.
- b. Identify the sources of today's law.
- ~~c. Distinguish between agreements and contracts.~~
- ~~d. Analyze the elements of a contract.~~
- ~~e. Differentiate reasons for nonperformance of a contract.~~
- ~~f. Identify property and property rights.~~
- ~~g. Distinguish between real and personal property.~~
- ~~h. Describe different types of co-ownership of property.~~
- ~~i. Identify methods of acquiring title.~~
- ~~j. Contrast the rights and duties of a landlord and a tenant.~~
- ~~k. Apply the elements of a contract to an insurance agreement.~~
- ~~l. Apply the rules of contract law and other business laws to commercial encounters and management challenges.~~
- c. Demonstrate good effective legal, analytical, and communication skills through collaborative oral and writing written assignments.**
- d. Process the elements of business torts and negligence and explain the role of civil litigation and alternative dispute resolution in business.**
- e. Integrate the principles of contract law, distinguish the elements of a valid contract, and apply the appropriate remedies for breach of contract.**

9. TOPICAL OUTLINE (include as many themes/skills as needed):

Major Themes/Skills	Assignments/Activities (Recommended but not limited to)	Assessment (Recommended but not limited to)	Related Course Learning Outcome (s)
1. Nature and Sources of Law	<u>Lecture, oral presentations, class discussions, class assignments, projects.</u>	<u>Quiz, exam, activity, assignment, project, paper, or presentation</u>	<u>8: a, b</u>
2. Constitutional Issues, Courts	<u>Lecture, oral presentations, class discussions, class assignments, projects.</u>	<u>Quiz, exam, activity, assignment, project, paper, or presentation</u>	<u>8: a, b</u>

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3. Ethics	<u>Lecture, oral presentations, class discussions, class assignments, projects</u>	<u>Quiz, exam, activity, assignment, project, paper, or presentation</u>	<u>8: a, b</u>
4. Litigation and ADR	<u>Lecture, oral presentations, class discussions, class assignments, projects.</u>	<u>Quiz, exam, activity, assignment, project, paper, or presentation</u>	<u>8: a, b, c, d</u>
5. Torts	<u>Lecture, oral presentations, class discussions, class assignments, projects.</u>	<u>Quiz, exam, activity, assignment, project, paper, or presentation</u>	<u>8: a, b, c, d</u>
6. Products Liability	<u>Lecture, oral presentations, class discussions, class assignments, projects.</u>	<u>Quiz, exam, activity, assignment, project, paper, or presentation</u>	<u>8: a, b, c, d</u>
7. Contracts	<u>Lecture, oral presentations, class discussions, class assignments, projects.</u>	<u>Quiz, exam, activity, assignment, project, paper, or presentation</u>	<u>8: b, c, e</u>

10. METHODS OF INSTRUCTION

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

Lecture, oral presentations, class discussions, class assignments, and projects.

11. GENERAL EDUCATION GOALS ADDRESSED BY THIS COURSE

(this section is to fulfill state requirements):

General Education Goal	1. Applicable (mark with x)	2. Related Course Learning Outcome	3. Related Outline Component	4. Assessment of General Education Goal (Recommended but not limited to)
Communication-Written and Oral	☒			
Quantitative Knowledge and Skills				
Scientific Knowledge and Reasoning				
Technological Competency				
Information Literacy				

EXHIBIT B-2

Society and Human Behavior				
Humanistic Perspective				
Historical Perspective				
Global and Cultural Awareness				
Ethical Reasoning and Action	x	<u>8: a</u>	<u>9: 3</u>	<u>Quiz, exam, activity, assignment, project, paper, or presentation</u>
Independent/Critical Thinking	x	<u>8: All</u>	<u>9: 2-7</u>	<u>Quiz, exam, activity, assignment, project, paper, or presentation</u>

12. NEEDS

- Instructional Materials (text, etc.): An appropriate text *and/or open educational resources* will be selected. Contact the department for current adoptions.
- Technology Needs:
N/A _____
- Human Resource Needs (Presently Employed vs. New Faculty):
N/A _____
- Facility Needs:
N/A _____
- Library needs (list specific needs and must be initialed by library director):
N/A _____

13. 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:

Grade:	Performance:
A	Excellent
B+	Very good
B	Good
C+	Above average
C	Average
D	Below average
F	Failure
I	Incomplete
R	Audit

EXHIBIT B-2

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

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

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

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent “For Information Only” to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Lab Fee Code/ Vocational Status
#2 Semester Hours/Contact Hours	#7 Transfer Information
#3 Catalog Description	#9 Topical Outline
#4 Prerequisites & Corequisites	#10 Methods of Instruction
#6 Justification	#12 Needs
#8 Course Outcomes	#13 Grade Determinants
#11 General Education Goals - Rubric	

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: June 27, 2011

Board of Trustees Approval Date: March 26, 2012

PLT Approval of Form: May 22, 2012

Board of Trustees Approval Date: July 23, 2020

EXHIBIT B-3

OCEAN COUNTY COLLEGE
#7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF BUSINESS AND SOCIAL SCIENCES

1. COURSE NUMBER AND TITLE: BUSN 252: Business Law II
2. SEMESTER HOURS: 3 CONTACT HOURS: (3 + 0 + 0)
Lecture Lab Practicum
3. CATALOG DESCRIPTION

~~Formerly BU 252— This course is the study of law related to: employment agency, partnership, corporation, sale of goods, and commercial paper.~~

This course is the study of law related to various aspects of business, including employment, business structures, property protections, and government regulation. Issues of employment discrimination, the principal/agent relationship, government regulation of businesses in the form of antitrust law and consumer protections, and ethical regulation of business professionals are explored in this course. In addition, proper formation of business structures, such as sole-proprietorships, limited liability companies (LLCs), limited liability partnerships (LLPs), and corporations) are discussed.

4. PREREQUISITES: BUSN 251 COREQUISITES: NONE
5. COURSE TYPE FOR PERKINS REPORTING:
 vocational (approved for Perkins funding)
 non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

- a. Describe the need for this course.

Students will select this second introductory law course who want to study additional legal topics. Non-business students will benefit from the knowledge learned in this course.

- b. Relationship to courses within the College

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

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

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

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

Program-specific requirement for the following degree program(s):
A.A.S. in Business
and A.S.

Elective

iii. If the course is a program specific requirement, please list the program objective that this course fulfills:

Business A.A.S.

- Demonstrate an understanding of the legal system and laws applying to contracts, property, employment, partnership, corporations, and sale of goods.

iv. This course is recommended for the following:

The Limited Load List _____

The Writing Intensive Course (WIC) List _____

c. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College (explain):

~~i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)~~

~~ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)~~

~~iii. Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)~~

~~iv. Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)~~

~~v. Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)~~

i. Providing high quality educational experiences in the legal field that prepare and empower diverse learners to excel in business (Academic Master Plan).

ii. Provide students with the legal training they need to secure internships and externships in the legal and business community (Academic Master Plan).

iii. Creatively and engagingly present the most current and relevant legal training (Vision Statement).

iv. Provide high quality academic instruction, advisement, and enrichment activities that inspire success in students through instruction from legal experts (Mission statement).

7. RELATED COURSES AT OTHER INSTITUTIONS

[NOTE: The two charts below need to be completed when submitting a new course proposal. When revising a course, this section must be completed if the transfer area is blank or in need of updating.]

a. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses. If "none" was inserted, please explain here: _____

EXHIBIT B-3

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
Brookdale CC	<u><i>Business Law II</i></u>	<u><i>BUSI 222</i></u>	<u><i>3</i></u>	
Mercer CC	<u><i>Business Law II</i></u>	<u><i>BUS 108</i></u>	<u><i>3</i></u>	
Atlantic Cape CC	<u><i>Business Law II</i></u>	<u><i>BUSN 211</i></u>	<u><i>3</i></u>	

b. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category	Will NOT Transfer	Unable to Determine Status
Georgian Court University	<u><i>EC (ELECTIVE CREDIT), 3 cr</i></u>	<u><i>Elective</i></u>		
Kean University	<u><i>MGS 3052, Business Law II, 3 cr</i></u>	<u><i>Major</i></u>		
Monmouth University	<u><i>BL 202, Legal Environment of Business II, 3 Credit</i></u>	<u><i>Major</i></u>		
Stockton University	<u><i>PLAW 3120, Business Law II, 3cr</i></u>	<u><i>Major</i></u>		
Rowan University	<u><i>INTR99070, 3 Credits</i></u>	<u><i>Major [BUSN 251 and BUSN 252 equate to MGT 98242 (legal environment)]</i></u>		
Rutgers – New Brunswick, School of Arts & Sciences			<u><i>X</i></u>	

- i. If a “U” was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal): _____
- ii. If not transferable to any institution, explain: *In some cases, such as Rutgers University, Business Law II does not transfer as part of a regular Business program. This means that this course transfers as an elective at most.*

8. SPECIFIC COURSE LEARNING OUTCOMES

Students who successfully complete this course will be able to:

b. Apply the elements of a contract to specific contracts – employment, sales, partnership, and commercial paper.

- c. Identify the advantages and disadvantages of different business organizations.
d. List items usually found in a good partnership agreement and in articles of incorporation.
e. List the elements of negotiability.
f. Distinguish between assignment and negotiability.
g. List the federal employment laws.
h. Identify the various types of bankruptcy filings.
- a. Distinguish between UCC law and general (common law) contract law.
b. Classify the different types of business organizations and explain the legal benefits and legal burdens of each type of business organization.
c. Apply federal and state workplace discrimination prevention laws to realistic business and employment scenarios.
d. Recognize and apply the basic law and legal doctrine relating to real property and intellectual property.
e. Explain the various types of government regulations and their ethical and legal impact on consumers and businesses.
f. Examine the function of wills and trusts in estate planning.

9. TOPICAL OUTLINE (include as many themes/skills as needed):

Major Themes/Skills	Assignments/Activities (Recommended but not limited to)	Assessment (Recommended but not limited to)	Related Course Learning Outcome (s)
<u>1. Sales and Lease Contracts</u>	<u>Lecture, oral presentations, class discussions, class assignments, projects.</u>	<u>Quiz, exam, activity, assignment, project, paper, or presentation</u>	<u>8: a</u>
<u>2. Breach of Contract</u>	<u>Lecture, oral presentations, class discussions, class assignments, projects.</u>	<u>Quiz, exam, activity, assignment, project, paper, or presentation</u>	<u>8: a</u>
<u>3. Agency Relations</u>	<u>Lecture, oral presentations, class discussions, class assignments, projects.</u>	<u>Quiz, exam, activity, assignment, project, paper, or presentation</u>	<u>8: c</u>
<u>4. Employment Law</u>	<u>Lecture, oral presentations, class discussions, class assignments, projects.</u>	<u>Quiz, exam, activity, assignment, project, paper, or presentation</u>	<u>8: c</u>

EXHIBIT B-3

5. <u>Sole Proprietorships and Franchises</u>	<u>Lecture, oral presentations, class discussions, class assignments, projects.</u>	<u>Quiz, exam, activity, assignment, project, paper, or presentation</u>	<u>8: b</u>
6. <u>Partnerships</u>	<u>Lecture, oral presentations, class discussions, class assignments, projects.</u>	<u>Quiz, exam, activity, assignment, project, paper, or presentation</u>	<u>8: b</u>
7. <u>LLCs</u>	<u>Lecture, oral presentations, class discussions, class assignments, projects.</u>	<u>Quiz, exam, activity, assignment, project, paper, or presentation</u>	<u>8: b</u>
8. <u>Corporations</u>	<u>Lecture, oral presentations, class discussions, class assignments, projects.</u>	<u>Quiz, exam, activity, assignment, project, paper, or presentation</u>	<u>8: b</u>
9. <u>Crimes</u>	<u>Lecture, oral presentations, class discussions, class assignments, projects.</u>	<u>Quiz, exam, activity, assignment, project, paper, or presentation</u>	<u>8: e</u>
10. <u>Antitrust</u>	<u>Lecture, oral presentations, class discussions, class assignments, projects.</u>	<u>Quiz, exam, activity, assignment, project, paper, or presentation</u>	<u>8: e</u>
11. <u>Consumer Protections</u>	<u>Lecture, oral presentations, class discussions, class assignments, projects.</u>	<u>Quiz, exam, activity, assignment, project, paper, or presentation</u>	<u>8: e</u>
12. <u>Accountant and Attorney Misconduct</u>	<u>Lecture, oral presentations, class discussions, class assignments, projects.</u>	<u>Quiz, exam, activity, assignment, project, paper, or presentation</u>	<u>8: e</u>
13. <u>Intellectual Property</u>	<u>Lecture, oral presentations, class discussions, class assignments, projects.</u>	<u>Quiz, exam, activity, assignment, project, paper, or presentation</u>	<u>8: d</u>
14. <u>Real Property</u>	<u>Lecture, oral presentations, class discussions, class assignments, projects.</u>	<u>Quiz, exam, activity, assignment, project, paper, or presentation</u>	<u>8: d</u>

15. <u>Wills and Trusts</u>	<u>Lecture, oral presentations, class discussions, class assignments, projects</u>	<u>Quiz, exam, activity, assignment, project, paper, or presentation</u>	<u>8: f</u>

10. METHODS OF INSTRUCTION

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

~~**Students are expected to read the assigned chapters prior to each class meeting. Students are expected to orally participate in class discussions and take notes during lecture presentations. Students are expected to ask questions, interject appropriate comments, and complete all class assignments. Students are expected to complete all home assignments.**~~

Lecture, oral presentations, class discussions, class assignments, and projects.

11. GENERAL EDUCATION GOALS ADDRESSED BY THIS COURSE

(this section is to fulfill state requirements):

General Education Goal	1. Applicable (mark with x)	2. Related Course Learning Outcome	3. Related Outline Component	4. Assessment of General Education Goal (Recommended but not limited to)
Communication-Written and Oral	<u>x</u>			
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	x	<u>8: e</u>	<u>9: 9, 12</u>	<u>Quiz, exam, activity, assignment, project, paper, or presentation</u>

Independent/Critical Thinking	x	<u>8: all</u>	<u>9: all</u>	<u>Quiz, exam, activity, assignment, project, paper, or presentation</u>
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12. NEEDS

- Instructional Materials (text, etc.): An appropriate text *and/or open educational resources* will be selected. Contact the department for current adoptions.
- Technology Needs:
N/A_____
- Human Resource Needs (Presently Employed vs. New Faculty):
N/A_____
- Facility Needs:
N/A_____
- Library needs (list specific needs and must be initialed by library director):
N/A_____

13. 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:

Grade:	Performance:
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.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

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

EXHIBIT B-3

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Lab Fee Code/ Vocational Status
#2 Semester Hours/Contact Hours	#7 Transfer Information
#3 Catalog Description	#9 Topical Outline
#4 Prerequisites & Corequisites	#10 Methods of Instruction
#6 Justification	#12 Needs
#8 Course Outcomes	#13 Grade Determinants
#11 General Education Goals - Rubric	

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

Board of Trustees Approval Date: December 11, 2006

Board of Trustees Approval Date: March 26, 2012

PLT Approval of Form: May 22, 2012

Board of Trustees Approval Date: July 23, 2020

EXHIBIT B-4

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS

1. COURSE NUMBER AND TITLE: CSIT-133: Web Developer Fundamentals

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

3. CATALOG DESCRIPTION:
This course is designed to meet the needs of students who wish to enter the field of Internet Development. It will provide a rigorous treatment of Hypertext Markup Language (HTML) using the current XHTML standard. Other topics include Cascading Style Sheets (CSS) [external and embedded Style]; CSS1 and CSS2; design elements and applications that enhance web pages; and saving and editing files on a remote server. Students will complete hands on projects as part of the requirements for the course. Open lab time required.

4. PREREQUISITES: NONE COREQUISITES: NONE

5. COURSE FEE CODE: 3

COURSE TYPE FOR PERKINS REPORTING:

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

6. JUSTIFICATION

a. Describe the need for this course.

This is a program specific elective in the AAS Technical Studies with Computer Science/Information Technology Option and an elective in the AS General Studies Computer Studies Option. ~~AAS degree and AAS Business – Web Marketing Option.~~

b. Relationship to courses within the College

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

yes no

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

Communication Social Science History
 Humanities Lab Science Science (Non-Lab)
 Mathematics Technology Diversity

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

Program-specific requirement for the following degree program(s):
Computer Science/Information Technology AAS degree and AAS Business – Web Marketing Option.

X Elective

iii. If the course is a program specific requirement, please list the program objective that this course fulfills:

iv. This course is recommended for the following:

The Limited Load List _____

The Writing Intensive Course (WIC) List _____

c. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College (explain):

- ~~i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)~~
- ~~ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)~~
- ~~iii. Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)~~
- ~~iv. Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)~~
- ~~v. Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)~~
 - i. Offer comprehensive educational programs that develop intentional learners of all ages and ensure the full assessment of student learning in these programs. (Mission Statement)
 - ii. Foster educational innovation through effective teaching-learning strategies, designed to develop and nurture intentional learners who are informed and empowered. (Vision Statement)
 - iii. Employ technology and learning outcomes assessment to ensure student success in an increasingly diverse and complex world. (Vision Statement)
 - iv. Prepare students for entrance into the workforce and/or for successful transfer to other educational institutions. (Academic Master Plan)
 - v. Seek to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)
 - vi. Challenge students to transfer information into knowledge and knowledge into action. (Academic Master Plan)

7. Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course proposal. When revising a course, this section must be completed if the transfer area is blank or in need of updating.]

- a. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses. If "none" was inserted, please explain here: _____

EXHIBIT B-4

Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
<u><i>Atlantic Cape Community College</i></u>	<u><i>Web Page Design</i></u>	<u><i>CISM163</i></u>	<u><i>3</i></u>	
<u><i>Brookdale Community College</i></u>	<u><i>Web Design Using HTML</i></u>	<u><i>COMP166</i></u>	<u><i>3</i></u>	
<u><i>Rowan College at Burlington County</i></u>	<u><i>Fundamentals of Web Design</i></u>	<u><i>CIS155</i></u>	<u><i>4</i></u>	
<u><i>Camden County College</i></u>	<u><i>HTML Programming</i></u>	<u><i>CSC151</i></u>	<u><i>3</i></u>	
<u><i>Cumberland County College</i></u>	<u><i>Web Page Development</i></u>	<u><i>CS132</i></u>	<u><i>4</i></u>	
<u><i>Rowan College of Gloucester County</i></u>	<u><i>Web Development - HTML</i></u>	<u><i>CIS151</i></u>	<u><i>3</i></u>	
<u><i>Mercer County Community College</i></u>	<u><i>Web Design I</i></u>	<u><i>DMA145</i></u>	<u><i>3</i></u>	

- b. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category	Will NOT Transfer	Unable to Determine Status
Georgian Court University	<u><i>EC Elective Credit, 3 credits</i></u>	<u><i>Elective</i></u>		
Kean University	<u><i>CPSX 1003, 3 credits</i></u>	<u><i>Elective</i></u>		
Monmouth University	<u><i>IT250 Internet and Network Technology 3 credits</i></u>	<u><i>Elective</i></u>		
Rowan University	<u><i>CS10310 Introduction to Web Development 3 credits</i></u>	<u><i>GenED</i></u>		
Rutgers – New Brunswick, School of Arts & Sciences			<u><i>X</i></u>	
Stockton University	<u><i>CSIS EC, 4 credits (students will receive 3 credits)</i></u>	<u><i>Elective</i></u>		

EXHIBIT B-4

- i. If a “U” was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal): _____
- ii. If not transferable to any institution, explain: *There is no known course that will transfer to the Rutgers New Brunswick campus.*

8. SPECIFIC COURSE LEARNING OUTCOMES

Students who successfully complete this course will be able to:

- ~~a. Develop a basic web page following XHTML standards~~
- ~~b. Use XHTML tags and properties~~
- ~~c. Use an XHTML, CSS, reference appropriately~~
- ~~d. Add hypertext links to a web page~~
- ~~e. Work with Fonts, Colors, and Graphics~~
- ~~f. Design a web page with tables as a layout tool~~
- ~~g. Use Frames to display Multiple Web Pages~~
- ~~h. Create web page forms and process using external CGI script~~
- ~~i. Learn how to use External Style Sheets~~
- ~~j. Create and utilize graphic elements.~~
- ~~k. Use multimedia elements on a web page~~
- ~~l. Work with a server based web page.~~

- a. Develop a basic web page following standards using XHTML tags, properties, and C.S.S. (cascading style sheet)*
- b. Design a web page with fonts, colors, graphics and tables as a layout tool.*
- c. Create hypertext links and multimedia elements for a web page.*
- d. Employ Frames to display multiple web pages.*
- e. Create web page forms and process using external CGI script*
- f. Identify and Integrate External Style Sheets.*
- g. Demonstrate competency of a server-based web page.*

9. Topical Outline (include as many themes/skills as needed):

1. Major Themes/Skills	2. Assignments/Activities (Recommended but not limited to)	3. Assessment (Recommended but not limited to)	4. Related Course Learning Outcome(s)
------------------------	--	--	---------------------------------------

<p><u>A) Develop a basic web page</u></p> <p><u>1) Explore the structure of the World Wide Web (WWW)</u></p> <p><u>2) Learn the basic principles of Web documents</u></p> <p><u>3) Use HTML tags to:</u></p> <p><u>a) format text</u></p> <p><u>b) format headings</u></p> <p><u>c) format paragraphs</u></p> <p><u>d) create ordered, unordered, and definition lists</u></p> <p><u>e) insert graphic images into an HTML document</u></p> <p><u>f) insert horizontal lines into an HTML document</u></p>	<p><u>Hands-on; In-class & Lab exercises</u></p>	<p><u>Programming Exercises; Exam</u></p>	<p><u>8: a</u></p>
<p><u>B) Add hypertext links to a web page</u></p> <p><u>1) Create hypertext links between elements within a web page</u></p> <p><u>2) Create hypertext links between web pages</u></p> <p><u>3) Create hypertext links to web pages on the Internet</u></p> <p><u>4) Create hypertext links to various Internet resources such as File Transfer Protocol (FTP) services and newsgroups</u></p> <p><u>5) Distinguish between and be able to use absolute and relative path names</u></p>	<p><u>Hands-on; In-class & Lab exercises</u></p>	<p><u>Programming Exercises; Exam</u></p>	<p><u>8: c</u></p>
<p><u>C) Work with Fonts, Colors, and Graphics</u></p> <p><u>1) Learn how HTML handles color to</u></p> <p><u>a) create a color scheme for a web page</u></p> <p><u>b) place background image on a web page</u></p> <p><u>c) define colors for the pages and for special characters</u></p> <p><u>2) Work with font sizes, colors, and types</u></p> <p><u>3) Learn about different image file formats</u></p>	<p><u>Hands-on; In-class & Lab exercises</u></p>	<p><u>Programming Exercises; Exam</u></p>	<p><u>8 :b; c</u></p>

<p><u>4) Create web-enhanced image objects</u> <u>5) Control the placement and appearance of images on a web page</u> <u>6) Work with client-side image maps</u></p>			
<p><u>D) Design a web page with tables as a layout tool</u> <u>1) Create a text table</u> <u>2) Create table headers and captions</u> <u>3) Control the appearance of a table and table text</u> <u>4) Create table cells that span several rows or columns</u> <u>5) Use nested tables to enhance page design</u></p>	<p><u>Hands-on; In-class & Lab exercises</u></p>	<p><u>Programming Exercises; Exam</u></p>	<p><u>8: b</u></p>
<p><u>E) Use Frames to display Multiple Web Pages</u> <u>1) Create frames for a web site</u> <u>2) Control the appearance and placement of frames</u> <u>3) Control the behavior of hypertext links on a web page using frames</u> <u>4) Use reserved target names</u> <u>5) Create a page that is viewable by browsers that support frames and by browsers that do not support frames</u> <u>6) Modify the appearance of frame borders</u> <u>7) Create and implement floating frames</u></p>	<p><u>Hands-on; In-class & Lab exercises</u></p>	<p><u>Programming Exercises; Exam</u></p>	<p><u>8: d</u></p>
<p><u>F) Create web page forms</u> <u>1) Use Common Gateway Interface (CGI) scripts</u> <u>2) Understand the various parts of an online form</u> <u>3) Create form elements</u> <u>4) Create hidden fields</u> <u>5) Work with form attributes</u> <u>6) Send data from a form a) to a CGI script</u></p>	<p><u>Hands-on; In-class & Lab exercises</u></p>	<p><u>Programming Exercises; Exam</u></p>	<p><u>8: e; g</u></p>

<u><i>b) without using CGI script</i></u>			
<u><i>G) Use Cascading Style Sheets</i></u> <u><i>1) History and theory of CSS</i></u> <u><i>2) Create</i></u> <u><i>a) inline styles</i></u> <u><i>b) embedded styles</i></u> <u><i>c) external style sheets</i></u> <u><i>3) Use cascading style sheets to</i></u> <u><i>a) format paragraphs, lists and headings</i></u> <u><i>b) format hypertext links in their four conditions</i></u> <u><i>c) define content with the class and id attributes</i></u> <u><i>d) use <div> and tags and create styles for them</i></u> <u><i>e) use Cascading Style sheets to design page layout</i></u>	<u><i>Hands-on; In-class & Lab exercises</i></u>	<u><i>Programming Exercises; Exam</i></u>	<u><i>8: f</i></u>
<u><i>H) Use multimedia elements on a web page.</i></u> <u><i>1) Work with external and embedded multimedia files</i></u> <u><i>2) Use graphic elements as links</i></u> <u><i>3) Discuss sound elements and usage within a web page</i></u>	<u><i>Hands-on; In-class & Lab exercises</i></u>	<u><i>Programming Exercises; Exam</i></u>	<u><i>8: b; c</i></u>

10. Methods of Instruction – In the structuring of this course, what major methods of instruction will be utilized?

- Class lecture, discussion, demonstrations, online presentations, analysis and critique of current web sites, and student web site design

11. General Education Goals addressed by this course (this section is to fulfill state requirements):

- a. In column 1, please check off any General Education Goal that is applicable to this course (definitions for each goal are available in the College Catalog).
- b. For each General Education Goal checked in column 1, in column 2 you must list the related course learning outcome from section 8 of this form.

EXHIBIT B-4

- c. In column 3, you will need to list the section of your outline (section 9 of this form) that relates to each goal you have chosen. List the row number from the outline in section 9.
- d. In column 4, list how each checked off General education goal will be assessed within the course (including but not limited to quiz, exam, research paper, group project, oral presentation, group presentation, etc.).

General Education Goal	1. Applicable (mark with x)	2. Related Course Learning Outcome	3. Related Outline Component	4. Assessment of General Education Goal (Recommended but not limited to)
Communication-Written and Oral	X			
Quantitative Knowledge and Skills				
Scientific Knowledge and Reasoning				
Technological Competency	X	8:ALL	9:ALL	<i>Mastering the basic skills necessary to create a functional and well designed web site. Knowledge of various design methods, practices and paradigms.</i>
Information Literacy				
Society and Human Behavior				
Humanistic Perspective				
Historical Perspective				
Global and Cultural Awareness				
Ethical Reasoning and Action				
Independent/Critical Thinking	X	8:ALL	9:ALL	<i>Mastering the basic skills necessary to take a design statement and turn it into a functional website</i>

12. NEEDS:

- Instructional Materials (text etc.):
Appropriate textbooks and/or open education resources will be selected. Contact the department for current adoptions. Class notes, presentations, software and online materials.
- Technology Needs:
n/a
- Human Resource Needs (Presently Employed vs. New Faculty):
Four (4) presently employed full-time faculty plus additional Adjunct Professors as needed.

- Facility Needs:
Laboratory classrooms equipped with computer workstations, each configured to support website development. Podium computer similarly equipped plus the ability to present audio-video presentations to the class.
- Library needs (list specific needs and must be initialed by library director):

13. 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:

Grade:	Performance:
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.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

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

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent “For Information Only” to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Maximum Class Size/Lab Fee Code/Vocational Status
#2 Semester Hours/Contact Hours	#7 Transfer Information
#3 Catalog Description	#9 Topical Outline
#4 Prerequisites & Corequisites	#10 Methods of Instruction
#6 Justification	#12 Needs
#8 Course Outcome(s)	#13 Grade Determinants
#11 General Education Goals - Rubric	

EXHIBIT B-4

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: February 25, 2013

Board of Trustees Approval Date: June 24, 2013

Board of Trustees Approval Date: July 23, 2020

EXHIBIT B-5

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS

1. COURSE NUMBER AND TITLE: CSIT 154 - After Effects
2. SEMESTER HOURS: 3 CONTACT HOURS: (3 + 0 + 0)
Lecture Lab Practicum
3. CATALOG DESCRIPTION:
This course examines principles, tools, and techniques utilized in the design of motion graphics. Discussions focus on creating animated shapes, imagery, video, story boards and text, all of which form the basis of motion graphics projects. Emphasis is also placed on creating dynamic and visually interesting moving pieces, including, but not limited to, logo animations, kinetic typography, and title sequences, through the use of Adobe After Effects. Students will develop finished, rendered works capable of delivery on CD, DVD, Broadcast, and the World Wide Web. Knowledge of Adobe Photoshop will be beneficial to a student enrolling in this course.
4. PREREQUISITES: CSIT 131 OR INSTRUCTOR PERMISSION COREQUISITES:
NONE
5. MAXIMUM CLASS SIZE: 22 COURSE FEE CODE: 3

COURSE TYPE FOR PERKINS REPORTING:

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

6. JUSTIFICATION
 - a. Describe the need for this course.
Core course for transfer program / degree with Bloomfield College
 - b. Relationship to courses within the College
 - i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?
 yes no

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

<input type="checkbox"/> Communication	<input type="checkbox"/> Social Science	<input type="checkbox"/> History
<input type="checkbox"/> Humanities	<input type="checkbox"/> Lab Science	<input type="checkbox"/> Science (Non-Lab)
<input type="checkbox"/> Mathematics	<input type="checkbox"/> Technology	<input type="checkbox"/> Diversity
 - ii. If the course does not satisfy a general education requirement, which of the following does it satisfy:

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

AS Computer Science – AAS Computer Science Elective
X Elective

- iii. If the course is a program specific requirement, please list the program objective that this course fulfills:
-

- iv. This course is recommended for the following:

The Limited Load List _____
 The Writing Intensive Course (WIC) List _____

- c. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College (explain):

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

- ~~i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)~~
 - ~~ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)~~
 - ~~iii. Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)~~
 - ~~iv. Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)~~
 - ~~v. Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)~~
- i. Offer comprehensive educational programs that develop intentional learners of all ages and ensure the full assessment of student learning in these programs. (Mission Statement)
 - ii. Foster educational innovation through effective teaching-learning strategies, designed to develop and nurture intentional learners who are informed and empowered. (Vision Statement)
 - iii. Employ technology and learning outcomes assessment to ensure student success in an increasingly diverse and complex world. (Vision Statement)
 - iv. Prepare students for entrance into the workforce and/or for successful transfer to other educational institutions. (Academic Master Plan)
 - v. Seek to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)
 - vi. Challenge students to transfer information into knowledge and knowledge into action. (Academic Master Plan)

7. Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course proposal. When revising a course, this section must be completed if the transfer area is blank or in need of updating.]

EXHIBIT B-5

- a. List any comparable course(s) at other community colleges by completing the table below. Insert “None” if there are no comparable courses. If “none” was inserted, please explain here: _____

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
<i>Brookdale Community College</i>	<i>Production and Storyboarding: Photoshop</i>	<i>DIGM115</i>	<i>3</i>	
<i>Mercer Community College</i>	<i>Motion Graphics</i>	<i>DMA210</i>	<i>3</i>	
<i>Middlesex Community College</i>	<i>Web Animation and Interactive Media</i>	<i>DMA222</i>	<i>3</i>	

- b. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category	Will NOT Transfer	Unable to Determine Status
Georgian Court University	<i>GRAPHDESEC Graphic Design Major Elective Credit 3 cr.</i>	<i>Elective</i>		
Kean University	<i>DSNX1003 Design Free Elective 3 cr.</i>	<i>Elective</i>		
Monmouth University	<i>FE001 100 Level Free Elective 3 cr.</i>	<i>Elective</i>		
Rowan University	<i>INTR99070 Free Elective 3 cr.</i>	<i>Elective</i>		
Rutgers – New Brunswick, School of Arts & Sciences			X	
Stockton University	<i>ARTVEC Visual Arts Elective 3 cr.</i>	<i>Elective</i>		

- i. If a “U” was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal): _____

EXHIBIT B-5

- ii. If not transferable to any institution, explain: : *There is no known course on the Rutgers New Brunswick campus to which transfer credit will be given.*

8. SPECIFIC COURSE LEARNING OUTCOMES

Students who successfully complete this course will be able to:

- A. Set up and manage efficient and compelling compositions.
- B. Animate properties over time, using best practices in motion graphics animation.
- C. Develop compositions using 3D layers and lights.
- D. Mix audio tracks and synch them to visual elements using the Adobe After Effects timeline.
- E. Create animated layer masks using rotoscoping techniques.
- F. Design logo animations, kinetic typography and title sequence animations.
- G. **Be able to** Manipulate and enhance photos and pictures using graphical elements in the After Effects tool library.
- H. Render compositions for various delivery platforms.
- I. **Learn and use Explain and demonstrate** vector technology and raster and vector tools, and learn the difference between the two types.
- J. **Be able to** Create 2-D images in 3-D space utilizing camera angles and lighting.

9. Topical Outline (include as many themes/skills as needed):

1. Major Themes/Skills	2. Assignments/Activities (Recommended but not limited to)	3. Assessment (Recommended but not limited to)	4. Related Course Learning Outcome(s)
A. Compositions 1. Common resolutions 2. Common frame Rates 3. Footage 4. Layers 5. Timeline 6. Advanced layering a. Splitting Layers b. Nested Compositions c. Blending modes d. Track Mattes 7. Render Queue	<u>Hands-on, in-class, lab exercises, and projects</u>	<u>Programming exercises, projects, and exams</u>	8: a-f, and h
B. Animation 1. Time vs. Space 2. Keyframing layer properties 3. Bezier Curves and Motion paths 4. Easing 5. Parenting 6. Null Objects 7. Effects and Adjustment Layers 8. Overview of the Principles of Animation	<u>Hands-on, in-class, lab exercises, and projects</u>	<u>Programming exercises, projects, and exams</u>	8: b,e,f,g, h

EXHIBIT B-5

<p>C. Manipulating Video and Sound 1. Video a. Frame Rates and Length b. Time Stretch c. Time Remapping d. Frame Blending 2. Audio a. Waveforms b. Peak levels c. Animating level d. Audio Filters 3. Compositing Concepts</p>	<p><u>Hands-on, in-class, lab exercises, and projects</u></p>	<p><u>Programming exercises, projects, and exams</u></p>	<p>8: b,d,e, h</p>
<p>D. Masks and Vector Shapes 1. Shape Tools 2. Bezier Curves and the Pen Tool 3. Mask properties 4. Animated masks and Rotoscoping 5. Vector Shapes 6. Continuously Rasterize 7. File Textures vs. Procedural Textures 8. UV Mapping</p>	<p><u>Hands-on, in-class, lab exercises, and projects</u></p>	<p><u>Programming exercises, projects, and exams</u></p>	<p>8: e,g,I, h</p>
<p>E. Text and Titles 1. Animating text properties 2. Text on a path 3. Kinetic Typography 4. Title Sequences F. 3D Layers and Lights 1. XYZ coordinate system 2. Cameras 3. Light and material properties 4. Contracting 3D scenes from 2D planes 5. 3D shapes and text 6. Utilizing external 3D objects</p>	<p><u>Hands-on, in-class, lab exercises, and projects</u></p>	<p><u>Programming exercises, projects, and exams</u></p>	<p>8: f,g,h, I,j</p>

10. Methods of Instruction – In the structuring of this course, what major methods of instruction will be utilized?

- Class lecture/discussion, demonstrations, student projects, tutorials and assignments

11. General Education Goals addressed by this course (this section is to fulfill state requirements):

- a. In column 1, please check off any General Education Goal that is applicable to this

EXHIBIT B-5

- course (definitions for each goal are available in the College Catalog).
- For each General Education Goal checked in column 1, in column 2 you must list the related course learning outcome from section 8 of this form.
 - In column 3, you will need to list the section of your outline (section 9 of this form) that relates to each goal you have chosen. List the row number from the outline in section 9.
 - In column 4, list how each checked off General education goal will be assessed within the course (including but not limited to quiz, exam, research paper, group project, oral presentation, group presentation, etc.).

General Education Goal	1.Applicable (mark with x)	2. Related Course Learning Outcome	3. Related Outline Component	4. Assessment of General Education Goal (Recommended but not limited to)
Communication-Written and Oral				
Quantitative Knowledge and Skills				
Scientific Knowledge and Reasoning				
Technological Competency	X	8:ALL	9:ALL	<u>Programming exercises, projects, and exams</u>
Information Literacy				
Society and Human Behavior				
Humanistic Perspective				
Historical Perspective				
Global and Cultural Awareness				
Ethical Reasoning and Action				
Independent/Critical Thinking	X	8:ALL	9:ALL	<u>Programming exercises, projects, and exams</u>

12. NEEDS:

- Instructional Materials (text etc.):
Class notes, textbooks and or open educational resources, software, manuals and online help

- Technology Needs:

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

- Facility Needs:

- Library needs (list specific needs and must be initialed by library director):

13. 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:

Grade:	Performance:
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.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

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

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent “For Information Only” to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Maximum Class Size/Lab Fee Code/ Vocational Status
#2 Semester Hours/Contact Hours	#7 Transfer Information
#3 Catalog Description	#9 Topical Outline
#4 Prerequisites & Corequisites	#10 Methods of Instruction
#6 Justification	#12 Needs
#8 Course Outcome(s)	#13 Grade Determinants
#11 General Education Goals - Rubric	

Date of Board of Trustee approval: March 30, 2015

Date of Board of Trustee approval: July 23, 2020

EXHIBIT B-6

OCEAN COUNTY COLLEGE
#7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS

1. COURSE NUMBER AND TITLE: ENGR-124: Engineering Analysis
2. SEMESTER HOURS: 3 CONTACT HOURS: (3 + 0 + 0)
Lecture Lab Practicum

3. CATALOG DESCRIPTION

This course is an application of the methods of mathematical analysis, **algorithm design and data visualization** to the solution of engineering problems using ~~microcomputers~~ **computational programs such as MatLab**. Programs to solve real-life engineering problems will be written using a high-level programming language. Additional software packages will be investigated for use in problem solving.

4. PREREQUISITES: MATH 265 COREQUISITES: MATH 266
5. COURSE FEE CODE: 4

COURSE TYPE FOR PERKINS REPORTING:

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

6. JUSTIFICATION

- a. Describe the need for this course.

All engineering programs require a course in engineering problem solving, using either a high-level programming language or application specific software. This course satisfies that requirement.

- b. Relationship to courses within the College

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

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

- | | | |
|--|---|--|
| <input type="checkbox"/> Communication | <input type="checkbox"/> Social Science | <input type="checkbox"/> History |
| <input type="checkbox"/> Humanities | <input type="checkbox"/> Lab Science | <input type="checkbox"/> Science (Non-Lab) |
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Technology | <input type="checkbox"/> Diversity |

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

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

AS in Engineering

Elective

- iii. If the course is a program specific requirement, please list the program objective that

this course fulfills:

- Perform analysis of engineering problems starting with establishing design concepts and ending with providing multiple solutions to engineering problems
 - Interpret, translate and analyze physical problems using knowledge of statics, dynamics, and engineering analysis
 - Apply mathematical tools of calculus and differential equations and scientific tools of physics and chemistry for problem-solving in engineering applications
 - Use teamwork and organizational skills in carrying out design and problem-solving projects
 - Present technical information in oral, written and graphic form
 - Display creative and critical thinking in connection with engineering applications
 - Communicate effectively using specialized engineering terminologies through reading, listening, speaking, and writing
 - Solve problems by collecting, organizing and evaluating information and utilizing powerful engineering tools
 - Develop an understanding of technology and its impact on society and the environment
-

iv. This course is recommended for the following:

The Limited Load List _____

The Writing Intensive Course (WIC) List _____

c. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College (explain):

- ◆ ~~This course will help the college to fulfill its mission of fostering excellence by offering comprehensive programs that develop intentional learners of all ages.~~
- ◆ ~~This course is consistent with the following goals of the college as expressed in the Academic Master Plan:~~
 - ~~Provide a challenging, coherent, and integrated curriculum, including high quality instructional and cultural programs for a diverse population of students~~
 - ~~Establish a shared commitment to high and meaningful educational and ethical standards.~~
 - ~~Prepare students for successful transfer to other educational institutions.~~
 - ~~Prepare students for a rewarding life marked by personal growth and life long learning.~~

i. Cultivating a technologically progressive and entrepreneurial spirit (Mission Statement)

ii. Deliver Innovative Curricula Programs and Assess Current Programs - Develop both transfer and vocational programs (Academic Master Plan)

7. RELATED COURSES AT OTHER INSTITUTIONS

[NOTE: The two charts below need to be completed when submitting a new course

EXHIBIT B-6

proposal. When revising a course, this section must be completed if the transfer area is blank or in need of updating.]

- a. List any comparable course(s) at other community colleges by completing the table below. Insert “None” if there are no comparable courses. If “none” was inserted, please explain here: _____

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
<u>Brookdale CC</u>	<u>ENGI-103</u> <u>Engineering</u> <u>Problem Solving</u>	<u>ENGI-103</u>	<u>3</u>	
<u>Essex</u>		<u>CSC 112</u>		
<u>Middlesex</u>		<u>ENR 106</u>		

- b. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category	Will NOT Transfer	Unable to Determine Status
<u>Georgian Court University</u>		<u>Elective</u>		
<u>Kean University</u>	<u>STME 1500</u> <u>INTRODUCTION</u> <u>TO</u> <u>PROGRAMMING IN</u> <u>SCIENCE AND</u> <u>ENGINEERING</u> <u>(3cr)</u>	<u>Elective</u>		
<u>Monmouth University</u>		<u>Elective</u>		
<u>NJIT</u>	<u>CS101 Computer</u> <u>Programming &</u> <u>Problem Solving</u> <u>(2 cr)</u>	<u>Major</u>		
<u>Rowan University</u>		<u>Elective</u>		
<u>Rutgers – New Brunswick, School of Arts & Sciences</u>	<u>14:440:127</u> <u>Introduction to</u> <u>Computers for</u> <u>Engineers (3 cr)</u>	<u>Elective</u>		
<u>Stockton University</u>			<u>X</u>	

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

8. SPECIFIC COURSE LEARNING OUTCOMES

Students who successfully complete this course will be able to:

- a. Create an algorithm for a specific problem.
- b. Create a flowchart from the algorithm.
- c. Use software programming constructs and functionality to convert the flowchart into a written program or script to automate engineering analysis techniques.
- d. Use software testing and troubleshooting techniques. Use a desk-checking procedure and logical scan to correct a program.
- e. Present results of analysis both numerically and graphically
- e. ~~Input, Link, and Compile a program.~~

9. TOPICAL OUTLINE (include as many themes/skills as needed):

Major Themes/Skills	Assignments/Activities (Recommended but not limited to)	Assessment (Recommended but not limited to)	Related Course Learning Outcome (s)
<u>1. Software Programming (MatLab): Logic Development, Algorithms & Flowcharts, Programming Basics & Constructs and Formatted I/O & Plotting</u>	<u>Reading, discussion, projects</u>	<u>Quiz, exam, individual and group project</u>	<u>8: all</u>
<u>2. Software Testing & Troubleshooting Techniques</u>	<u>Reading, discussion, projects</u>	<u>Quiz, exam, individual and group project</u>	<u>8: d</u>
<u>3. Software Programming for Engineering Applications - Functions & Vectors, - Computing Integrals, Differential Equations & Linear Algebra</u>	<u>Reading, discussion, projects</u>	<u>Quiz, exam, individual and group project</u>	<u>8: all</u>
<u>4. Engineering Design</u>	<u>Reading, discussion, projects</u>	<u>Quiz, exam, individual and group project</u>	<u>8:all</u>
<u>5. Interpreting & Confirming Results</u>	<u>Reading, discussion, projects</u>	<u>Quiz, exam, individual and group project</u>	<u>8: e</u>
<u>6. Other Computational Programs</u>	<u>Reading, discussion, projects</u>	<u>Quiz, exam, individual and group project</u>	<u>8:c</u>

10. METHODS OF INSTRUCTION

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

Three hours of formal lecture and class discussion per week

Lecture, programming activities and discussion.

11. GENERAL EDUCATION GOALS ADDRESSED BY THIS COURSE

(this section is to fulfill state requirements):

- a. In column 1, please check off any General Education Goal that is applicable to this course (definitions for each goal are available in the College Catalog).
- b. For each General Education Goal checked in column 1, in column 2 you must list the related course learning outcome from section 8 of this form.
- c. In column 3, you will also need to list the section of your outline (section 9 of this form) that relates to each goal you have chosen. List the row number from the outline in section 9.
- d. In column 4, list how each checked off General education goal will be assessed within the course (recommended but not limited to quiz, exam, research paper, group project, oral, presentation, group presentation, etc.).

General Education Goal	1. Applicable (mark with x)	2. Related Course Learning Outcome	3. Related Outline Component	4. Assessment of General Education Goal (Recommended but not limited to)
Communication-Written and Oral	X			
Quantitative Knowledge and Skills	<u>X</u>	<u>8: all</u>	<u>9: 1,3 - 6</u>	<u>Quiz, exam, individual and group project</u>
Scientific Knowledge and Reasoning				
Technological Competency	X			
Information Literacy	X			
Society and Human Behavior	X			
Humanistic Perspective				
Historical Perspective				
Global and Cultural Awareness				
Ethical Reasoning and Action				
Independent/Critical Thinking	X	<u>8: all</u>	<u>9: all</u>	<u>Quiz, exam, individual and group project</u>

12. NEEDS

- Instructional Materials (text, etc.): Text: An appropriate text *or open educational resource* will be selected. Contact the department for current adoptions.
- Technology Needs: *Computers and MatLab Software (already installed, renewable license), additional software (Excel, Open Source Software: R, GNU Octave)*
- Human Resource Needs (Presently Employed vs. New Faculty):

- Facility Needs: Presently employed faculty can teach this course. _____
- Library needs (list specific needs and must be initialed by library director): *Ongoing updates to library computers to match Engineering Lab*

13. 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:

Grade:	Performance:
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.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

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

Revisions to the following items must receive	Revisions to the following items must be sent
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EXHIBIT B-6

action by the Curriculum Committee, College Senate, and Board of Trustees.	“For Information Only” to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Lab Fee Code/ Vocational Status
#2 Semester Hours/Contact Hours	#7 Transfer Information
#3 Catalog Description	#9 Topical Outline
#4 Prerequisites & Corequisites	#10 Methods of Instruction
#6 Justification	#12 Needs
#8 Course Outcomes	#13 Grade Determinants
#11 General Education Goals - Rubric	

Board of Trustees Approval Date: July 28, 2008

Board of Trustees Approval Date: July 22, 2020

EXHIBIT B-7

OCEAN COUNTY COLLEGE
#7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS

1. COURSE NUMBER AND TITLE: ENGR 181: Graphics for Engineers
2. SEMESTER HOURS: 2 CONTACT HOURS: (1 + 3 + 0)
Lecture Lab Practicum

3. CATALOG DESCRIPTION

This course introduces students to graphic skills associated with engineering design, particularly those related to computer-aided design **and drafting (CADD)**. The course provides the student with an understanding of design concepts, features and limitations of a micro-computer based CAD system. The majority of the course time consists of laboratory exercises. In the context of design, the course will cover fundamental aspects of engineering graphics including elementary projection, lines and planes, auxiliary views, edge views, oblique projection, angle between planes, angles between lines and planes, and intersection **and revolution**. Graphics will stress solutions of elementary design problems.

4. PREREQUISITES: NONE COREQUISITES: NONE

5. COURSE FEE CODE: 4

COURSE TYPE FOR PERKINS REPORTING:

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

6. JUSTIFICATION

- a. Describe the need for this course.

~~Per ABET (Accreditation Board for Engineering and Technology) requirements, a~~ A critical aspect of **engineering** design is modeling analysis. Without modeling, an engineering concept cannot be developed, and design feasibility analysis cannot be performed. A key task of modeling is to be able to draw, read, and modify engineering drawings **graphs. In recent years, there has been a trend by many universities, to cease offering Engineering Graphics as an element of an engineering degree. Several factors contribute to this, including the reduction in the number of hours required for an engineering degree and advancements in technology that are construed to make the art of hand drafting obsolete. In the context of these developments, it was important to develop a course that focuses on Engineering Graphics not for drafting per se but as a fundamental tool in engineering design.** This course uses commercial CAD software packages that are appropriate to perform design **creation, communication, and** analysis.

- b. Relationship to courses within the College

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

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

EXHIBIT B-7

- | | | |
|--|---|--|
| <input type="checkbox"/> Communication | <input type="checkbox"/> Social Science | <input type="checkbox"/> History |
| <input type="checkbox"/> Humanities | <input type="checkbox"/> Lab Science | <input type="checkbox"/> Science (Non-Lab) |
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Technology | <input type="checkbox"/> Diversity |

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

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

iii. If the course is a program specific requirement, please list the program objective that this course fulfills:

- Perform analysis of engineering problems starting with establishing design concepts and ending with providing multiple solutions to engineering problems
 - Use teamwork and organizational skills in carrying out design and problem-solving projects
 - Present technical information in oral, written and graphic form
 - Display creative and critical thinking in connection with engineering applications
 - Communicate effectively using specialized engineering terminologies through reading, listening, speaking, and writing
 - Develop an understanding of technology and its impact on society and the environment
-

iv. This course is recommended for the following:

- The Limited Load List _____
The Writing Intensive Course (WIC) List _____

c. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College (explain):

i. Cultivating a technologically progressive and entrepreneurial spirit (Mission Statement)

ii. Deliver Innovative Curricula Programs and Assess Current Programs - Develop both transfer and vocational programs (Academic Master Plan)

7. RELATED COURSES AT OTHER INSTITUTIONS

[NOTE: The two charts below need to be completed when submitting a new course proposal. When revising a course, this section must be completed if the transfer area is blank or in need of updating.]

a. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses. If "none" was inserted, please explain here: _____

EXHIBIT B-7

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
<u>Brookdale CC</u>	<u>Engineering Graphics w/CADD</u>	<u>CADD121</u>	<u>3</u>	
<u>Mercer</u>	<u>Engineering Graphics</u>	<u>ENT 116</u>	<u>(1/2)</u>	
<u>Burlington</u>	<u>Design Computer Graphics I</u>	<u>EGR 110</u>	<u>3</u>	

- b. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category	Will NOT Transfer	Unable to Determine Status
Georgian Court University	No course title or code – <u>4 2</u> cr.	Elective credit		
Kean University	TECHX1003 – Technology Elective : elective – <u>4 2</u> cr.	Technology elective		
Monmouth University	FE001 – 100-level free elective – <u>4 3</u> cr.	100-level free elective		
NJIT	EG 101: Engineering Graphics – 2 cr.	Major		
Rowan University	INTR 99070 – No title – elective – 3 cr. <u>INTR99086 -3 – 4 cr.</u>	Free elective		
Rutgers – New Brunswick, School of Engineering	14180215: Engineering Graphics – 1 cr.	Major		
Richard Stockton College <u>Stockton University</u>		<u>Free Elective</u>	X	

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

8. SPECIFIC COURSE LEARNING OUTCOMES

Students who successfully complete this course will be able to:

- a. Develop an understanding of the direct relationship between design concepts and engineering graphics.
- b. Develop a working knowledge of computer-aided design and drafting (CADD).
- c. Set up drawings, use drawings aids, save drawings, and get help when needed.
- d. Draw lines, basic shapes, geometric constructions, and edit drawings.
- e. Make multi-view layouts and print or plot the drawing.
- f. Place text and design instructions on drawings.
- g. Create multiple patterns of drawing components.
- h. Develop technical communication skills via engineering graphics language.
- i. **Apply learned skills to an engineering design project.**

9. TOPICAL OUTLINE (include as many themes/skills as needed):

Major Themes/Skills	Assignments/Activities (Recommended but not limited to)	Assessment (Recommended but not limited to)	Related Course Learning Outcome (s)
<u>Introduction to Computer Aided Design</u>	<u>Reading, discussion, projects</u>	<u>Quiz, exam, labs, individual and group project</u>	<u>8; a, b</u>
<u>1) Two-Dimensional Sketching</u>	<u>Reading, discussion, projects</u>	<u>Quiz, exam, labs, individual and group project</u>	<u>8; b, c, d, g, h</u>
<u>2) Three-Dimensional Models</u>	<u>Reading, discussion, projects</u>	<u>Quiz, exam, labs, individual and group project</u>	<u>8; b, c, d, g, h, i</u>
<u>3) Orthographic Views</u>	<u>Reading, discussion, projects</u>	<u>Quiz, exam, labs, individual and group project</u>	<u>8; b, c, d, g, h, i</u>
<u>4) Assembly Drawings</u>	<u>Reading, discussion, projects</u>	<u>Quiz, exam, labs, individual and group project</u>	<u>8; b, c, d, g, h, i</u>
<u>5) Dimensioning a Drawing</u>	<u>Reading, discussion, projects</u>	<u>Quiz, exam, labs, individual and group project</u>	<u>8; f, i</u>
<u>6) Templates & Plotting</u>	<u>Reading, discussion, projects</u>	<u>Quiz, exam, labs, individual and group project</u>	<u>8; c, e, f, h, i</u>
<u>7) Parametric Drawing Tools</u>	<u>Reading, discussion, projects</u>	<u>Quiz, exam, labs, individual and group project</u>	<u>8; a, b, c, d, h, i</u>
<u>8) Auxiliary Views</u>	<u>Reading, discussion, projects</u>	<u>Quiz, exam, labs, individual and group project</u>	<u>8; b, c, d, e, g, h, i</u>
<u>9) Section Views</u>	<u>Reading, discussion,</u>	<u>Quiz, exam, labs,</u>	<u>8; b, c, d, e, g, h, i</u>

	<u>projects</u>	<u>individual and group project</u>	
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10. METHODS OF INSTRUCTION

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

One hour of formal lecture and class discussion and three hours of computer laboratory per week. Concepts will be explained, and students will follow with hands-on laboratory sessions.

11. GENERAL EDUCATION GOALS ADDRESSED BY THIS COURSE

(this section is to fulfill state requirements):

- a. In column 1, please check off any General Education Goal that is applicable to this course (definitions for each goal are available in the College Catalog).
- b. For each General Education Goal checked in column 1, in column 2 you must list the related course learning outcome from section 8 of this form.
- c. In column 3, you will also need to list the section of your outline (section 9 of this form) that relates to each goal you have chosen. List the row number from the outline in section 9.
- d. In column 4, list how each checked off General education goal will be assessed within the course (recommended but not limited to quiz, exam, research paper, group project, oral, presentation, group presentation, etc.).

General Education Goal	1. Applicable (mark with x)	2. Related Course Learning Outcome	3. Related Outline Component	4. Assessment of General Education Goal (Recommended but not limited to)
Communication-Written and Oral	<input checked="" type="checkbox"/>			
Quantitative Knowledge and Skills	<input checked="" type="checkbox"/>	<u>8; c - i</u>	<u>9; all</u>	<u>Quiz, exam, labs, individual and group project</u>
Scientific Knowledge and Reasoning	<input checked="" type="checkbox"/>			
Technological Competency	<input checked="" type="checkbox"/>			
Information Literacy	<input checked="" type="checkbox"/>			
Society and Human Behavior	<input type="checkbox"/>			
Humanistic Perspective	<input type="checkbox"/>			
Historical Perspective	<input type="checkbox"/>			

EXHIBIT B-7

Global and Cultural Awareness				
Ethical Reasoning and Action				
Independent/Critical Thinking	X		<u>9; all</u>	<u>Quiz, exam, labs, individual and group project</u>

12. NEEDS

- Instructional Materials (text, etc.): An appropriate text *or open educational resource* will be selected. Contact the department for current adoptions.
- Technology Needs: Computer-aided graphic software (*AutoCAD already installed in Engineering Computer Lab*)
- Human Resource Needs (Presently Employed vs. New Faculty): Presently employed

- Facility Needs:

- Library needs (list specific needs and must be initialed by library director): *Ongoing updates to library computers to match Engineering Lab*

13. 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:

Grade:	Performance:
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.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

EXHIBIT B-7

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

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent “For Information Only” to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Lab Fee Code/ Vocational Status
#2 Semester Hours/Contact Hours	#7 Transfer Information
#3 Catalog Description	#9 Topical Outline
#4 Prerequisites & Corequisites	#10 Methods of Instruction
#6 Justification	#12 Needs
#8 Course Outcomes	#13 Grade Determinants
#11 General Education Goals - Rubric	

Board of Trustees Approval Date: September 22, 2008

Board of Trustees Approval Date: June 27, 2011

Board of Trustees Approval Date: July 23, 2020

EXHIBIT B-8

OCEAN COUNTY COLLEGE
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF BUSINESS AND SOCIAL SCIENCES

1. COURSE NUMBER AND TITLE: LAAW 101: Introduction to Law and Legal Assisting

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

3. CATALOG DESCRIPTION

This course surveys of the philosophical and background of the Federal and State systems of jurisprudence. It includes an introduction to the nature and functions of the agencies responsible for administration of the State law and Develops and examines the role of the paralegal in his relation to the supervising attorney with regard to both-as to ethical and professional concerns.

4. PREREQUISITES: NONE COREQUISITES: NONE

5. COURSE FEE CODE: NONE

COURSE TYPE FOR PERKINS REPORTING:

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

6. JUSTIFICATION

a. Describe the need for this course.

Students interested in the career of legal assistant / paralegal will enroll in the foundation course. Other students interested in studying the American legal system will also enroll in this survey course.

b. Relationship to courses within the College

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

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

Communication Social Science History
 Humanities Lab Science Science (Non-Lab)
 Mathematics Technology Diversity

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

Program-specific requirement for the following degree program(s):
AAS in Business – Paralegal Option

___ Elective

- iii. If the course is a program specific requirement, please list the program objective that this course fulfills:

AAS in Business – Paralegal Option:

- **Conduct legal research using a standard law library and Lexis/Westlaw in order to locate applicable statutes, administrative regulations, constitutional provisions, court cases, and other primary source materials.**
- **Demonstrate the use of litigation procedures by preparing legal documents used in the litigation process.**
- **Demonstrate knowledge and skill with regard to civil litigation, estate management, and real estate matters.**
- **Demonstrate knowledge of ethical responsibility as established by statutes, court decisions, and court rules.**

- iv. This course is recommended for the following:

The Limited Load List _____

The Writing Intensive Course (WIC) List _____

- c. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College (explain):

- ~~i. ***Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)***~~
- ~~ii. ***Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)***~~
- ~~iii. ***Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)***~~
- ~~iv. ***Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)***~~
- ~~v. ***Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)***~~
 - i. Providing high quality educational experiences in the legal field that prepare and empower diverse learners to excel in a law office (Academic Master Plan).**
 - ii. Provide students with the legal training they need to secure internships and externships in the legal community (Academic Master Plan).**
 - iii. Creatively and engagingly present the most current and relevant legal training (Vision Statement).**
 - iv. Provide high quality academic instruction, advisement, and enrichment activities that inspire success in students through instruction from legal experts (Mission statement).**

7. RELATED COURSES AT OTHER INSTITUTIONS

[NOTE: The two charts below need to be completed when submitting a new course proposal. When revising a course, this section must be completed if the transfer area is

blank or in need of updating.]

- a. List any comparable course(s) at other community colleges by completing the table below. Insert “None” if there are no comparable courses. If “none” was inserted, please explain here: _____

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
Brookdale	<u><i>Intro to Law and Litigation</i></u>	<u><i>PLGL 105</i></u>	<u><i>3</i></u>	
Mercer	<u><i>Role of the Paralegal</i></u>	<u><i>LEG 129</i></u>	<u><i>3</i></u>	

- b. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category	Will NOT Transfer	Unable to Determine Status
Georgian Court University	<u><i>EC (ELECTIVE CREDIT), 3 cr.</i></u>	<u><i>Elective</i></u>		
Kean University	<u><i>FEX1000 (FREE ELECTIVE), 3 cr.</i></u>	<u><i>Elective</i></u>		
Monmouth University			<u><i>X</i></u>	
Stockton University			<u><i>X</i></u>	
Rowan University	<u><i>INTR99081 (FREE ELECTIVE), 3 cr.</i></u>	<u><i>Elective</i></u>		
Rutgers – New Brunswick, School of Arts & Sciences			<u><i>X</i></u>	

- i. If a “U” was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal): _____
- ii. If not transferable to any institution, explain: *Monmouth University, Stockton University, and Rutgers New Brunswick do not have a Paralegal program and have no equivalent course to this course at their institution. There is a chance that these courses may transfer via the Lampitt Law, but that cannot be guaranteed.* _____

8. SPECIFIC COURSE LEARNING OUTCOMES

Students who successfully complete this course will be able to:

EXHIBIT B-8

- a. ~~The student will familiarize themselves with~~ **Evaluate** the underlying logic of the legal system and with the general objectives of the Federal Constitution as it applies to legal assisting and the practice of law.
- b. ~~The student will be able to describe,~~ **Explain** in detail, the New Jersey system of jurisprudence.
- c. ~~The student will be able to discern~~ **Interpret** these conditions under which decisions will be made by the supervising attorney.
- d. ~~The student will~~ Develop and demonstrate a working vocabulary of legal terminology.
- e. ~~The student will become acquainted~~ **Summarize with** the expected responsibilities, tasks, and functions of the legal assistant.
- f. ~~The student will be able to explain~~ **Discuss the** fundamental concepts of: civil litigation, torts, criminal law, personal and real property, **and** contract law;

9. TOPICAL OUTLINE (include as many themes/skills as needed):

Major Themes/Skills	Assignments/Activities (Recommended but not limited to)	Assessment (Recommended but not limited to)	Related Course Learning Outcome (s)
1. <u>Today's Professional Paralegal</u> a. <u>Role of the paralegal</u> b. <u>Paralegal Education</u> c. <u>Skills and Attributes</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8:c</u>
2. <u>Careers in the Legal Profession</u> a. <u>Where to work</u> b. <u>Compensation</u> c. <u>Career planning</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: e</u>
3. <u>Regulation and Ethics</u> a. <u>Regulation of attorneys and paralegals</u> b. <u>Attorney and paralegal ethics</u> c. <u>Unauthorized practice of law</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8 b and 8 c</u>
4. <u>Working in a Law Office</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: c, d, and e</u>
5. <u>Sources of American Law</u> a. <u>Statutes</u> b. <u>The Constitution</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u>	<u>8: a, b, d, and f</u>

EXHIBIT B-8

<u>c. Common law</u> <u>d. Administrative law</u> <u>e. International law</u>		<u>Test</u> <u>Research paper</u>	
<u>6. Civil Litigation</u> <u>a. Complaints and answers</u> <u>b. Pretrial motions</u> <u>c. discovery</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: d and f</u>
<u>7. Conducting Interviews and Investigations</u> <u>a. Planning the interview</u> <u>b. Interview skills</u> <u>c. Interviewing witnesses</u> <u>d. Interviewing clients</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: c, e, and f</u>
<u>8. Legal Research and Writing</u> <u>a. Legal writing</u> <u>b. Online research</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: d and e</u>

10. METHODS OF INSTRUCTION

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

- Lecture
- Discussion
- Student Reports
- Case Method
- Legal Research

11. GENERAL EDUCATION GOALS ADDRESSED BY THIS COURSE

(this section is to fulfill state requirements):

- a. In column 1, please check off any General Education Goal that is applicable to this course (definitions for each goal are available in the College Catalog).
- b. For each General Education Goal checked in column 1, in column 2 you must list the related course learning outcome from section 8 of this form.
- c. In column 3, you will also need to list the section of your outline (section 9 of this form) that relates to each goal you have chosen. List the row number from the outline in section 9.
- d. In column 4, list how each checked off General education goal will be assessed within the course (recommended but not limited to quiz, exam, research paper, group project, oral, presentation, group presentation, etc.).

General Education Goal	1. Applicable (mark with x)	2. Related Course Learning Outcome	3. Related Outline Component	4. Assessment of General Education Goal (Recommended but not limited to)
Communication-Written and Oral	<input checked="" type="checkbox"/>			

EXHIBIT B-8

Quantitative Knowledge and Skills				
Scientific Knowledge and Reasoning				
Technological Competency				
Information Literacy	<u>X</u>	<u>8: b</u>	<u>9: 8</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>
Society and Human Behavior				
Humanistic Perspective				
Historical Perspective				
Global and Cultural Awareness				
Ethical Reasoning and Action	X	<u>8 : b and c</u>	<u>9: 3</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>
Independent/Critical Thinking	X	<u>8: all</u>	<u>9:all</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>

12. NEEDS

- Instructional Materials (text, etc.): An appropriate text *and/or open educational resources* will be selected. Contact the department for current adoptions.
- Technology Needs:
N/A
- Human Resource Needs (Presently Employed vs. New Faculty):
N/A
- Facility Needs:
N/A
- Library needs (list specific needs and must be initialed by library director): _____
Legal Assistant Today
ABA Journal
Legal Economics
National Paralegal Reporter

Research Material in the College Library:

- United States Reports
- New Jersey Reports
- United States Code Annotated
- New Jersey Code Annotated
- Corpis Juris Secundum

13. 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:

Grade:	Performance:
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.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

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

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent “For Information Only” to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Lab Fee Code/ Vocational Status
#2 Semester Hours/Contact Hours	#7 Transfer Information
#3 Catalog Description	#9 Topical Outline
#4 Prerequisites & Corequisites	#10 Methods of Instruction
#6 Justification	#12 Needs
#8 Course Outcomes	#13 Grade Determinants

#11 General Education Goals - Rubric	
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Revised: December 1990; February 27, 1996; April 30, 1996; December 1998; May 4, 2004; Feb. 28, 2006; March 8, 2006

Board of Trustees Approval Date: December 11, 2006

Board of Trustees Approval Date: March 26, 2012

PLT Approval of Form: May 22, 2012

Board of Trustees Approval Date: July 23, 2020

EXHIBIT B-9

OCEAN COUNTY COLLEGE
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF BUSINESS AND SOCIAL SCIENCES

1. COURSE NUMBER AND TITLE: LAAW 104: Introduction to Litigation

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

3. CATALOG DESCRIPTION

This course provides an An analysis of the common types of litigation, premises of litigation, sources of law, the court systems, attorneys, types of suits, usual defenses, New Jersey civil procedure, discovery procedures, court procedures, trial, post-trial motion, appeal, enforcement of judgment. Particular attention is focused on ~~to~~ the role of the legal assistant in preparation of documents and assistance to attorneys in matters of litigation.

4. PREREQUISITES: LAAW 101 COREQUISITES: None

5. COURSE TYPE FOR PERKINS REPORTING:

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

6. JUSTIFICATION

a. Describe the need for this course.

Students in the paralegal **curriculum program will enroll are required to complete in** this course. The litigation process is the **genuine** core of the American adversarial systems of justice.

b. Relationship to courses within the College

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

yes no

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

Communication Social Science History
 Humanities Lab Science Science (Non-Lab)
 Mathematics Technology Diversity

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

Program-specific requirement for the following degree program(s):
Paralegal Associate in Applied Science AAS in Business – Paralegal Option

 Elective

- iii. If the course is a program specific requirement, please list the program objective that this course fulfills:

AAS in Business – Paralegal Option

- **Conduct legal research using a standard law library and Lexis/Westlaw in order to locate applicable statutes, administrative regulations, constitutional provisions, court cases, and other primary source materials.**
- **Demonstrate the use of litigation procedures by preparing legal documents used in the litigation process.**
- **Apply recognized legal authority to a specific factual situation.**

- iv. This course is recommended for the following:

The Limited Load List _____

The Writing Intensive Course (WIC) List _____

- c. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College (explain):

- a. **Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)**
 - b. **Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)**
 - c. **Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)**
 - d. **Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)**
 - e. **Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)**
- i. **Providing high quality educational experiences in the legal field that prepare and empower diverse learners to excel in a law office (Academic Master Plan).**
 - ii. **Provide students with the legal training they need to secure internships and externships in the legal community (Academic Master Plan).**
 - iii. **Creatively and engagingly present the most current and relevant legal training (Vision Statement).**
 - iv. **Provide high quality academic instruction, advisement, and enrichment activities that inspire success in students through instruction from legal experts (Mission statement).**

7. RELATED COURSES AT OTHER INSTITUTIONS

[NOTE: The two charts below need to be completed when submitting a new course proposal. When revising a course, this section must be completed if the transfer area is blank or in need of updating.]

- a. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses. If "none" was inserted, please

explain here: _____

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
Brookdale CC	<u><i>Litigation Assistance Procedures</i></u>	<u><i>PLGL205</i></u>	<u><i>3</i></u>	
Mercer CC	<u><i>Civil Litigation II</i></u>	<u><i>LEG132</i></u>	<u><i>3</i></u>	

- b. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category	Will NOT Transfer	Unable to Determine Status
Georgian Court University	<u><i>EC (ELECTIVE CREDIT), 3 cr.</i></u>	<u><i>Elective</i></u>		
Kean University	<u><i>FEX1000 (FREE ELECTIVE), 3 cr.</i></u>	<u><i>Elective</i></u>		
Monmouth University			<u><i>X</i></u>	
Stockton University	<u><i>CRIMEC (CRIMINAL JUSTICE ELECTIVE)</i></u>	<u><i>Elective</i></u>		
Rowan University	<u><i>INTR99081 (FREE ELECTIVE), 3 cr.</i></u>	<u><i>Elective</i></u>		
Rutgers – New Brunswick, School of Arts & Sciences			<u><i>X</i></u>	

- i. If a “U” was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal): _____
- ii. If not transferable to any institution, explain: *Monmouth University and Rutgers New Brunswick do not have a Paralegal program and have no equivalent course to this course at their institution. There is a chance that these courses may transfer via the Lampitt Law, but that cannot be guaranteed.*

8. SPECIFIC COURSE LEARNING OUTCOMES

Students who successfully complete this course will be able to:

EXHIBIT B-9

~~**a. To provide paralegal students with the skills necessary to function on litigation team.**~~

~~**b. To help paralegal students view**~~

a. Examine litigation through the eyes of a trial lawyer.

~~**c. To teach paralegal students**~~

b. Develop the following skills: draft pleadings, conduct investigation and discovery, understand evidence, and understand trial procedures and post-trial relief.

~~**d. To analyze legal problems using logic.**~~

~~**e. To**~~ c. Differentiate between litigation and other forms of dispute resolution.

~~**f. To give paralegal students an opportunity to practice**~~

d. Apply skills in a mock trial setting.

~~**g. To create positive interaction among paralegal students as a member of a trial team.**~~

~~**h. To help students see the “big picture” of the process of litigation.**~~

~~**i. To help paralegal students understand**~~

~~**e. Explain**~~ the interconnection between the processes of litigation from the filing of the complaint to the jury verdict.

~~**j. To draft proper legal documents in regard to litigation.**~~

9. TOPICAL OUTLINE (include as many themes/skills as needed):

Major Themes/Skills	Assignments/Activities (Recommended but not limited to)	Assessment (Recommended but not limited to)	Related Course Learning Outcome (s)
<u>1. The Paralegal in Civil Litigation</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8:a</u>
<u>2. Client Interviews and Investigations</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8:a, b</u>
<u>3. Organizing and Managing Civil Litigation</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8:a</u>
<u>4. Evidence</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8:a, b</u>
<u>4. Settlement and Alternative Dispute Resolution (ADR)</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8:a, c</u>

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5. <u>Pleading, Complaint, Summons, and Service</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8:a, b, e</u>
6. <u>Responses to a Complaint</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8:a, b, e</u>
7. <u>Introduction to Discovery</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8:a, b, e</u>
8. <u>Issues in Electronic Discovery</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8:a, b, e</u>
9. <u>Interrogatories and Requests for Production</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8:a, b, e</u>
10. <u>Depositions and Other Discovery</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8:a, b, e</u>
11. <u>Trial Preparation From Post-Discovery to Pretrial</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8:a, e</u>
12. <u>Trial</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8:a, d, e</u>
13. <u>Post-Trial Procedures</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8:a, c</u>
14. <u>Enforcement of Judgments</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8:a, c</u>

10. METHODS OF INSTRUCTION

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

Lecture, Simulation (moot court) group projects, written assignments, and exams.

11. GENERAL EDUCATION GOALS ADDRESSED BY THIS COURSE

(this section is to fulfill state requirements):

- a. In column 1, please check off any General Education Goal that is applicable to this course (definitions for each goal are available in the College Catalog).
- b. For each General Education Goal checked in column 1, in column 2 you must list the related course learning outcome from section 8 of this form.
- c. In column 3, you will also need to list the section of your outline (section 9 of this form) that relates to each goal you have chosen. List the row number from the outline in section 9.
- d. In column 4, list how each checked off General education goal will be assessed within the course (recommended but not limited to quiz, exam, research paper, group project, oral, presentation, group presentation, etc.).

General Education Goal	1. Applicable (mark with x)	2. Related Course Learning Outcome	3. Related Outline Component	4. Assessment of General Education Goal (Recommended but not limited to)
Communication-Written and Oral	<u>X</u>			
Quantitative Knowledge and Skills				
Scientific Knowledge and Reasoning				
Technological Competency	X	<u>8: c</u>	<u>9:9</u>	<u>Quiz on reading</u> <u>Graded oral</u> <u>presentation of</u> <u>project</u> <u>Test</u> <u>Research paper</u>
Information Literacy	X	<u>8: c</u>	<u>9:8</u>	<u>Quiz on reading</u> <u>Graded oral</u> <u>presentation of</u> <u>project</u> <u>Test</u> <u>Research paper</u>
Society and Human Behavior	<u>X</u>			
Humanistic Perspective				
Historical Perspective				
Global and Cultural Awareness				
Ethical Reasoning and Action	<u>X</u>			

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Independent/Critical Thinking	X	<u>8: all</u>	<u>9:all</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>
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12. NEEDS

- Instructional Materials (text, etc.): An appropriate text and/or open educational resources will be selected. Contact the department for current adoptions.
- ~~Civil Trial Preparation by NJ ICLE is on reserve in the library. This book will be used for reference throughout the course.~~
- Technology Needs:
N/A _____
- Human Resource Needs (Presently Employed vs. New Faculty):
N/A _____
- Facility Needs:
N/A _____
- Library needs (list specific needs and must be initialed by library director):
N/A _____

13. 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:

Grade:	Performance:
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.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Connect, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum

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Committee, College Senate, and Board of Trustees for action or “For Information Only.” This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent “For Information Only” to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Lab Fee Code/ Vocational Status
#2 Semester Hours/Contact Hours	#7 Transfer Information
#3 Catalog Description	#9 Topical Outline
#4 Prerequisites & Corequisites	#10 Methods of Instruction
#6 Justification	#12 Needs
#8 Course Outcomes	#13 Grade Determinants
#11 General Education Goals - Rubric	

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

Board of Trustees Approval Date: December 11, 2006

Board of Trustees Approval Date: March 26, 2012

PLT Approval of Form: May 22, 2012

Board of Trustees Approval Date: July 23, 2020

EXHIBIT B-10

**OCEAN COUNTY COLLEGE
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF BUSINESS AND SOCIAL SCIENCES**

1. COURSE NUMBER AND TITLE: LAAW 106: Mediation and Conflict Resolution

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

3. CATALOG DESCRIPTION

This course focuses on A study of the emerging field of conflict resolution as it relates to the paralegal. The course emphasizes alternative methods of resolving legal conflicts. The philosophy of the course embodies the idea that alternative methods of conflict resolution improves the quality of decision-making, develops a greater capacity for avoiding protracted disputes, and creates a culture of cooperation. These are skills necessary for the paralegal as the field of law evolves from confrontation to cooperation.

4. PREREQUISITES: NONE COREQUISITES: NONE

5. COURSE TYPE FOR PERKINS REPORTING:

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

6. JUSTIFICATION

a. Describe the need for this course.

Students interested in the specific topic of a court-mandated informal mediation will enroll in this course. Mediation continues to be an increasing aspect of civil litigation.

b. Relationship to courses within the College

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

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

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

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

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

Elective

iii. If the course is a program specific requirement, please list the program objective that

this course fulfills:

- iv. This course is recommended for the following:
 The Limited Load List _____
 The Writing Intensive Course (WIC) List _____

c. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College (explain):

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

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

- i. Provide high quality educational experiences in the legal field that prepare and empower diverse learners to excel in a law office (Academic Master Plan).
- ii. Provide students with the legal training they need to secure internships and externships in the legal community (Academic Master Plan).
- iii. Creatively and engagingly present the most current and relevant legal training (Vision Statement).
- iv. Provide high quality academic instruction, advisement, and enrichment activities that inspire success in students through instruction from legal experts (Mission statement).

7. RELATED COURSES AT OTHER INSTITUTIONS

[NOTE: The two charts below need to be completed when submitting a new course proposal. When revising a course, this section must be completed if the transfer area is blank or in need of updating.]

- a. List any comparable course(s) at other community colleges by completing the table below. Insert “None” if there are no comparable courses. If “none” was inserted, please explain here: **No equivalent courses are offered in this particular field**

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC,	Course Title	Course Number	Number of	Comments

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Mercer CC, Atlantic Cape CC, etc.)			Credits	
<u>Mercer CC</u>	<u>None</u>			
<u>Brookdale CC</u>	<u>None</u>			

b. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category	Will NOT Transfer	Unable to Determine Status
Georgian Court University	<u>EC (ELECTIVE CREDIT), 3 cr.</u>	<u>Elective</u>		
Kean University	<u>FEX1003 (FREE ELECTIVE), 3 cr.</u>	<u>Elective</u>		
Monmouth University			<u>X</u>	
Stockton University	<u>CRIMEC (CRIMINAL JUSTICE ELECTIVE), 3 cr.</u>	<u>Elective</u>		
Rowan University	<u>INTR99081 (FREE ELECTIVE), 3 cr.</u>	<u>Elective</u>		
Rutgers – New Brunswick, School of Arts & Sciences			<u>X</u>	

. ADR

- i. If a “U” was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal): _____
- ii. If not transferable to any institution, explain: **Monmouth University and Rutgers New Brunswick do not have a Paralegal program and have no equivalent course to this course at their institution. There is a chance that these courses may transfer via the Lampitt Law, but that cannot be guaranteed.**_____

8. SPECIFIC COURSE LEARNING OUTCOMES

Students who successfully complete this course will be able to:

- a. **The student will** Develop a broad-based understanding of the nature, sources and likely progression of conflict and the appropriate strategies for its resolution.
- b. **The student shall undertake Participate in** beginning level mediation, negotiation, and facilitation skills-building for the paralegal.
- c. **The student will Contrast** cooperative problem-solving (win/win) **as opposed to and** competitive program-solving (win/lose).
The student will model professional training for mediators, facilitators, and other dispute resolvers.

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The student will participate in experiential exercises designed to develop paralegal practitioner skills useful in a law office environment.

The student will explore the variety of fields utilizing the mediation process.

The student shall be exposed to alternative methods of resolving legal conflicts.

- d. *The student will be able to* Distinguish between alternative dispute resolution (ADR) and complementary dispute resolution (CDR) used by the court system.

9. TOPICAL OUTLINE (include as many themes/skills as needed):

Major Themes/Skills	Assignments/Activities (Recommended but not limited to)	Assessment (Recommended but not limited to)	Related Course Learning Outcome (s)
1. Conflict Resolution Theory	<u><i>Reading</i></u> <u><i>Class discussion</i></u> <u><i>Group project</i></u>	<u><i>Quiz on reading</i></u> <u><i>Graded oral presentation of project</i></u> <u><i>Test</i></u> <u><i>Research paper</i></u>	<u><i>8:a and c</i></u>
2. ADR and the Legal System	<u><i>Reading</i></u> <u><i>Class discussion</i></u> <u><i>Group project</i></u>	<u><i>Quiz on reading</i></u> <u><i>Graded oral presentation of project</i></u> <u><i>Test</i></u> <u><i>Research paper</i></u>	<u><i>8:d</i></u>
3. Mediation Theory and Practice	<u><i>Reading</i></u> <u><i>Class discussion</i></u> <u><i>Group project</i></u>	<u><i>Quiz on reading</i></u> <u><i>Graded oral presentation of project</i></u> <u><i>Test</i></u> <u><i>Research paper</i></u>	<u><i>8:a and b</i></u>
4. Listening and Communication	<u><i>Reading</i></u> <u><i>Class discussion</i></u> <u><i>Group project</i></u>	<u><i>Quiz on reading</i></u> <u><i>Graded oral presentation of project</i></u> <u><i>Test</i></u> <u><i>Research paper</i></u>	<u><i>8:a and b</i></u>
5. Negotiation Theory and Practice	<u><i>Reading</i></u> <u><i>Class discussion</i></u> <u><i>Group project</i></u>	<u><i>Quiz on reading</i></u> <u><i>Graded oral presentation of project</i></u> <u><i>Test</i></u> <u><i>Research paper</i></u>	<u><i>8:a and b</i></u>
6. Gender and Culture	<u><i>Reading</i></u> <u><i>Class discussion</i></u> <u><i>Group project</i></u>	<u><i>Quiz on reading</i></u> <u><i>Graded oral presentation of project</i></u> <u><i>Test</i></u> <u><i>Research paper</i></u>	<u><i>8:b and c</i></u>
7. Power	<u><i>Reading</i></u> <u><i>Class discussion</i></u> <u><i>Group project</i></u>	<u><i>Quiz on reading</i></u> <u><i>Graded oral presentation of project</i></u> <u><i>Test</i></u> <u><i>Research paper</i></u>	<u><i>8:b and c</i></u>

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8. Face Saving	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8:b and c</u>
9. Climate	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8:b and c</u>
10. Conflict Styles	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8:a, b, and c</u>
11. Mediation Strategies	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: b</u>
12. Mediation Process 1	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8:b</u>
13. Mediation Process 2	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8:b</u>
14. The Future of Mediation	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8:d</u>

10. METHODS OF INSTRUCTION

In the structuring of this course, what major methods of instruction will be utilized?
Lecture, simulations and discussion groups, written projects.

11. GENERAL EDUCATION GOALS ADDRESSED BY THIS COURSE

(this section is to fulfill state requirements):

- a. In column 1, please check off any General Education Goal that is applicable to this course (definitions for each goal are available in the College Catalog).
- b. For each General Education Goal checked in column 1, in column 2 you must list the related course learning outcome from section 8 of this form.
- c. In column 3, you will also need to list the section of your outline (section 9 of this form) that relates to each goal you have chosen. List the row number from the outline in section 9.
- d. In column 4, list how each checked off General education goal will be assessed within the course (recommended but not limited to quiz, exam, research paper, group

project, oral, presentation, group presentation, etc.).

General Education Goal	1. Applicable (mark with x)	2. Related Course Learning Outcome	3. Related Outline Component	4. Assessment of General Education Goal (Recommended but not limited to)
Communication-Written and Oral	X			
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	X	<u>8:b</u>	<u>9:4, 11</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>
Independent/Critical Thinking	X	<u>8:all</u>	<u>9:all</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>

12. NEEDS

- Instructional Materials (text, etc.): An appropriate text and/or open educational resources will be selected. Contact the department for current adoptions.
- Technology Needs: N/A
- Human Resource Needs (Presently Employed vs. New Faculty): N/A
- Facility Needs: N/A
- Library needs (list specific needs and must be initialed by library director): N/A

13. GRADE DETERMINANTS

EXHIBIT B-10

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:

Grade:	Performance:
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.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

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

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent “For Information Only” to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Lab Fee Code/ Vocational Status
#2 Semester Hours/Contact Hours	#7 Transfer Information
#3 Catalog Description	#9 Topical Outline
#4 Prerequisites & Corequisites	#10 Methods of Instruction
#6 Justification	#12 Needs
#8 Course Outcomes	#13 Grade Determinants
#11 General Education Goals - Rubric	

Board of Trustees Approval Date: July 23, 2020

EXHIBIT B-11

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

1. COURSE NUMBER AND TITLE: LAAW 201: Legal Research & Writing for Paralegals
2. SEMESTER HOURS: 3 CONTACT HOURS: (3 + 0 + 3)
Lecture Lab Practicum
3. CATALOG DESCRIPTION

This course provides an An introduction to legal research and writing designed for the legal assistant. The student will become familiar with the law library and the various legal reference materials needed in determining the applicable law. Students will write memoranda presenting the results of the research. The course will contain several problems requiring legal research and memorandum writing utilizing statutes, case reports, citators, encyclopedias and other reference material.

4. PREREQUISITES: ENGL-151 AND LAAW-101 COREQUISITES: None
5. COURSE TYPE FOR PERKINS REPORTING:
 vocational (approved for Perkins funding)
 non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

- a. Describe the need for this course.

Students in the ~~legal assistant~~/paralegal program will enroll in this course. Research and writing is the core of every lawyer’s law practice.

- b. Relationship to courses within the College

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

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

- | | | |
|--|---|--|
| <input type="checkbox"/> Communication | <input type="checkbox"/> Social Science | <input type="checkbox"/> History |
| <input type="checkbox"/> Humanities | <input type="checkbox"/> Lab Science | <input type="checkbox"/> Science (Non-Lab) |
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Technology | <input type="checkbox"/> Diversity |

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

- Program-specific requirement for the following degree program(s):
Paralegal Associate in Applied Science – AAS in Business – Paralegal

Option

___ Elective

- iii. If the course is a program specific requirement, please list the program objective that this course fulfills:

AAS in Business – Paralegal Option:

- Conduct legal research using a standard law library and Lexis/Westlaw in order to locate applicable statutes, administrative regulations, constitutional provisions, court cases, and other primary source materials.
- Demonstrate the use of litigation procedures by preparing legal documents used in the litigation process.
- Draft legal documents such as contracts, agreements of sale, mortgages, deeds, custody agreements, property agreements, wills and trusts.
- Demonstrate knowledge of ethical responsibility as established by statutes, court decisions, and court rules.
- Develop effective communication skills through reading, listening, speaking and writing
- Develop the ability to solve problems by collecting, organizing and evaluating legal data.

- iv. This course is recommended for the following:

The Limited Load List _____

The Writing Intensive Course (WIC) List _____

- c. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College (explain):

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

- i. Providing high quality educational experiences in the legal field that prepare and empower diverse learners to excel in a law office (Academic Master Plan).
- ii. Provide students with the legal training they need to secure internships and externships in the legal community (Academic Master Plan).
- iii. Creatively and engagingly present the most current and relevant legal training (Vision Statement).
- iv. Provide high quality academic instruction, advisement, and enrichment activities that inspire success in students through instruction from legal experts (Mission

statement).

7. RELATED COURSES AT OTHER INSTITUTIONS

[NOTE: The two charts below need to be completed when submitting a new course proposal. When revising a course, this section must be completed if the transfer area is blank or in need of updating.]

- a. List any comparable course(s) at other community colleges by completing the table below. Insert “None” if there are no comparable courses. If “none” was inserted, please explain here: _____

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
Brookdale	<u><i>Legal Research and Writing</i></u>	<u><i>PLGL 106</i></u>	<u><i>3</i></u>	
Mercer CC	<u><i>Legal Research and Writing</i></u>	<u><i>LEG 133</i></u>	<u><i>3</i></u>	

- b. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category	Will NOT Transfer	Unable to Determine Status
Georgian Court University	<u><i>EC (ELECTIVE CREDIT), 3 cr.</i></u>	<u><i>Elective</i></u>		
Kean University	<u><i>FEX1000 (FREE ELECTIVE), 3 cr.</i></u>	<u><i>Elective</i></u>		
Monmouth University				<u><i>X</i></u>
Stockton University				<u><i>X</i></u>
Rowan University	<u><i>INTR99081 (FREE ELECTIVE), 3 cr.</i></u>	<u><i>Elective</i></u>		
Rutgers – New Brunswick, School of Arts & Sciences				<u><i>X</i></u>

- i. If a “U” was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal): _____
- ii. If not transferable to any institution, explain: *Monmouth University, Stockton University, and Rutgers New Brunswick do not have a Paralegal program and have*

no equivalent course to this course at their institution. There is a chance that these courses may transfer via the Lampitt Law, but that cannot be guaranteed.

8. SPECIFIC COURSE LEARNING OUTCOMES

Students who successfully complete this course will be able to:

- a. Analyze factual situations and recognize legal issues.
- b. Research statutes, opinions, and regulations in the state and federal system.
- c. ~~Place, in proper F~~ormat; ~~the product of the~~ research according to current standards.
- d. Prepare and write legal memoranda and correspondence.
- e. ~~To i~~dentify valid law through Shepard's Citations and similar research techniques.
- f. Identify and contrast the various forms of legal writing.

9. TOPICAL OUTLINE (include as many themes/skills as needed):

Major Themes/Skills	Assignments/Activities (Recommended but not limited to)	Assessment (Recommended but not limited to)	Related Course Learning Outcome (s)
<u>1. Preliminary Considerations</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, b</u>
<u>2. The First Level of Legal Research</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, b</u>
<u>3. Statutory Law</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: b</u>
<u>4. Case Law</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: b</u>
<u>5. Secondary Authority</u>	<u>Reading</u>	<u>Quiz on reading</u>	<u>8: b</u>

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	<u>Class discussion</u> <u>Group project</u>	<u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	
6. <u>Computer Research</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: b, e</u>
7. <u>Legal Analysis</u> a. <u>Key Facts</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a</u>
8. <u>Legal Analysis</u> b. <u>Identifying Legal Issues</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a</u>
9. <u>Legal Analysis</u> c. <u>The Issue</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a</u>
10. <u>Legal Analysis</u> d. <u>Case Law Analysis</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, b</u>
11. <u>Legal Analysis</u> e. <u>Counter Analysis</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a</u>
12. <u>Writing Guidelines</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: d</u>
13. <u>Memorandum of Law</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: c, d, f</u>
14. <u>Appellate Brief</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: c, d, f</u>
15. <u>Letters, Instruments, and Pleadings</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u>	<u>8: c, d, f</u>

		<u>Research paper</u>	
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10. METHODS OF INSTRUCTION

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

Lecture, research and writing assignments, projects, case briefs, case memos, and group discussions

11. GENERAL EDUCATION GOALS ADDRESSED BY THIS COURSE

(this section is to fulfill state requirements):

General Education Goal	1. Applicable (mark with x)	2. Related Course Learning Outcome	3. Related Outline Component	4. Assessment of General Education Goal (Recommended but not limited to)
Communication-Written and Oral	x	<u>8: d</u>	<u>9: 13, 14, 15</u>	<u>Quiz on reading</u> <u>Graded oral</u> <u>presentation of</u> <u>project</u> <u>Test</u> <u>Research paper</u>
Quantitative Knowledge and Skills				
Scientific Knowledge and Reasoning				
Technological Competency				
Information Literacy	x	<u>8: b</u>	<u>9: 3, 4, 5, 6</u>	<u>Quiz on reading</u> <u>Graded oral</u> <u>presentation of</u> <u>project</u> <u>Test</u> <u>Research paper</u>
Society and Human Behavior				
Humanistic Perspective				
Historical Perspective				
Global and Cultural Awareness				
Ethical Reasoning and Action	x	<u>8: b</u>	<u>9: 14</u>	<u>Quiz on reading</u> <u>Graded oral</u> <u>presentation of</u>

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				<u>project</u> <u>Test</u> <u>Research paper</u>
Independent/Critical Thinking	x	<u>8: all</u>	<u>9: all</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>

12. NEEDS

- Instructional Materials (text, etc.): An appropriate text *and/or open educational resources* will be selected. Contact the department for current adoptions.
- Technology Needs: N/A
- Human Resource Needs (Presently Employed vs. New Faculty): N/A
- Facility Needs: N/A
- Library needs (list specific needs and must be initialed by library director): N/A

13. 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:

Grade:	Performance:
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.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

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

EXHIBIT B-11

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Lab Fee Code/ Vocational Status
#2 Semester Hours/Contact Hours	#7 Transfer Information
#3 Catalog Description	#9 Topical Outline
#4 Prerequisites & Corequisites	#10 Methods of Instruction
#6 Justification	#12 Needs
#8 Course Outcomes	#13 Grade Determinants
#11 General Education Goals - Rubric	

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

Board of Trustees Approval Date: December 11, 2006

Board of Trustees Approval Date: March 26, 2012

PLT Approval of Form: May 22, 2012

Board of Trustees Approval Date: July 23, 2020

EXHIBIT B-12

**OCEAN COUNTY COLLEGE
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF BUSINESS AND SOCIAL SCIENCES**

1. COURSE NUMBER AND TITLE: LAAW 203: Law Office Management

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

3. CATALOG DESCRIPTION

This A course ***is*** designed to prepare the paralegal to understand, work within, and manage a law office, ***with an emphasis on technology***. The functions and skills of planning, organizing, controlling and directing a law office are explored along with the parameters and policies of the business of law. ***which This*** will provide a strong foundation upon which to build a legal career.

4. PREREQUISITES: LAAW-101 ~~***OR CONSENT OF INSTRUCTOR.***~~

COREQUISITES: NONE

5. COURSE TYPE FOR PERKINS REPORTING:

 x vocational (approved for Perkins funding)

 non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

a. Describe the need for this course.

Students who want a better understanding of the operation of a law office and the role of the paralegal in that office will enroll in this course.

b. Relationship to courses within the College

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

 yes

 x no

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

 Communication

 Social Science

 History

 Humanities

 Lab Science

 Science (Non-Lab)

 Mathematics

 Technology

 Diversity

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

 x Program-specific requirement for the following degree program(s):

AAS in Business – Paralegal Option

 x Elective

iii. If the course is a program specific requirement, please list the program objective that

this course fulfills:

AAS in Business – Paralegal Option:

- *Demonstrate the use of litigation procedures by preparing legal documents used in the litigation process.*
- *Demonstrate knowledge of ethical responsibility as established by statutes, court decisions, and court rules.*
- *Develop an understanding of legal parameters and its impact on society.*
- *Develop the ability to solve problems by collecting, organizing and evaluating legal data.*

iv. This course is recommended for the following:

The Limited Load List _____

The Writing Intensive Course (WIC) List _____

c. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College (explain):

- ~~i. *Demonstrating the college’s commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)*~~
 - ~~ii. *Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)*~~
 - ~~iii. *Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)*~~
 - ~~iv. *Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)*~~
 - ~~v. *Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)*~~
- i. Providing high quality educational experiences in the legal field that prepare and empower diverse learners to excel in a law office (Academic Master Plan).*
 - ii. Provide students with the legal training they need to secure internships and externships in the legal community (Academic Master Plan).*
 - iii. Creatively and engagingly present the most current and relevant legal training (Vision Statement).*
 - iv. Provide high quality academic instruction, advisement, and enrichment activities that inspire success in students through instruction from legal experts (Mission statement).*

7. RELATED COURSES AT OTHER INSTITUTIONS

[NOTE: The two charts below need to be completed when submitting a new course proposal. When revising a course, this section must be completed if the transfer area is blank or in need of updating.]

- a. List any comparable course(s) at other community colleges by completing the table below. Insert “None” if there are no comparable courses. If “none” was inserted, please

explain here: _____

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
<u>Brookdale CC</u>	<u>Computer Applications in Law</u>	<u>PLGL 210</u>	<u>3</u>	
<u>Mercer CC</u>	<u>Law Office Technology and Management</u>	<u>LEG 257</u>	<u>3</u>	

- b. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category	Will NOT Transfer	Unable to Determine Status
Georgian Court University	<u>EC (ELECTIVE CREDIT), 3 cr.</u>	<u>Elective</u>		
Kean University	<u>FEX1000 (FREE ELECTIVE), 3 cr.</u>	<u>Elective</u>		
Monmouth University				<u>x</u>
Stockton University				<u>x</u>
Rowan University	<u>INTR99081 (FREE ELECTIVE), 3 cr.</u>	<u>Elective</u>		
Rutgers – New Brunswick, School of Arts & Sciences				<u>x</u>

- i. If a “U” was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal): _____
- ii. If not transferable to any institution, explain: **Monmouth University, Stockton University, and Rutgers New Brunswick do not have a Paralegal program and have no equivalent course to this course at their institution. There is a chance that these courses may transfer via the Lampitt Law, but that cannot be guaranteed.** _____

8. SPECIFIC COURSE LEARNING OUTCOMES

Students who successfully complete this course will be able to:

- a. ~~Identify the titles and duties of each member of the legal team and the alternative organizational structures and management forms of the law office.~~
- b. ~~Explain the role of the paralegal in the organization and management of the law office and in the legal market place.~~
- c. ~~a. Analyze paralegal ethics and client communications.~~
- d. ~~c. Explain the importance of the Attorney-Client relationship.~~
- e. ~~d. Assess the importance of time management, calendaring and docketing~~
- f. ~~e. Determine the organization and management of a law library.~~
- g. ~~f. Compare the various forms of billing, financial management, and client's funds accounts.~~
- h. ~~Analyze personnel relations and human resource policy and procedures within the law office.~~
- i. ~~g. Distinguish the multiple applications of legal technology.~~
- j. ~~Examine the various dimensions of legal professionalism.~~
- a. Analyze the importance of technology to the legal process.
- b. Develop a vocabulary of technology-related terminology frequently used in the law office.
- c. Demonstrate familiarity with legal research through online services (Lexis and/or Westlaw)
- d. Explain the process of electronic filing of litigation documents.
- e. Make use of computerized docket and calendar control in a law office, as well as document storage and retrieval.
- f. Utilize software applications for document creation.
- g. Interpret the role of ethics in technology

9. TOPICAL OUTLINE (include as many themes/skills as needed):

Major Themes/Skills	Assignments/Activities (Recommended but not limited to)	Assessment (Recommended but not limited to)	Related Course Learning Outcome (s)
1. Technology in the Law Office	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, b</u>

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2. Ethics and Technology	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, g</u>
3. Computer Hardware and Software	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, b, f</u>
4. The Internet and Electronic Mail	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, e</u>
5. Electronic Research	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: c</u>
6. Word Processing Software	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, f</u>
7. Electronic Spreadsheets	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, f</u>
8. Electronic Databases	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, f</u>
9. The Paperless Office	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, e, f</u>
10. Office Management Software	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, f</u>
11. Case Management Software	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u>	<u>8: a, e, f</u>

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		<u>Test</u> <u>Research paper</u>	
12. Electronic Discovery	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, d</u>
13. Litigation Support	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, d</u>
14. Presentation and Trial Graphics	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, f</u>
15. The Electronic Courthouse	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, d</u>

10. METHODS OF INSTRUCTION

In the structuring of this course, what major methods of instruction will be utilized?
Lecture, discussion, role-playing, written assignments/projects.

11. GENERAL EDUCATION GOALS ADDRESSED BY THIS COURSE

(this section is to fulfill state requirements):

- a. In column 1, please check off any General Education Goal that is applicable to this course (definitions for each goal are available in the College Catalog).
- b. For each General Education Goal checked in column 1, in column 2 you must list the related course learning outcome from section 8 of this form.
- c. In column 3, you will also need to list the section of your outline (section 9 of this form) that relates to each goal you have chosen. List the row number from the outline in section 9.
- d. In column 4, list how each checked off General education goal will be assessed within the course (recommended but not limited to quiz, exam, research paper, group project, oral, presentation, group presentation, etc.).

General Education Goal	1. Applicable (mark with x)	2. Related Course Learning Outcome	3. Related Outline Component	4. Assessment of General Education Goal (Recommended but not limited to)
Communication-Written and Oral	<input checked="" type="checkbox"/>			
Quantitative Knowledge and Skills	<input type="checkbox"/>			

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Scientific Knowledge and Reasoning				
Technological Competency	<u>X</u>	<u>8: c, e, f</u>	<u>9: 3-11 and 14</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>
Information Literacy				
Society and Human Behavior				
Humanistic Perspective				
Historical Perspective				
Global and Cultural Awareness				
Ethical Reasoning and Action	x	<u>8: g</u>	<u>9: 2</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>
Independent/Critical Thinking	x	<u>8: all</u>	<u>9: all</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>

12. NEEDS

- Instructional Materials (text, etc.): ~~An a~~ Appropriate text and/or open educational resources will be selected. Contact the department for current adoptions. New Jersey Statutes Annotated, New Jersey Reports. Teacher-Prepared Materials
 - Technology Needs: N/A
 - Human Resource Needs (Presently Employed vs. New Faculty): N/A
 - Facility Needs: N/A
 - Library needs (list specific needs and must be initialed by library director):
-

13. 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:

Grade:	Performance:
---------------	---------------------

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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.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

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

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent “For Information Only” to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Lab Fee Code/ Vocational Status
#2 Semester Hours/Contact Hours	#7 Transfer Information
#3 Catalog Description	#9 Topical Outline
#4 Prerequisites & Corequisites	#10 Methods of Instruction
#6 Justification	#12 Needs
#8 Course Outcomes	#13 Grade Determinants
#11 General Education Goals - Rubric	

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: January 30, 2012

Board of Trustees Approval Date: March 26, 2012

PLT Approval of Form: May 22, 2012

Board of Trustees Approval Date: **July 23, 2020**

EXHIBIT B-13

**OCEAN COUNTY COLLEGE
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF BUSINESS AND SOCIAL SCIENCES**

1. COURSE NUMBER AND TITLE: LAAW-204: Estate Administration
2. SEMESTER HOURS: 3 CONTACT HOURS: (3 + 0 + 0)
Lecture Lab Practicum
3. CATALOG DESCRIPTION
~~A study of the common forms of wills and trusts. A~~ This course is a survey of the principles of law, ~~applying to each~~ and of the specific statutes and codes relating to ~~each wills and trusts.~~ The matter of intestacy is also studied, as well as Deals with the organization and jurisdiction of probate court. ~~The course also concerns studies~~ Additional topics include the planning and administration of estates and tax implications thereof. ~~Specifically relates the role of the paralegal in preparing research and documentation for trust and estate matters.~~
4. PREREQUISITES: NONE COREQUISITES: NONE
5. COURSE TYPE FOR PERKINS REPORTING:
 vocational (approved for Perkins funding)
 non-vocational (not approved for Perkins funding)
6. JUSTIFICATION
- a. Describe the need for this course.
 Students interested in wills and estate administration will enroll in this course. These topics are a major area of law practice in Ocean County. Both paralegal and non-paralegal students will benefit from this knowledge.
- b. Relationship to courses within the College
- i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement?
 yes no
- If yes, mark with an "x" the appropriate category below.
- | | | |
|--|---|--|
| <input type="checkbox"/> Communication | <input type="checkbox"/> Social Science | <input type="checkbox"/> History |
| <input type="checkbox"/> Humanities | <input type="checkbox"/> Lab Science | <input type="checkbox"/> Science (Non-Lab) |
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Technology | <input type="checkbox"/> Diversity |
- ii. If the course does not satisfy a general education requirement, which of the following does it satisfy:
- Program-specific requirement for the following degree program(s):
AAS in Business – Paralegal Option
- Elective

- iii. If the course is a program specific requirement, please list the program objective that this course fulfills:

AAS in Business – Paralegal Option:

- Demonstrate the use of litigation procedures by preparing legal documents used in the litigation process.
- Demonstrate knowledge and skill with regard to civil litigation, estate management, and real estate matters.
- Demonstrate knowledge of ethical responsibility as established by statutes, court decisions, and court rules.
- Draft legal documents such as contracts, agreements of sale, mortgages, deeds, custody agreements, property agreements, wills and trusts.
- Develop effective communication skills through reading, listening, speaking and writing

- iv. This course is recommended for the following:

The Limited Load List _____

The Writing Intensive Course (WIC) List _____

- c. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College (explain):

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

- i. Providing high quality educational experiences in the legal field that prepare and empower diverse learners to excel in a law office (Academic Master Plan).
- ii. Provide students with the legal training they need to secure internships and externships in the legal community (Academic Master Plan).
- iii. Creatively and engagingly present the most current and relevant legal training (Vision Statement).
- iv. Provide high quality academic instruction, advisement, and enrichment activities that inspire success in students through instruction from legal experts (Mission statement).

7. RELATED COURSES AT OTHER INSTITUTIONS

[NOTE: The two charts below need to be completed when submitting a new course

EXHIBIT B-13

proposal. When revising a course, this section must be completed if the transfer area is blank or in need of updating.]

- a. List any comparable course(s) at other community colleges by completing the table below. Insert “None” if there are no comparable courses. If “none” was inserted, please explain here: _____

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
<u>Brookdale CC</u>	<u>Wills and Probate</u>	<u>LEG 208</u>	<u>3</u>	
<u>Mercer CC</u>	<u>Wills, Estates and Probate</u>	<u>PLGL 225</u>	<u>3</u>	

- b. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category	Will NOT Transfer	Unable to Determine Status
Georgian Court University	<u>EC (ELECTIVE CREDIT), 3 cr.</u>	<u>Elective</u>		
Kean University	<u>FEX1000 (FREE ELECTIVE), 3 cr.</u>	<u>Elective</u>		
Monmouth University			<u>x</u>	
Stockton University				
Rowan University	<u>INTR99081 (FREE ELECTIVE), 3 cr.</u>	<u>Elective</u>		
Rutgers – New Brunswick, School of Arts & Sciences			<u>x</u>	
Stockton University			<u>x</u>	

- i. If a “U” was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal): _____
- ii. If not transferable to any institution, explain: Monmouth University, Stockton University, and Rutgers New Brunswick do not have a Paralegal program and have no equivalent course to this course at their institution. There is a chance that these courses may transfer via the Lampitt Law, but that cannot be guaranteed. _____

8. SPECIFIC COURSE LEARNING OUTCOMES

Students who successfully complete this course will be able to:

- a. ~~To provide the paralegal student with an understanding of their~~ Explain the role of the paralegal in estate planning.
- b. ~~To provide the student with knowledge of the various~~ List the methods of disposing of property.
- c. ~~For the student to achieve an understanding of~~ Analyze the statutes and case law related to the preparation and execution of wills.
To help the student learn the rules of disposition of property when a person dies intestate.
- d. ~~To provide the student with basic knowledge of the~~ Explain the role of probate court, and its jurisdiction in New Jersey as well as basic document preparation and filing for probate.
- e. ~~To give the student a working knowledge of~~ Summarize federal and New Jersey tax laws as it relates to trusts and estates.
To train the student in estate planning as it relates to trusts and the use of trusts to minimize taxes.
- f. ~~To provide the student with a basic working knowledge of~~ Explain the basics of estate litigation.
To help the student become familiar with the procedures in the financial and tax administration of estates.
- g. ~~To enable the student to be familiar with the~~ Discuss the procedures for closing an estate.

9. TOPICAL OUTLINE (include as many themes/skills as needed):

Major Themes/Skills	Assignments/Activities (Recommended but not limited to)	Assessment (Recommended but not limited to)	Related Course Learning Outcome (s)
<u>1. Overview of Estate Planning</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	8: a
<u>2. Intestate Succession</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	8: b
<u>3. Basic Estate Planning and the Will</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	8: c
<u>4. Power of Attorney, Power of Attorney Health Care, and</u>	<u>Reading</u> <u>Class discussion</u>	<u>Quiz on reading</u> <u>Graded oral presentation</u>	8: d

<u>Living Will</u>	<u>Group project</u>	<u>of project</u> <u>Test</u> <u>Research paper</u>	
<u>5. Drafting, Execution, and Storage of Basic Will</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	8: d
<u>6. Trusts</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	8: e
<u>7. Tips for Drafting Trusts</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	8: e
<u>8. Overview of Estate Administration</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	8: c
<u>9. Issuance of Letters of Appointment</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	8: c
<u>10. Inventory and Appraisal</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	8: c
<u>11. Creditors' Claims</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	8: f
<u>12. Tax Law as It Relates to Wills, Trusts and Estates</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	8: e
<u>13. Estate, Inheritance, and Fiduciary Taxes</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	8: e
<u>14. Final Accounting and Estate Closing</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	8: g

<u>15. Additional Estate Administration Procedure</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	8: g
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10. METHODS OF INSTRUCTION

In the structuring of this course, what major methods of instruction will be utilized?
Lecture, discussion, projects, simulations, research papers, and legal memos.

11. GENERAL EDUCATION GOALS ADDRESSED BY THIS COURSE

(this section is to fulfill state requirements):

- a. In column 1, please check off any General Education Goal that is applicable to this course (definitions for each goal are available in the College Catalog).
- b. For each General Education Goal checked in column 1, in column 2 you must list the related course learning outcome from section 8 of this form.
- c. In column 3, you will also need to list the section of your outline (section 9 of this form) that relates to each goal you have chosen. List the row number from the outline in section 9.
- d. In column 4, list how each checked off General education goal will be assessed within the course (recommended but not limited to quiz, exam, research paper, group project, oral, presentation, group presentation, etc.).

General Education Goal	1. Applicable (mark with x)	2. Related Course Learning Outcome	3. Related Outline Component	4. Assessment of General Education Goal (Recommended but not limited to)
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	x	<u>8: c</u>	<u>9: 3 and 4</u>	<u>Quiz on reading</u> <u>Graded oral presentation of</u>

				<u>project</u> <u>Test</u> <u>Research paper</u>
Independent/Critical Thinking	x	<u>8: all</u>	<u>9: all</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>

12. NEEDS

- ⊖ Instructional Materials (text, etc.): An appropriate text and/or open educational resources will be selected. Contact the department for current adoptions.
Recommended and available in library on reserve: N.J. S.A. 3B et.seq.; Basic Estate Administration. 1992 edition, by Daniel I. Lubetkin, Esq. (ICLE)
-
- Technology Needs: N/A
- Human Resource Needs (Presently Employed vs. New Faculty): N/A
- Facility Needs: N/A
- Library needs (list specific needs and must be initialed by library director): N/A

13. 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:

Grade:	Performance:
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.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Connect, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or “For Information Only.” This process

EXHIBIT B-13

will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Lab Fee Code/ Vocational Status
#2 Semester Hours/Contact Hours	#7 Transfer Information
#3 Catalog Description	#9 Topical Outline
#4 Prerequisites & Corequisites	#10 Methods of Instruction
#6 Justification	#12 Needs
#8 Course Outcomes	#13 Grade Determinants
#11 General Education Goals - Rubric	

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

Board of Trustees Approval Date: December 11, 2006

Board of Trustees Approval Date: March 26, 2012

PLT Approval of Form: May 22, 2012

Board of Trustees Approval Date: _____ July 23, 2020 _____

EXHIBIT B-14

**OCEAN COUNTY COLLEGE
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF BUSINESS AND SOCIAL SCIENCES**

1. COURSE NUMBER AND TITLE: LAAW-206: New Jersey Family Law
2. SEMESTER HOURS: 3 CONTACT HOURS: (3 + 0 + 0)
Lecture Lab Practicum
3. CATALOG DESCRIPTION

This course is the study of the legal and practical application of Family Law as it applies to the paralegal. The course covers the law as it applies to regarding topics such as marriage and divorce, custody issues, juvenile court, and adoption.

4. PREREQUISITES: NONE COREQUISITES: NONE
5. COURSE TYPE FOR PERKINS REPORTING:
 vocational (approved for Perkins funding)
 non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

a. Describe the need for this course.
 Students interested in studying domestic relations will enroll in this course. Paralegal and non-paralegal students will benefit from this knowledge.

b. Relationship to courses within the College

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

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

- | | | |
|--|---|--|
| <input type="checkbox"/> Communication | <input type="checkbox"/> Social Science | <input type="checkbox"/> History |
| <input type="checkbox"/> Humanities | <input type="checkbox"/> Lab Science | <input type="checkbox"/> Science (Non-Lab) |
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Technology | <input type="checkbox"/> Diversity |

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

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

- iii. If the course is a program specific requirement, please list the program objective that this course fulfills:

- iv. This course is recommended for the following:
 The Limited Load List _____
 The Writing Intensive Course (WIC) List _____

c. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College (explain):

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

- i. Provide high quality educational experiences in the legal field that prepare and empower diverse learners to excel in a law office (Academic Master Plan).
- ii. Provide students with the legal training they need to secure internships and externships in the legal community (Academic Master Plan).
- iii. Creatively and engagingly present the most current and relevant legal training (Vision Statement).
- iv. Provide high quality academic instruction, advisement, and enrichment activities that inspire success in students through instruction from legal experts (Mission statement).

7. RELATED COURSES AT OTHER INSTITUTIONS

[NOTE: The two charts below need to be completed when submitting a new course proposal. When revising a course, this section must be completed if the transfer area is blank or in need of updating.]

- a. List any comparable course(s) at other community colleges by completing the table below. Insert “None” if there are no comparable courses. If “none” was inserted, please explain here: _____

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
Mercer CC	Family Law	LEG 143	3	
Brookdale CC	Family Law	PLGL 135	3	

- b. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category	Will NOT Transfer	Unable to Determine Status
Georgian Court University	<u>EC (ELECTIVE CREDIT), 3 cr.</u>	<u>Elective</u>		
Kean University	<u>FEX1000 (FREE ELECTIVE), 3 cr.</u>	<u>Elective</u>		
Monmouth University			<u>x</u>	
Stockton University	<u>CRIM2308 (FAMILY LAW), 3 cr.</u>	<u>Major</u>		
Rowan University	<u>INTR99076 (FREE ELECTIVE), 3 cr.</u>	<u>Elective</u>		
Rutgers – New Brunswick, School of Arts & Sciences			<u>x</u>	

- i. If a “U” was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal): _____
- ii. If not transferable to any institution, explain: Monmouth University and Rutgers New Brunswick do not have a Paralegal program and have no equivalent course to this course at their institution. There is a chance that these courses may transfer via the Lampitt Law, but that cannot be guaranteed.

8. SPECIFIC COURSE LEARNING OUTCOMES

Students who successfully complete this course will be able to:

- a. ~~The student will d~~Develop and demonstrate a working vocabulary of legal terminology in the field of family law.
- b. ~~The student will become acquainted with~~ Identify the expected responsibilities, tasks and functions of the legal assistant.
- c. ~~The student will understand and be able to e~~ Explain the fundamental concepts of divorce and family law.
- d. ~~The student will be able to d~~ Draft and submit for review to the supervising attorney such documents as Divorce Complaints, Pendente Lite and Discovery Motions, Judgments of Divorce, Property Settlement Agreements and other relevant material.
- e. ~~The student will be able to assist the attorney in preparing for trial.~~ Utilize learned skills to assist the attorney in preparing for trial.

9. TOPICAL OUTLINE (include as many themes/skills as needed):

Major Themes/Skills	Assignments/Activities (Recommended but not limited to)	Assessment (Recommended but not limited to)	Related Course Learning Outcome (s)
<u>1. Today's Family Law Practice</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a and b</u>
<u>2. Cohabitation and Premarital Agreements</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, b, c</u>
<u>3. Marriage</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, b</u>
<u>4. Annulment</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, b, c</u>
<u>5. The Divorce Process</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, b, c, d</u>
<u>6. Discovery and Financial Statements</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, b, c</u>
<u>7. Adoption</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, b, c</u>

8. <u>Child Custody</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, b, c, e</u>
9. <u>Child Support</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, b, c, e</u>
10. <u>Spousal Support</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, b, c, e</u>
11. <u>Property Division</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, b, c, d</u>
12. <u>Separation Agreements</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, b, c, d, e</u>
13. <u>Family Violence</u>	<u>Reading</u> <u>Class discussion</u> <u>Group project</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>	<u>8: a, b</u>

10. METHODS OF INSTRUCTION

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

~~The class will be: lecture, class discussion of the textbook material, New Jersey cases, statutes and rules of procedure.~~

- Lecture
- Discussions
- Student Reports
- Case Method

11. GENERAL EDUCATION GOALS ADDRESSED BY THIS COURSE

(this section is to fulfill state requirements):

General Education Goal	1. Applicable (mark with x)	2. Related Course Learning Outcome	3. Related Outline	4. Assessment of General Education
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			Component	Goal (Recommended but not limited to)
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	x	<u>8: b</u>	<u>9: 1</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>
Independent/Critical Thinking	x	<u>8: all</u>	<u>9: all</u>	<u>Quiz on reading</u> <u>Graded oral presentation of project</u> <u>Test</u> <u>Research paper</u>

12. NEEDS

- Instructional Materials (text, etc.):
 - An appropriate text *and/or open educational resources* will be selected. Contact the department for current adoptions.
 - ~~*New Jersey Family w/Related Court Rules*~~
 - ~~*New Jersey Statutes Annotated, New Jersey Reports*~~
 - ~~*teacher prepared material.*~~
- Technology Needs:
N/A _____
- Human Resource Needs (Presently Employed vs. New Faculty):
N/A _____
- Facility Needs:
N/A _____

- Library needs (list specific needs and must be initialed by library director):
N/A_____

13. 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:

Grade:	Performance:
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.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

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

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent “For Information Only” to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Lab Fee Code/ Vocational Status
#2 Semester Hours/Contact Hours	#7 Transfer Information
#3 Catalog Description	#9 Topical Outline
#4 Prerequisites & Corequisites	#10 Methods of Instruction
#6 Justification	#12 Needs
#8 Course Outcomes	#13 Grade Determinants
#11 General Education Goals - Rubric	

EXHIBIT B-14

Board of Trustees Approval Date: December 11, 2006

Board of Trustees Approval Date: March 26, 2012

PLT Approval of Form: May 22, 2012

Board of Trustees Approval Date: _____ July 23, 2020 _____

EXHIBIT B-15

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

1. COURSE NUMBER AND TITLE: LAAW 108 – Introduction to Employment Law

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

3. CATALOG DESCRIPTION:

This course is for employers, employees, paralegals, and other interested parties. Students will study common principles, United States and New Jersey legislations and administrative regulations, and legal issues affecting employee selection, employee termination, equal employment, labor-management relations, and privacy. This course is not intended for transfer. It offers an opportunity for professional development for people currently employed in jobs related to law and human resources management.

4. PREREQUISITES: None COREQUISITES: None

5. COURSE FEE CODE: NONE
DIFFERENTIAL FUNDING CATEGORY:

COURSE TYPE FOR PERKINS REPORTING:

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

6. JUSTIFICATION

a. Describe the need for this course.

Human resources personnel and employees need to be aware of case law, statutes, and administrative regulations related to the total pre-employment, employment, and post-employment process.

Law firm personnel, including paralegals, who have an employment law practice need this same knowledge. This course will satisfy these above mentioned needs. It will be an elective in the A.A.S. Business – Management Option and in the A.A.S. Business – Paralegal Studies Option.

b. Relationship to courses within the College:

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

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

Communication Social Science History
Humanities Lab Science Science (Non-Lab)
Mathematics Technology Diversity

Information Literacy Ethical Reasoning/Action

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

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

x Elective

c. Related courses in other institutions:

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

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

<u>Comparable Courses at NJ Community Colleges</u>				
<u>Institution</u>	<u>Course Title</u>	<u>Course Number</u>	<u>Number of Credits</u>	<u>Comments</u>
<u>None</u>				
<u>None</u>				

ii. If "None" was inserted, please explain.

This type of course is usually taught as an upper level course at four-year colleges and law schools.

iii. Complete the table below. The institutions listed comprise the top six institutions queried on NJTransfer by OCC students.

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

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

This is a very specialized course which is not intended for transfer. It is usually taught as an upper-level course within a four-year business curriculum. The accreditation standards of the Association to Advance Collegiate Schools of Business prohibits this type of transferability.

- d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College.
- e. Mark with an "x" the General Education goal(s) addressed by this course:

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

7. SPECIFIC COURSE LEARNING OBJECTIVES:

Students who successfully complete this course will be able to:

- a. Summarize the common law of employment.
- b. Identify the commonly committed workplace torts.
- c. Identify the impact of the Civil Rights Act on employment law in regards to race, gender, religion, and national origin.
- d. Explain the relationship of age and disability to employment law.
- e. Summarize the scope and impact of Equal Employment Opportunity laws in the workplace.
- f. Describe the application of the Occupational Safety and Health Act upon the workplace.
- g. Describe the impact of the Employment Retirement and Income Security Act for employees and employers.
- h. Summarize the importance of employee welfare programs such as social security, workers compensation, and unemployment compensation.
- i. Explain the relationship between the development of American Labor Movement and the National Labor Relations Act.
- j. Define the following: immigration, unfair labor practices, picketing and strikes.
- k. Outline the process, enforcement, and administration of collective bargaining.
- l. Analyze the uniqueness of public sector labor relations.
8. METHODS OF INSTRUCTION: Instructor will employ lecture, group work projects, and a semester essay as the primary instructional tool.

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

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

10. TENTATIVE TOPICAL OUTLINE:

- Employment Contracts and Wrongful Discharge
- Commonly Committed Workplace Torts
- Title VII of the Civil Rights Act and Race Discrimination
- Gender and Family Issues Legislation: Title VII and Other
- Legislation
- Discrimination Based on Religion and National Origin, Procedures Under Title VII
- Discrimination Based on Age and Disability
- Other EEO Legislation
- Occupational Safety and Health
- Employee Retirement Income Security Act (ERISA)
- The Fair Labor Standards Act
- Employee Welfare Programs: Social Security, Workers' Compensation, and Unemployment Compensation
- The Development of American Labor Unions and the National Labor Relations Act
- The National Labor Relations Board: Organization, Procedures, and Jurisdiction
- The Unionization Process
- Unfair Labor Practices by Employers and Unions
- Collective Bargaining
- Picketing and Strikes
- The Enforcement and Administration of the Collective Agreement
- The Rights of Union Members
- Public Sector Labor Relations

11. GRADE DETERMINANTS:

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

<u>Grade:</u>	<u>Performance:</u>
<u>A</u>	<u>Excellent</u>
<u>B+</u>	<u>Very good</u>
<u>B</u>	<u>Good</u>
<u>C+</u>	<u>Above average</u>
<u>C</u>	<u>Average</u>
<u>D</u>	<u>Below average</u>
<u>F</u>	<u>Failure</u>

<u>I</u>	<u>Incomplete</u>
<u>R</u>	<u>Audit</u>

12. NUMBER OF PAPERS AND EXAMINATIONS:

Students will be graded on four objective tests, homework, research paper, and class participation.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

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

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

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

Board of Trustees Approval Date: March 26, 2012

PLT Approval of Form: May 22, 2012

Board of Trustees Approval Date: January 23, 2020