

**Santa Monica College
 Curriculum Committee Meeting Agenda**

Wednesday, April 21, 2010
 3:00 p.m.

Loft Conference Room (DH-300E)
 Third Floor, Drescher Hall

Members:	Guido Davis Del Piccolo, Chair	Nancy Hanson	Christina Preciado
	Georgia Lorenz, Vice Chair	Maral Hyeler	Judith Remmes
	Brenda Antrim	Randal Lawson	Saul Rubin
	Brenda Benson	Helen LeDonne	Jeff Shimizu
	Yanqing Chen	Judy Marasco	Edie Spain
	George Davison	Walter Meyer	Mary Lynne Stephanou
	Diane Gross	Eric Minzenberg	Gary Taka
		Estela Narrie	Diana Wattapongsakorn

Interested Parties:	Jonathan Cohanne	Kiersten Elliott	Katharine Muller
	Mary Colavito	Mona Martin	Wendy Parise
	Ellen Cutler	Mitra Moassessi	Eleanor Singleton
			Julie Yarrish

ExOfficio Members:	Eric Oifer	Cameron Henton
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Agenda: Approval of Minutes

Chairs Report

Information Items: 1. PV 03: Advanced Solar Photovoltaic Systems (course update)

- Program Review: (CSIS)
1. CIS 01: Computer Concepts with Applications (course update)
 2. CIS 04: Introduction to Computers, Business Applications (course update)
 3. CIS 30: Microsoft Excel (course update)
 4. CIS 32: Microsoft Access (course update)
 5. CIS 34: Advanced Excel with Visual Basic for Applications (course update)
 6. CIS 36C: Spreadsheet – Short Course (course update)
 7. CIS 36F: Introduction to Windows – Short Course (course update)
 8. CIS 36G: Introduction to Internet – Short Course (course update)
 9. CIS 36I: Microsoft Access – Short Course (course update)
 10. CIS 36J: Word Processing – Short Course (course update)
 11. CIS 36P: Microsoft PowerPoint (course update)
 12. CIS 36R: Microsoft Office Publisher (course update)

(Program Review cont.)

13. CIS 37A: Microsoft Word I (course update)
14. CIS 37B: Microsoft Word II (course update)
15. CIS 38: Microsoft PowerPoint (course update)
16. CIS 39: MS Outlook – Comprehensive Course (course update)
17. CIS 50: Internet, HTML, and Web Design (course update)
18. CIS 53: Microsoft Expression Web (course update)
19. CIS 54: Web Page Development and Scripting I (course update)
20. CIS 55: Advanced Web Page Development and Scripting (course update)
21. CIS 58: Designing Accessible Websites (course update)
22. CIS 59A: Dreamweaver I (course update)
23. CIS 59B: Dreamweaver II (course update)
24. CIS 60A: Photoshop I (course update)
25. CIS 60B: Photoshop II (course update)
26. CS 05: Programming Logic (course update)
27. CS 15: Visual Basic Programming (course update)
28. CS 32: Database Programming in Visual Basic (course update)
29. CS 37: Web Programming in VB .Net (course update)
30. CS 60: Database Concepts and Applications (course update)
31. CS/CIS 09A: Technology Project Management I (course update)
32. CS/CIS 09B: Technology Project Management II (course update)

Consent Agenda:

1. CIS/Accounting 35: QuickBooks (adding prerequisites to CIS 1 or CIS 4)

Old Business

New Business:

1. CurricuNet Demonstration by Steve Thyberg Vice President of Business Development for GoverNet. Presentation will use CCCConfer.

Adjournment

Please advise Guido Davis Del Piccolo (x3561), Georgia Lorenz (x4277), or Sheryl Bowman (x4454) if you are unable to attend this meeting.

SANTA MONICA COLLEGE
 CURRICULUM COMMITTEE MEETING
 MINUTES OF APRIL 7, 2010

The Santa Monica College Curriculum Committee was called to order by Guido Davis Del Piccolo at 3:11 p.m.

- Members Present:**
- | | | |
|-----------------------------------|-----------------|--------------------|
| Guido Davis Del Piccolo,
Chair | Maral Hyeler | Christina Preciado |
| Georgia Lorenz, Vice Chair | Randal Lawson | Saul Rubin |
| Yanqing Chen | Judy Marasco | Jeff Shimizu |
| George Davison | Eric Minzenberg | Edie Spain |
| Nancy Hanson | Estela Narrie | Gary Taka |
- Members Absent:**
- | | | |
|---------------|----------------|-----------------------|
| Brenda Antrim | Diane Gross | Judith Remmes |
| Brenda Benson | Heleen LeDonne | Mary Lynne Stephanou |
| | Walter Meyer | Diana Wattapongsakorn |
- Others Present:**
- | | | |
|------------|--------------|------------|
| Chris Fria | Kayo Johnson | Eric Oifer |
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Approval of Minutes: The minutes of March 17, 2010 were unanimously approved.

- Chairs Report:**
- Guido announced that the Academic Senate on March 23, 2010 approved the following: New Courses—Credit: Dance 29 and INTARC 65; Certificates: ECE Certificate of Achievement and ECE Master Teacher Certificate of Achievement; AA Degree: ECE Master Teacher AA Degree; approval of the International Baccalaureate Exam to SMC's AA GE Pattern.
 - Guido announced that the Distance Education Committee met and discussed the revised form.
 - Guido announced that the wording for "Required Texts" on the official Course Outline form has been changed per the suggestions of the Curriculum Committee to: "**Examples of Appropriate Text or Other Required Reading:** (include all publication dates; for transferable courses at least one text should have been published within the last five years)."

- Information Items:**
1. Accounting 10A: Intermediate Accounting (Distance Education Course Revision)
 2. Accounting 10B: Intermediate Accounting (Distance Education Course Revision)
 3. Accounting 10C: Intermediate Accounting (Distance Education Course Revision)
 4. IGETC and CSU GE Decisions—presented by Estela Narrie. Accepted for IGETC: AHIS 18, Chinese 9, Film 7, Math 54 and Women's Studies 30. Accepted for CSU GE: AHIS 18, Chinese 9, KIN PE 46, Math 54, and Women's Studies 30.

- Consent Agenda:** 1. ET 24B: Beginning Character Animation (removal of ET 19B as a prerequisite).

Randy Lawson moved to approve the removal of ET 19B as a prerequisite for ET 24B. The motion passed unanimously.

**New Courses—
Credit:**

1. **ET 24C: Advanced 3D Character Animation**—presented by Chris Fria. This course focuses on advanced principles of 3D character animation. Students will learn to create effective performance animation using the fundamentals of acting, staging and exaggeration. Advanced topics such as facial animation, lip-synch and motion capture will also be covered. This course uses Autodesk Maya.

Eric Minzenberg moved to approve ET 24C. The motion passed unanimously.

Approval of the Prerequisite for ET 24C: ET 24B. Estela Narrie moved to approve the prerequisite. The motion passed unanimously.

Old Business:

1. **Global Citizenship A.A. Degree Requirement** – The Committee discussed the Global Citizenship A.A. degree requirement and considered a draft of a document which further explored how different types of courses may or may not fit the requirement. The Committee discussed ways in which the current application process could be improved as well as ideas for alternative methods for fulfilling the A.A. degree requirement. Members agreed to continue the discussion at a future meeting.

New Business

Adjournment:

The meeting was adjourned at 5:04 p.m.

Next Meeting:

The next meeting of the Curriculum Committee will be Wednesday, April 21, 2010 at 3:00 p.m. in DH-300E, The Loft.

Respectfully submitted,
Georgia Lorenz
sb

Santa Monica College

Course Outline For CIS 35 (Accounting 35)

Course Title:	QuickBooks	Units:	3
Date Submitted:	May 1998, October 2005, February 2008 (update)	IGETC Area:	
Updated:	November 2009	CSU GE Area:	
		Transfer:	CSU

I. Catalog Description:

Prerequisite: CIS 1 or CIS 4 and Accounting 1 or Accounting 21

Skill Advisory: Students are also expected to have a working knowledge of Windows operating system

This course provides the student with a realistic approach to computerized, integrated accounting principles using QuickBooks Pro software package. Students will work with the various components of an accounting system in an ongoing business, as well as set up an accounting system for a new company. Topics include the creation of a QuickBooks company, and the analysis of financial statements, reports and graphs. Students will gain experience in the creation and use of invoices, purchase orders, inventory, bank accounts, and payroll. In addition, students will be able to complete the entire accounting cycle including recording adjusting entries and making corrections on the transactions as need it. Hands-on experience is provided in a microcomputer lab.

II. Required Text and References:

Suggested Texts Include:

Ulmer, Donna, Computer Accounting with QuickBooks Pro 2009 – 11th Edition, McGraw – Hill Irwin

Software:

QuickBooks 2009 - Having the proper software for this class is a must.

III. Course Objectives:

Upon completion of the course students will be able to:

- A. Design a QuickBooks company: service oriented company and merchandising corporation;
- B. Utilize the QuickBooks concept to modify the chart of accounts and company information;
- C. Recognize a checking account, pay bills, process bank deposits;
- D. Design customer invoices, collect customer payments, complete deposits and prepare QuickBooks financial reports and graphs;
- E. Demonstrate how to prepare adjusting entries, journal entries, bank reconciliations, payroll, budgets, and income statements;
- F. Demonstrate how to manage assets, the company inventory, and liabilities accounts.

IV. Methods of Presentation:

Classroom lecture, demonstration, and discussion introduce students to each new feature.

Hands-on practice and continued questions and answers with the instructor during the hands-on

portion of the class will begin to familiarize the student with each new feature of the program. Weekly homework and class participation will reinforce the features which were learned during class.

V. Course Content:

<u>Percentage of Term</u>	<u>Topic</u>
5%	Quick Tour of QuickBooks Pro
5%	Chart of Accounts
10%	Banking
10%	Customer and Sales
10%	Vendors, Purchases, and Inventory
10%	Employees and Payroll
5%	Reports and Graphs
10%	Creating a Service Company in QuickBooks
10%	Accounting for a Service Company
10%	Merchandising Corporation: Sales, Purchases, and Inventory
10%	Merchandising Corporation: Payroll
5%	Advanced Topics

VI. Methods of Evaluation: (Actual percentages will vary from instructor to instructor but approximate values are shown.)

Grading Policy:		Final Scores:	
Homework Assignments:	25%	A =	100% - 90%
Lab Assignments:	10%	B =	89% - 80%
Theory Quizzes:	10%	C =	79% - 70%
Class Project:	15%	D =	69% - 60%
Midterm Exam	20%	F =	59% - or less
Final Exam	20%		
Total	100%		

VII. Sample Assignments:

Exercise 1.1: Printing Financial Statements

Scenario:

While working at your computer, you notice Mr. Castle heading toward you. Adding another stack of papers to your overflowing inbox, he says, "I need a profit and lost statement and a balance sheet for November as soon as possible. I haven't seen any financial statements since our former accountant left."

As he walks away, Mr. Castle calls over his shoulder, "From now on I'd like a P&L and balance sheet on my desk by the first of each month."

- Your job is now to create these two financial statements from the file that has been provided to you and print the statements for Mr. Castle.

Exercise 8.1: Chart of Accounts, Customer List, Vendor List, and Item List

Scenario:

Villa Floor & Carpet, a start up business, provides custom hardwood floor cleaning and refinishing. In addition, the business provides specialized cleaning of fine oriental rugs. First, set up a new QuickBooks company file for Villa Floor & Carpet using the EasyStep Interview. Then create the Customer list, Vendor list, and the Item list for the new company with the information provided.

**Prerequisite, Corequisite, and Advisory Check List
as per Matriculation Regulations**

Department:

Course Number: Acctg/CIS 35

Full Course Title: QuickBooks

Up to 35 characters including spaces

Prerequisite Course Number and Title: CIS 1 OR CIS 4

Course Numbers of other prerequisites, corequisites, and advisories also required for this course

Please note that a separate sheet is required for each prerequisite, corequisite, or advisory

Number:

Name:

SECTION 1 - CONTENT REVIEW

Check items 1-9 below. If any criterion is not met, the prerequisite will be disallowed.

Criterion

Copy and paste where appropriate)

	Met	Not Met
1. Faculty with appropriate expertise have been involved in the determination of the prerequisite, corequisite or advisory.	x	[]
2. The department in which the course is (will be) taught has considered course objectives in accordance with accreditation standards.	x	[]
3. Selection of this prerequisite, corequisite or advisory is based on tests, the type and number of examinations, and grading criteria.	x	[]
4. Selection of this prerequisite, corequisite or advisory is based on a detailed course syllabus and outline of record, related instructional materials and course format.	x	[]
5. The body of knowledge and/or skills which are necessary for success before and/or concurrent with enrollment have been specified in writing.	x	[]
6. The course materials presented in this prerequisite or corequisite have been reviewed and determined to teach knowledge or skills needed for success in the course requiring this prerequisite.	x	[]
7. The body of knowledge and/or skills necessary for success in the course have been matched with the knowledge and skills developed by the prerequisite, corequisite or advisory.	x	[]
8. The body of knowledge and/or skills taught in the prerequisite are not an instructional unit of the course requiring the prerequisite.	x	[]
9. Written documentation that steps 1 to 8 above have been taken is readily available in departmental files.	x	[]

SECTION II - ADDITIONAL LEVEL OF SCRUTINY

In addition to the affirmation of content review listed in section I, an additional level of scrutiny is also required. The level of scrutiny depends on which type of prerequisite is involved. There are six types and each is listed below. Please identify which one is being used to justify the proposed prerequisite. The additional level of scrutiny corresponding to each type of prerequisite is identified on the back side of this sheet.

Type 1: Standard Prerequisite.

Type 2: Sequential within and across disciplines

Type 3: Courses in communication or computational skills as prerequisites for courses other than another skills course.

Type 4: Program prerequisites.

Type 5: Health and Safety.

Type 6: Recency and other measures of readiness (miscellaneous).

ENTRANCE SKILLS FOR CIS 35

- A. Demonstrate the ability to download and install programs to the computer
- B. Demonstrate a clear understanding of Windows File Management system by saving and retrieving files from different drives.
- C. Demonstrate an understanding of the operational concepts of current browsers (Internet Explorer and Firefox)
- D. Explain what file compression is; use a decompression program to compress and decompress a file
- E. Find and research various online resources
- F. Create, Reply, and Forward e-mails with attachment
- G. Create and save files in Microsoft Word and Excel.

EXIT SKILLS FOR CIS 1 or CIS 4

- 1. Demonstrate the ability to download and install programs to the computer
- 2. Demonstrate a clear understanding of Windows File Management system by saving and retrieving files from different drives.
- 3. Demonstrate an understanding of the operational concepts of current browsers (Internet Explorer and Firefox)
- 4. Explain what file compression is; use a decompression program to compress and decompress a file
- 5. Find and research various online resources
- 6. Create, Reply, and Forward e-mails with attachment
- 7. Create and save files in Microsoft Word and Excel.

EXIT SKILLS FOR CIS 1 OR CIS 4

ENTRANCE SKILLS FOR CIS 35

	A	B	C	D	E	F	G
1	X						
2		X					
3			X				
4				X			
5					X		
6						X	
7							X

ENTRANCE SKILLS FOR CIS 35

- H. Demonstrate the ability to analyze and classify chart of accounts and business transactions
- I. Demonstrate an understanding of the basic bookkeeping principles and practices and the use of records
- J. Demonstrate a clear understanding of interpreting financial data for service and merchandising businesses using financial statements or any financial report
- K. Demonstrate the ability to prepare full set of books pertaining to a small business enterprise
- L. Demonstrate an understanding of the tax aspect that affects small business
- M. Demonstrate the ability to prepare employee payroll checks, reconcile the bank reconciliations, and record adjusting entries

EXIT SKILLS FOR ACCTG 1 or ACCTG 21

- 8. Demonstrate the ability to analyze and classify chart of accounts and business transactions
- 9. Demonstrate an understanding of the basic bookkeeping principles and practices and the use of records
- 10. Demonstrate a clear understanding of interpreting financial data for service and merchandising businesses using financial statements or any financial report
- 11. Demonstrate the ability to prepare full set of books pertaining to a small business enterprise
- 12. Demonstrate an understanding of the tax aspect that affects small business
- 13. Demonstrate the ability to prepare employee payroll checks, reconcile the bank reconciliations, and record adjusting entries

EXIT SKILLS FOR ACCTG 1 OR ACCTG 21

ENTRANCE SKILLS FOR CIS 35

	A	B	C	D	E	F
1	X					
2		X				
3			X			
4				X		
5					X	
6						X