September 11, 2008

Karen Walters Dunlap  
Vice President, Instruction  
Modesto Junior College  
435 College Ave.  
Modesto, CA 95350

Dear Dr. Dunlap:

The Chancellor’s Office hereby approves Modesto Junior College’s request to revise the Associate in Arts degree in General College to comply with Title 5 §55063 (a). The revised associate degree programs with areas of emphasis have been entered into the Inventory of Approved and Projected Programs without transfer status as follows:

<table>
<thead>
<tr>
<th>Degree – Area of Emphasis Title</th>
<th>T.O.P. code</th>
<th>Unique Code</th>
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</thead>
<tbody>
<tr>
<td>General Studies: Natural Sciences</td>
<td>4902.00</td>
<td>18599</td>
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<tr>
<td>General Studies: Language and Rationality</td>
<td>4901.00</td>
<td>18600</td>
</tr>
<tr>
<td>General Studies: Social &amp; Behavioral Sciences</td>
<td>4901.00</td>
<td>18601</td>
</tr>
<tr>
<td>General Studies: Humanities</td>
<td>4903.00</td>
<td>18602</td>
</tr>
</tbody>
</table>

Please note that T.O.P. codes have been assigned to be consistent with similar degrees at other community colleges. The existing degree, unique code 06712, has been marked inactive in the inventory.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor’s Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. These programs are not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with these programs. If there are any questions about our action, please contact Stephanie Low, Specialist in Academic Affairs, at (916) 322-6888, fax (916) 445-6268, or e-mail to lows@cccco.edu.

Sincerely,

[Signature]

Vice Chancellor Carole Bogue-Feinour  
California Community Colleges, Chancellor’s Office  
Academic Affairs Division

Cc: Letitia Senechal, Curriculum Specialist  
    J. Arturo Reyes  
    Stephanie Low
September 16, 2008

Karen Walters Dunlap
Vice President, Instruction
Modesto Junior College
435 College Ave.
Modesto, CA 95350

Dear Dr. Dunlap:

The Chancellor’s Office hereby approves Modesto Junior College’s request to revise the Associate in Arts degree in Foreign Language to comply with Title 5 §55063 (a). The revised degree with an area of emphasis in Language Studies has been entered into the Inventory of Approved and Projected Programs under T.O.P. code 1101.00, with transfer status and with unique program code 18646.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor’s Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program. If there are any questions about this action, please contact Stephanie Low at (916) 322-6888, fax (916) 445-6268, or e-mail to lows@cccco.edu.

Sincerely,

Vice Chancellor Carole Bogue-Feinour
California Community Colleges, Chancellor’s Office
Academic Affairs Division

Cc: Letitia Senechal, Curriculum Specialist
    J. Arturo Reyes
    Stephanie Low
GERM 103 - German 3

Action Type: Course Inactivation

Effective:

Primary Author: Gabriele Steiner

Other Author(s):

CC Representative Approval By:

CC Staff Review By:

Division Dean Approval By:

Rationale for Course Action

This course has not been offered in many years for lack of enrollment.

Transfer and GE Status

CSU Transfer: Requested
UC Transfer: Requested

Course Data Elements

Credit Type: Requested
Credit Sub-Type: Requested
TOP Code: SAM Code: E State Classification: A
Open Entry/Open Exit: No Work Experience: Not Defined

Instructor Load

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<tr>
<th>Course</th>
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<th>Override Load</th>
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Material Fees

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<tr>
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</table>

These materials are related to the Student Learning Goals for the course because:

These items have continuing value because:

If the district is NOT the only source of these materials, explain why the students have to pay a fee to the district rather than supply the materials themselves. (Cost savings? Health/Safety? Consistency/Uniformity?)
Enrollment Restrictions & Advisories

Prerequisite: GERM 102
I. COURSE OVERVIEW
The following information is what will appear in the MJC 2008-2009 Catalog.

GERM 103 - German 3 4 Unit(s)

Review of German grammar; reading and conversational practice. Includes reading and discussion in German of selections from literary works of German writers. Also open by petition to students with three years of high school German. See Petitions Office, Morris Building 105.

Course is not repeatable Field trips may be required.

Transfer to CSU and UC.

II. LEARNING CONTENT
Given the following learning context, the student who satisfactorily completes this course should be able to achieve the goals specified in section III: Desired Learning.

1. COURSE CONTENT

A. REQUIRED
   A. Grammatical structures
      1. Review of and continued practice with forms studied in German 101 and German 102
   B. Pronunciation
   C. Aural comprehension
   D. Reading and vocabulary study, including selections from German literary works
   E. Major idiomatic expressions
   F. Important aspects of German culture *

B. RECOMMENDED

2. ENROLLMENT RESTRICTIONS
   1. PREREQUISITE(S):
      • GERM 102: German 2 with a minimum grade of C or better or equivalent.

3. HOURS OF INSTRUCTION PER TERM
4. TYPICAL METHODS OF INSTRUCTION

Instructors of this course might conduct the course using the following methods:
1. pronunciation drills and exercises (language lab),
2. oral drill of grammatical structures to be learned or reviewed (lab),
3. listening comprehension exercises and dictation,
4. oral reading of German literature and enacting of dialogues,
5. less-controlled oral communicative activities: e.g.: simulated conversations, role-play improvisations, response to questions, enacting student-written dialogues, directed class discussion,
6. reading German texts appropriate to their vocabulary and knowledge of grammatical structure,
7. written exercises for study and review of grammatical structures and vocabulary,
8. less-controlled written communicative activities: e.g.: written response to reading questions, writing of original dialogues, expression of ideas or information in response to questions or other stimulus,
9. discussion (written or oral) in German of aspects of German culture and contrast with their own culture. Whenever possible, students' understanding of German culture will be fostered through reading and discussions in the German language. Very little if any explanation or discussion is done in English at this level, *
10. quizzes and examinations.
11. analyze their own experience, identifying aspects of their culture and language which differ from those of the German culture and language, *
12. draw conclusions and make generalizations about aspects of their culture and language which differ from those of the German culture and language, *
13. evaluate the truth, accuracy, and appropriateness of their own conclusions and generalizations or those of other people.

5. TYPICAL ASSIGNMENTS

6. TEXTS AND OTHER READINGS


III. DESIRED LEARNING

A. COURSE GOAL

As a result of satisfactory completion of this course, the student should be prepared to:

B. STUDENT LEARNING GOALS

Mastery of the following learning goals will enable the student to achieve the overall course goal.
REQUIRED LEARNING GOALS

Upon satisfactory completion of this course, the student will be able to:

1. identify the meanings of German words, phrases, and idioms encountered in course exercises (demonstrate recognition by appropriate use of lexical item, appropriate response, or by translation or matching to English equivalent),
2. name and write with correct spelling the principal parts of irregular verbs encountered in course, 3. name and write with correct spelling the forms of articles; possessive, interrogative, and demonstrative adjectives; pronouns; and nouns,
4. identify names of major landmarks and regions in German, names of persons and events of historical or cultural importance, 5. comprehend spoken German within the scope of their vocabulary and knowledge of grammatical structure.

Students will comprehend brief lectures or remarks made by the instructor in German regarding the readings and the comments in German of other students in class discussions of the reading (demonstrate comprehension through appropriate action or response in German.),
6. comprehend spoken German within the scope of their vocabulary and knowledge of grammatical structure.

Students will comprehend brief lectures or remarks made by the instructor in German regarding the readings and the comments in German of other students in class discussions of the reading (demonstrate comprehension through appropriate action or response in German.),
7. speak understandable German making appropriate responses to questions or statements in class recitation, oral testing, simulated conversations or class discussion (in controlled situations within the scope of their vocabulary and knowledge of grammatical structure)
8. read German texts (including literary works) within the scope of their vocabulary and knowledge of grammatical structure with comprehension. Students will be able to read with comprehension selections from German fiction and poetry (demonstrate comprehension by appropriate response to questions.),
9. in class discussion express generalizations and inferences about reading and justify or explain their ideas by appropriate reference to the text,
10. write understandable German within the scope of their vocabulary and knowledge of grammatical structure avoiding excessive errors in spelling or grammatical form. In response to questions about reading, students will be able to draw and state inferences or other generalizations and defend them in written German by appropriate reference to the text,
11. distinguish between correct and incorrect grammatical form in German sentences and phrases (within the scope of their vocabulary and knowledge of grammatical structure),
12. analyze from their own experience and knowledge aspects of their culture that differ significantly from German culture (demonstrate analysis by drawing conclusions and making generalizations in writing or in class discussion.).

IV. METHODS OF MEASURING STUDENT PROGRESS

A. FORMATIVE ASSESSMENT:

B. SUMMATIVE ASSESSMENT:

1. Oral quizzes and examinations of their command of grammatical structures, vocabulary, and pronunciation.
2. Written quizzes and examinations of their command of grammatical structures, vocabulary, and spelling.
3. Proficiency demonstrated by students in written homework or class exercises.
4. Proficiency in communication as observed by the instructor in the course of class recitation and other exercises.
5. Quizzes testing aural comprehension of spoken German.
6. Essay questions written in German requiring expression of insight into German language and culture.
Proposal Impact

GERM 103 German 3
**Course Inactivation**
Gabriele Steiner

Courses

1. GERM 104 *Launched*
2. GERM 104 *Active*

Cross Listed Courses

Programs
Modesto Junior College
GERM 104 Course Data Summary Report

GERM 104 - German 4
Action Type: Course Inactivation
Effective:
Primary Author: Gabriele Steiner
Other Author(s):
CC Representative Approval By:
CC Staff Review By:
Division Dean Approval By:

4 Units

Rationale for Course Action
Please note: I would like to INACTIVATE this course and NOT delete it; however, CuricuNET is currently not set up that way and it will therefore show up as a "delete" until the system is fixed. Also, this inactivation regards both German 103 (submitted=deleted=inactivated 9/23) and 104.

Transfer and GE Status
CSU Transfer: Requested
UC Transfer: Requested

Course Data Elements
Credit Type: Requested
Credit Sub-Type: Requested
TOP Code: SAM Code: E State Classification: A
Open Entry/Open Exit: No Work Experience: Not Defined

Instructor Load

<table>
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<tr>
<th>Course</th>
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<th>Number of Hours</th>
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<th>Override Load</th>
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<td>0%</td>
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</tbody>
</table>

Material Fees

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
</table>

These materials are related to the Student Learning Goals for the course because:

These items have continuing value because:

If the district is NOT the only source of these materials, explain why the students have to pay a fee to the district rather than supply the materials themselves. (Cost savings? Health/Safety? Consistency/Uniformity?)
Enrollment Restrictions & Advisories

Prerequisite: GERM 103
GERM 104 Course Outline

Effective Date: 10/01/2008

I. COURSE OVERVIEW
The following information is what will appear in the MJC 2008-2009 Catalog.

GERM 104 - German 4
4 Unit(s)

Continuation of German 103. Includes reading and discussion in German of literary works of German writers. Also open by petition to students with four years of high school German. See Petitions Office, Morris Building 105.

Course is not repeatable Field trips may be required.

Transfer to CSU and UC.

II. LEARNING CONTENT
Given the following learning context, the student who satisfactorily completes this course should be able to achieve the goals specified in section III: Desired Learning.

1. COURSE CONTENT

A. REQUIRED
   A. Review of and continued practice with grammatical structures studied in the first three semesters
   B. Pronunciation
   C. Aural comprehension
   D. Reading and vocabulary study including German literary works
   E. Major idiomatic expressions
   F. Important aspects of German culture *

B. RECOMMENDED

2. ENROLLMENT RESTRICTIONS
   1. PREREQUISITE(S):
      ● GERM 103: German 3 with a minimum grade of C or better or equivalent.

3. HOURS OF INSTRUCTION PER TERM

<table>
<thead>
<tr>
<th></th>
<th>Units</th>
<th>Hours</th>
<th>Load</th>
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</thead>
<tbody>
<tr>
<td>4 Units</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. TYPICAL METHODS OF INSTRUCTION

Instructors of this course might conduct the course using the following methods:
1. pronunciation drills and exercises (language lab),
2. oral drill of grammatical structures to be reviewed (lab),
3. listening comprehension exercises and dictation,
4. oral reading of German literature and enacting of dialogues,
5. less-controlled oral communicative activities: e.g.: simulated conversations, role-play improvisations, response to questions, enacting student-written dialogues, directed class discussion,
6. reading German texts appropriate to their vocabulary and knowledge of grammatical structure,
7. written exercises for study and review of grammatical structures and vocabulary,
8. less-controlled written communicative activities: e.g.: written response to reading questions, writing of original dialogues, expression of ideas or information in response to questions or other stimulus,
9. discussion (written or oral) in German of aspects of German culture and contrast with their own culture. Whenever possible, students' understanding of German culture will be fostered through reading and discussions in the German language. Very little, if any, explanation or discussion is done in English at this level, *
10. quizzes and examinations.
11. analyze their own experience, identifying aspects of their culture and language which differ from those of the German culture and language, *
12. draw conclusions and make generalizations about aspects of their culture and language which differ from those of the German culture and language, *
13. evaluate the truth, accuracy, and appropriateness of their own conclusions and generalizations or those of other people.

5. TYPICAL ASSIGNMENTS

6. TEXTS AND OTHER READINGS


III. DESIRED LEARNING

A. COURSE GOAL

As a result of satisfactory completion of this course, the student should be prepared to:

B. STUDENT LEARNING GOALS

Mastery of the following learning goals will enable the student to achieve the overall course goal.

REQUIRED LEARNING GOALS

Upon satisfactory completion of this course, the student will be able to:
1. identify the meanings of German words, phrases, and idioms encountered in course exercises (demonstrate recognition by appropriate use of lexical item, appropriate response, or by translation or matching to English equivalent), 2. name and write with correct spelling the principal parts of irregular verbs encountered in course, 3. name and write with correct spelling the forms of articles; possessive, interrogative, and demonstrative adjectives; pronouns; and nouns, 4. identify names of major landmarks and regions in Germany, names of persons and events of historical or cultural importance, 5. comprehend spoken German within the scope of their vocabulary and knowledge of grammatical structure. Students will comprehend brief lectures or remarks made by the instructor in German regarding the readings and the comments in German of other students in class discussions of the reading (demonstrate comprehension through appropriate action or response in German.), 6. speak German words and sentences with an understandable pronunciation approximating the vowel/consonant sounds and intonation of a native speaker of German. Students' fluency and accuracy of pronunciation will be superior to those of first year students, 7. speak understandable German making appropriate responses to questions or statements in class recitation, oral testing, simulated conversations or class discussion (in controlled situations within the scope of their vocabulary and knowledge of grammatical structure), 8. read German texts (including literary works) within the scope of their vocabulary and knowledge of grammatical structure with comprehension. Students will be able to read with increased comprehension selections from German literature (demonstrate comprehension by appropriate response to questions in German.), 9. in class discussion express generalizations and inferences about reading and justify or explain their ideas by appropriate reference to the text, 10. write understandable German within the scope of their vocabulary and knowledge of grammatical structure avoiding excessive errors in spelling or grammatical form. In response to questions about reading of literary works, students will be able to draw and state inferences or other generalizations and defend them in written German by appropriate reference to the text, 11. distinguish between correct and incorrect grammatical from in German sentences and phrases (within the scope of their vocabulary and knowledge of grammatical structure), 12. analyze from their own experience and knowledge aspects of their culture that differ significantly from German culture (demonstrate analysis by drawing conclusions and making generalizations in writing or in class discussion.).

IV. METHODS OF MEASURING STUDENT PROGRESS

A. FORMATIVE ASSESSMENT:

B. SUMMATIVE ASSESSMENT:

1. Oral quizzes and examinations of their command of grammatical structures, vocabulary, and pronunciation.
2. Written quizzes and examinations of their command of grammatical structures, vocabulary, and spelling.
3. Proficiency demonstrated by students in written homework or class exercises.
4. Proficiency in communication as observed by the instructor in the course of class recitation and other exercises.
5. Quizzes testing aural comprehension of spoken German.
6. Essay questions written in German requiring expression of insight into German language and culture.
Proposal Impact

GERM 104 German 4
**Course Inactivation**
Gabriele Steiner

Courses

Cross Listed Courses

Programs
MATH 47 - Skills for Success in Elementary Algebra  
2 Units

Action Type: Course Inactivation
Effective:
Primary Author: Michael Adams
Other Author(s):
CC Representative Approval By:
CC Staff Review By:
Division Dean Approval By:

Rationale for Course Action
Course will be replaced by a new course starting in Summer ’09.

Transfer and GE Status

Course Data Elements
Credit Type: Requested
Credit Sub-Type: Requested
TOP Code: SAM Code: State Classification: C
Open Entry/Open Exit: No Work Experience: Not Defined

Instructor Load

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Material Fees

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These materials are related to the Student Learning Goals for the course because:

These items have continuing value because:

If the district is NOT the only source of these materials, explain why the students have to pay a fee to the district rather than supply the materials themselves. (Cost savings? Health/Safety? Consistency/Uniformity?)

Enrollment Restrictions & Advisories
Prerequisite: MATH 20

Printed 10/1
Curriculum Committee Agenda - 07 Oct 2008
I. COURSE OVERVIEW

The following information is what will appear in the MJC 2008-2009 Catalog.

MATH 47 - Skills for Success in Elementary Algebra 2 Unit(s)

Designed to provide further practice on basic skills needed for success in elementary algebra, in particular, for students who are weak in prerequisite skills and/or who have failed Math 70.

NOTE: Math 47 DOES NOT serve as a prerequisite to Math 90.

Course is not repeatable Field trips are not required.

II. LEARNING CONTENT

Given the following learning context, the student who satisfactorily completes this course should be able to achieve the goals specified in section III: Desired Learning.

1. COURSE CONTENT

A. REQUIRED

A. Integers
   1. Arithmetic Operations with Integers
   2. Order of Operations
   3. Applications

B. Fractions
   1. Arithmetic Operations with Fractions
   2. Applications

C. Equations: Solving Linear Equations and Checking Solutions

D. Formulas
   1. Evaluate formulas for given values
   2. Solve a formula for a variable
   3. Applications
E. Applied Geometry
1. Perimeter
2. Area
3. Volume
4. Angles
5. Pythagorean Theorem

F. Graphing
1. Plotting Points
2. Graphing Lines

G. Factoring
1. Factor Out the Greatest Common Factor
2. Factor by Grouping
3. Factoring Trinomials
4. Factor Differences of Squares and Sums and Differences of Cubes

B. RECOMMENDED

2. ENROLLMENT RESTRICTIONS

1. PREREQUISITE(S):
   - MATH 20: Pre-Algebra with a minimum grade of C or better or placement for Math 70 by the MJC assessment process

3. HOURS OF INSTRUCTION PER TERM

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<tr>
<td>Disc</td>
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</tbody>
</table>

4. TYPICAL METHODS OF INSTRUCTION
   Instructors of this course might conduct the course using the following methods:
   1. Class will be conducted in a computer lab.
   2. Students will be evaluated and assigned topics for review.
   3. Computer software will present content, demonstrate correct techniques, and lead students through a collection of on-line exercises. Further homework assignments and worksheets will reinforce the concepts learned.
   4. Instructor and aides will assist students in mastering course material.
   5. Work through assigned content material on-line.
   6. Complete regularly assigned exercises and/or worksheets as homework.
   7. Complete appropriate review sheets before each exam.

5. TYPICAL ASSIGNMENTS

6. TEXTS AND OTHER READINGS
A. ALEKS: (Assessment and LEarning in Knowledge Spaces) (an artificial intelligence-based system for individualized math learning available via the World Wide Web) McGraw Hill Publisher

III. DESIRED LEARNING

A. COURSE GOAL

As a result of satisfactory completion of this course, the student should be prepared to:

B. STUDENT LEARNING GOALS

Mastery of the following learning goals will enable the student to achieve the overall course goal.

REQUIRED LEARNING GOALS

Upon satisfactory completion of this course, the student will be able to:

1. add, subtract, multiply, and divide with integers, decimals, and fractions. 2. solve linear equations. 3. effectively use formulas. 4. solve applied geometry problems involving perimeter, area, volume, and angles. 5. plot points and graph lines. 6. correctly factor a variety of polynomials using appropriate techniques.

IV. METHODS OF MEASURING STUDENT PROGRESS

A. FORMATIVE ASSESSMENT:

B. SUMMATIVE ASSESSMENT:

1. Scores earned in on-line content modules
2. Quizzes
3. Written mid-term exams
4. Written final exam
Proposal Impact

MATH 47 Skills for Success in Elementary Algebra
**Course Inactivation**
Michael Adams

Courses

Cross Listed Courses

Programs
Modesto Junior College
MATH 49 Course Data Summary Report

MATH 49 - Skills for Success in Intermediate Algebra
Action Type: Course Inactivation
Effective:
Primary Author: Michael Adams
Other Author(s):
CC Representative Approval By:
CC Staff Review By:
Division Dean Approval By:

Rationale for Course Action
Course will be replaced with a new course starting in Summer ’09

Transfer and GE Status

Course Data Elements
Credit Type: Requested
Credit Sub-Type: Requested
TOP Code: SAM Code: State Classification:
Open Entry/Open Exit: No Work Experience: Not Defined

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These items have continuing value because:

If the district is NOT the only source of these materials, explain why the students have to pay a fee to the district rather than supply the materials themselves. (Cost savings? Health/Safety? Consistency/Uniformity?)

Enrollment Restrictions & Advisories
Prerequisite: MATH 70 MATH 71 or MATH 72 or MATH 90 or

Printed 10/1
Curriculum Committee Agenda - 07 Oct 2008
I. COURSE OVERVIEW
The following information is what will appear in the MJC 2008-2009 Catalog.

MATH 49 - Skills for Success in Intermediate Algeb 2 Unit(s)

Designed to provide further practice on basic skills needed for success in intermediate algebra, in particular, for students who are weak in prerequisite skills and/or who have failed Math 90.

NOTE: Math 49 DOES NOT serve as a prerequisite to transferable mathematics courses.

Course is not repeatable Field trips are not required.

II. LEARNING CONTENT
Given the following learning context, the student who satisfactorily completes this course should be able to achieve the goals specified in section III: Desired Learning.

1. COURSE CONTENT

A. REQUIRED

A. Properties and Operations of Real Numbers

B. Linear Equations, Graphing, and Inequalities
1. Simplifying Expressions
2. Solving Equations
3. Solving and Graphing Inequalities

C. Exponents and Radicals
1. Simplifying Expressions
2. Solving Equations with Radicals
3. Rationalizing Denominators

D. Polynomials
1. Arithmetic Operations
2. Factoring
3. Solving Equations Using the Factoring Method

E. Rational Expressions
1. Arithmetic Operations
2. Complex Fractions
3. Solving Equations with Rational Expressions
4. Applied Problems

F. Linear Equations in Two Variables
1. Graphing Lines
2. Slope of a Line
3. Write and Equation of a Line
4. Graph Linear Inequalities

G. Systems of Linear Equations
1. Solve by Graphing
2. Solve by the Substitution Method
3. Solve by the Addition/Elimination Method
4. Applied Problems

H. Quadratic Equations
1. Solve by the Square Root Method
2. Solve by Completing the Square
3. Solve by the Quadratic Formula

B. RECOMMENDED

2. ENROLLMENT RESTRICTIONS
1. PREREQUISITE(S):
   ● MATH 70: Elementary Algebra with a minimum grade of C or better
   ● MATH 71: Elementary Algebra 1 with a minimum grade of C or better or
   ● MATH 72: Elementary Algebra 2 with a minimum grade of C or better or
   ● MATH 90: Intermediate Algebra with a minimum grade of C or better
   placement by the MJC assessment process or

3. HOURS OF INSTRUCTION PER TERM

<table>
<thead>
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<tbody>
<tr>
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<td>Units</td>
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<tr>
<td>Lab</td>
<td></td>
</tr>
<tr>
<td>Disc</td>
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</table>

4. TYPICAL METHODS OF INSTRUCTION
Instructors of this course might conduct the course using the following methods:
1. Class will be conducted in a computer lab.
2. Students will be evaluated and assigned topics for review.
3. Computer software will present content, demonstrate correct techniques, and lead students through a collection of on-line exercises. Further homework assignments and worksheets will reinforce the concepts learned.
4. Instructor and aides will assist students in mastering course material.
5. Work through assigned content material on-line.
6. Complete regularly assigned exercises and/or worksheets as homework.
7. Complete appropriate review sheets before each exam.

5. TYPICAL ASSIGNMENTS

6. TEXTS AND OTHER READINGS
   A. ALEKS: (Assessment and LEarning in Knowledge Spaces) (an artificial intelligence-based system for individualized math learning available via the World Wide Web) McGraw Hill Publisher

III. DESIRED LEARNING
   A. COURSE GOAL
      As a result of satisfactory completion of this course, the student should be prepared to:

   B. STUDENT LEARNING GOALS
      Mastery of the following learning goals will enable the student to achieve the overall course goal.

   REQUIRED LEARNING GOALS
      Upon satisfactory completion of this course, the student will be able to:
      1. add, subtract, multiply, and divide with integers, decimals, and fractions. 2. identify properties and sets of real numbers. 3. simplify algebraic expressions, including radicals. 4. solve linear equations and inequalities. 5. solve quadratic equations and inequalities by factoring. 6. correctly use formulas. 7. solve applied geometry problems involving perimeter, area, volume, and angles. 8. factor polynomials. 9. graph lines. 10. find the slope of a line. 11. write equations of lines. 12. solve applied problems. 13. solve systems of linear equations and linear inequalities.

IV. METHODS OF MEASURING STUDENT PROGRESS
   A. FORMATIVE ASSESSMENT:

   B. SUMMATIVE ASSESSMENT:
      1. Scores earned in on-line content modules
      2. Quizzes
      3. Written mid-term exams
Proposal Impact

MATH 49 Skills for Success in Intermediate Algebra
**Course Inactivation**
Michael Adams

Courses

Cross Listed Courses

Programs
Modesto Junior College
BUSAD 201 Course Data Summary Report

BUSAD 201 - Financial Accounting
Action Type: Course Revision Major
Effective:
Primary Author: Linda Kropp
Other Author(s):
CC Representative Approval By:
CC Staff Review By:
Division Dean Approval By:

Rationale for Course Action

Transfer and GE Status
CSU Transfer: Requested
UC Transfer: Requested

Course Data Elements
Credit Type: Requested
Credit Sub-Type: Requested
TOP Code: SAM Code: C  State Classification: I
Open Entry/Open Exit: No  Work Experience: No

Instructor Load

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<tr>
<th>Course</th>
<th>Type of Hours</th>
<th>Number of Hours</th>
<th>Faculty Load</th>
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<tr>
<td>Total</td>
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Material Fees

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<th>Item Name</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
</table>

These materials are related to the Student Learning Goals for the course because:

These items have continuing value because:

If the district is NOT the only source of these materials, explain why the students have to pay a fee to the district rather than supply the materials themselves. (Cost savings? Health/Safety? Consistency/Uniformity?)

Enrollment Restrictions & Advisories

Printed 10/1
Advisory: BUSAD 310 and ENGL 101 and
I. COURSE OVERVIEW
The following information is what will appear in the MJC 2008-2009 Catalog.

BUSAD 201 - Financial Accounting 4 Unit(s)

Explores what financial accounting is, why it is important, and how it is used by investors and creditors to make decisions; focusing on a preparer approach. Covers the accounting information system and the recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the classified financial statements, and statement analysis. Includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls and ethics. A-F and CR/NC. Approved for online, hybrid, and telecourse instruction. Applicable to the Associate Degree. Transfer to CSU and UC.

Course is not repeatable Field trips are not required.

Transfer to CSU and UC.

II. LEARNING CONTENT
Given the following learning context, the student who satisfactorily completes this course should be able to achieve the goals specified in section III: Desired Learning.

1. COURSE CONTENT

A. REQUIRED
1. Introduction to accounting concepts and principles and its uses.
2. Accounting cycle.
3. Cash and accrual accounting.
4. Internal controls, including coverage of Sarbanes-Oxley.
5. Financial reporting rules and disclosures.
6. Current assets.
8. Long-term assets.
10. Stockholders' equity and reporting requirements.
11. Measuring cash flow.
12. Financial statements and statement analysis.
13. Ethical issues.

B. RECOMMENDED

2. ENROLLMENT RESTRICTIONS

3. HOURS OF INSTRUCTION PER TERM

<table>
<thead>
<tr>
<th>Units</th>
<th>Hours</th>
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4. TYPICAL METHODS OF INSTRUCTION

Instructors of this course might conduct the course using the following methods:
1. Lecture, discussions, or other presentations, which develop theoretical concepts.
3. Demonstrations of application of accounting theory to specific problems.
4. Homework assignments and/or in-class exercises require students to analyze a given problem, select an appropriate procedure to solve the problem, apply the procedure, and evaluate the adequacy of both the result of the procedure and the procedure itself.
5. Weekly homework assignments (hand-written or computer assisted using but not limited to Microsoft Excel or Accounting Software) of no less than 5 problems and/or exercises. (9-12 hours per week)
6. Discussion and analysis of common ethical issues found in accounting and business environments for each chapter. (1-3 hours per week)

5. TYPICAL ASSIGNMENTS

Quantity: Hours spent on assignments in addition to hours of instruction (lecture hours)

A. Weekly homework assignments (hand-written or computer assisted using but not limited to Microsoft Excel or Accounting software) of no less than 5 problems and/or exercises.
B. Discussion and analysis of common ethical issues found in accounting and business environments for each chapter.

Quality: Assignments require the appropriate level of critical thinking.
Homework assignments and/or in-class exercises require students to analyze a given problem, select an appropriate procedure to solve the problem, apply the procedure, and evaluate the adequacy of both the result of the procedure and the procedure itself.

A. Compare and contrast the cash versus accrual basis of accounting.
B. Analyze the following transactions. Journalize and post to appropriate ledger accounts. Complete a trial balance.

6. TEXTS AND OTHER READINGS

B. Several comparable texts are available. This edition will be updated for Fall 2009.

III. DESIRED LEARNING

A. COURSE GOAL

As a result of satisfactory completion of this course, the student should be prepared to:
complete the accounting cycle for a sole-proprietorship or corporation, prepare financial statements, and analyze these transactions and statements to make informed financial business decisions.

B. STUDENT LEARNING GOALS

Mastery of the following learning goals will enable the student to achieve the overall course goal.

REQUIRED LEARNING GOALS

Upon satisfactory completion of this course, the student will be able to:

1. Explain the nature and purpose of generally accepted accounting principles (GAAP);

A. FORMATIVE ASSESSMENT:

- Tests and/or quizzes given at regular intervals throughout the semester to include problem solving exercises, interpretations, applications and/or essay question(s).
- Assigned homework
- Practice set of comprehensive problem(s)

All of the above require students to:

a. Demonstrate skill in performing accounting techniques
b. Demonstrate a knowledge of accounting vocabulary
c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

B. SUMMATIVE ASSESSMENT:

- 1. Final Examination which requires students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.
2. Explain and apply the components of the conceptual framework for financial accounting and reporting, including the qualitative characteristics of accounting information, the assumptions underlying accounting, the basic principles of financial accounting, and the constraints and limitation on accounting information;

A. FORMATIVE ASSESSMENT:
- Tests and/or quizzes given at regular intervals throughout the semester to include problem solving exercises, interpretations, applications and/or essay question(s).
- Assigned homework
- Practice set of comprehensive problem(s)
- All of the above require students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

B. SUMMATIVE ASSESSMENT:
- Final Examination which requires students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

3. Define and use accounting and business terminology;

A. FORMATIVE ASSESSMENT:
- Tests and/or quizzes given at regular intervals throughout the semester to include problem solving exercises, interpretations, applications and/or essay question(s).
- Assigned homework
- Practice set of comprehensive problem(s)
- All of the above require students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

B. SUMMATIVE ASSESSMENT:
- Final Examination which requires students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.
4. Explain what an accounting system is and how it is designed to satisfy the needs of specific businesses; summarize the purpose of a journal and a ledger;

A. FORMATIVE ASSESSMENT:
- Tests and/or quizzes given at regular intervals throughout the semester to include problem solving exercises, interpretations, applications and/or essay question(s).
- Assigned homework
- Practice set of comprehensive problem(s)
- All of the above require students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

B. SUMMATIVE ASSESSMENT:
- 1. Final Examination which requires students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

5. Apply transaction analysis, input transactions into the accounting system, process this input, and prepare and interpret the four basic financial statements;

A. FORMATIVE ASSESSMENT:
- Tests and/or quizzes given at regular intervals throughout the semester to include problem solving exercises, interpretations, applications and/or essay question(s).
- Assigned homework
- Practice set of comprehensive problem(s)
- All of the above require students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

B. SUMMATIVE ASSESSMENT:
- 1. Final Examination which requires students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.
6. Distinguish between cash basis and accrual basis accounting and their impact on the financial statements, including the matching principle;

   A. FORMATIVE ASSESSMENT:
   - Tests and/or quizzes given at regular intervals throughout the semester to include problem solving exercises, interpretations, applications and/or essay question(s).
   - Assigned homework
   - Practice set of comprehensive problem(s)
   - All of the above require students to:
     a. Demonstrate skill in performing accounting techniques
     b. Demonstrate a knowledge of accounting vocabulary
     c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

   B. SUMMATIVE ASSESSMENT:
   - 1. Final Examination which requires students to:
     a. Demonstrate skill in performing accounting techniques
     b. Demonstrate a knowledge of accounting vocabulary
     c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

7. Identify and illustrate how the principles of internal controls are used to manage and control the firm's resources and minimize risk;

   A. FORMATIVE ASSESSMENT:
   - Tests and/or quizzes given at regular intervals throughout the semester to include problem solving exercises, interpretations, applications and/or essay question(s).
   - Assigned homework
   - Practice set of comprehensive problem(s)
   - All of the above require students to:
     a. Demonstrate skill in performing accounting techniques
     b. Demonstrate a knowledge of accounting vocabulary
     c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

   B. SUMMATIVE ASSESSMENT:
   - 1. Final Examination which requires students to:
     a. Demonstrate skill in performing accounting techniques
     b. Demonstrate a knowledge of accounting vocabulary
     c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.
8. Explaining the content, form, and purpose of the basic financial statements (including footnotes) and the annual report, and how they satisfy the information needs of investors, creditors, and other users;

A. FORMATIVE ASSESSMENT:
- Tests and/or quizzes given at regular intervals throughout the semester to include problem solving exercises, interpretations, applications and/or essay question(s).
- Assigned homework
- Practice set of comprehensive problem(s)
- All of the above require students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

B. SUMMATIVE ASSESSMENT:
- 1. Final Examination which requires students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

9. Explain the nature of current asset issues including measuring and reporting receivables and bad debts, measuring and reporting inventory and cost of goods sold;

A. FORMATIVE ASSESSMENT:
- Tests and/or quizzes given at regular intervals throughout the semester to include problem solving exercises, interpretations, applications and/or essay question(s).
- Assigned homework
- Practice set of comprehensive problem(s)
- All of the above require students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

B. SUMMATIVE ASSESSMENT:
- 1. Final Examination which requires students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.
10. Explain the valuation and reporting of current liabilities, estimated liabilities, and other contingencies;

A. FORMATIVE ASSESSMENT:
- Tests and/or quizzes given at regular intervals throughout the semester to include problem solving exercises, interpretations, applications and/or essay question(s).
- Assigned homework
- Practice set of comprehensive problem(s)
- All of the above require students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

B. SUMMATIVE ASSESSMENT:
- 1. Final Examination which requires students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

11. Identify and illustrate issues relating to long-term asset acquisition, use, depreciation, and disposal;

A. FORMATIVE ASSESSMENT:
- Tests and/or quizzes given at regular intervals throughout the semester to include problem solving exercises, interpretations, applications and/or essay question(s).
- Assigned homework
- Practice set of comprehensive problem(s)
- All of the above require students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

B. SUMMATIVE ASSESSMENT:
- 1. Final Examination which requires students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.
12. Distinguish between capital and revenue expenditures;

A. FORMATIVE ASSESSMENT:
- Tests and/or quizzes given at regular intervals throughout the semester to include problem solving exercises, interpretations, applications and/or essay question(s).
- Assigned homework
- Practice set of comprehensive problem(s)
- All of the above require students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

B. SUMMATIVE ASSESSMENT:
  1. Final Examination which requires students to:
     a. Demonstrate skill in performing accounting techniques
     b. Demonstrate a knowledge of accounting vocabulary
     c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

13. Identify and illustrate issues relating to long-term liabilities including valuation of debt, issuance, and retirement;

A. FORMATIVE ASSESSMENT:
- Tests and/or quizzes given at regular intervals throughout the semester to include problem solving exercises, interpretations, applications and/or essay question(s).
- Assigned homework
- Practice set of comprehensive problem(s)
- All of the above require students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

B. SUMMATIVE ASSESSMENT:
  1. Final Examination which requires students to:
     a. Demonstrate skill in performing accounting techniques
     b. Demonstrate a knowledge of accounting vocabulary
     c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

14. Identify and illustrate issues relating to stockholders' equity including issuance,
repurchase of capital stock, and dividends;

A. FORMATIVE ASSESSMENT:
- Tests and/or quizzes given at regular intervals throughout the semester to include problem solving exercises, interpretations, applications and/or essay question(s).
- Assigned homework
- Practice set of comprehensive problem(s)
- All of the above require students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

B. SUMMATIVE ASSESSMENT:
- 1. Final Examination which requires students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

15. Explain the importance of operating, investing an financing activities reported in the statement of Cash Flows when evaluating solvency and liquidity of the firm;

A. FORMATIVE ASSESSMENT:
- Tests and/or quizzes given at regular intervals throughout the semester to include problem solving exercises, interpretations, applications and/or essay question(s).
- Assigned homework
- Practice set of comprehensive problem(s)
- All of the above require students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

B. SUMMATIVE ASSESSMENT:
- 1. Final Examination which requires students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

16. Interpret company activity, profitability, and liquidity through selection and
application of appropriate financial analysis tools; and

A. FORMATIVE ASSESSMENT:
- Tests and/or quizzes given at regular intervals throughout the semester to include problem solving exercises, interpretations, applications and/or essay question(s).
- Assigned homework
- Practice set of comprehensive problem(s)
- All of the above require students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

B. SUMMATIVE ASSESSMENT:
- 1. Final Examination which requires students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

17. Identify the ethical implication inherent in financial reporting and be able to apply strategies for addressing them.

A. FORMATIVE ASSESSMENT:
- Tests and/or quizzes given at regular intervals throughout the semester to include problem solving exercises, interpretations, applications and/or essay question(s).
- Assigned homework
- Practice set of comprehensive problem(s)
- All of the above require students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

B. SUMMATIVE ASSESSMENT:
- 1. Final Examination which requires students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

18. Record transactions using the double-entry accounting system;
A. FORMATIVE ASSESSMENT:
- Tests and/or quizzes given at regular intervals throughout the semester to include problem solving exercises, interpretations, applications and/or essay question(s).
- Assigned homework
- Practice set of comprehensive problem(s)
- All of the above require students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

B. SUMMATIVE ASSESSMENT:
- 1. Final Examination which requires students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

19. Prepare and post journal entries for the end-of-cycle process including adjusting closing and reversing entries;

A. FORMATIVE ASSESSMENT:
- Tests and/or quizzes given at regular intervals throughout the semester to include problem solving exercises, interpretations, applications and/or essay question(s).
- Assigned homework
- Practice set of comprehensive problem(s)
- All of the above require students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

B. SUMMATIVE ASSESSMENT:
- 1. Final Examination which requires students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

20. Distinguish between service and merchandising business and the related accounting concepts;
A. FORMATIVE ASSESSMENT:
- Tests and/or quizzes given at regular intervals throughout the semester to include problem solving exercises, interpretations, applications and/or essay question(s).
- Assigned homework
- Practice set of comprehensive problem(s)
- All of the above require students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

B. SUMMATIVE ASSESSMENT:
- 1. Final Examination which requires students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

21. Prepare a work sheet; and

A. FORMATIVE ASSESSMENT:
- Tests and/or quizzes given at regular intervals throughout the semester to include problem solving exercises, interpretations, applications and/or essay question(s).
- Assigned homework
- Practice set of comprehensive problem(s)
- All of the above require students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

B. SUMMATIVE ASSESSMENT:
- 1. Final Examination which requires students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

22. Explain the basic concepts associated with payroll accounting.

A. FORMATIVE ASSESSMENT:
include problem solving exercises, interpretations, applications and/or essay question(s).

- Assigned homework
- Practice set of comprehensive problem(s)
- All of the above require students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

B. SUMMATIVE ASSESSMENT:
- 1. Final Examination which requires students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

IV. METHODS OF MEASURING STUDENT PROGRESS

A. FORMATIVE ASSESSMENT:

1. Tests and/or quizzes given at regular intervals throughout the semester to include problem solving exercises, interpretations, applications and/or essay question(s).
2. Assigned homework
3. Practice set of comprehensive problem(s)
4. All of the above require students to:
   a. Demonstrate skill in performing accounting techniques
   b. Demonstrate a knowledge of accounting vocabulary
   c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

B. SUMMATIVE ASSESSMENT:

1. 1. Final Examination which requires students to:
   a. Demonstrate skill in performing accounting techniques
   b. Demonstrate a knowledge of accounting vocabulary
   c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.
METHOD OF INSTRUCTION

ONLINE COURSE All class time is done online. Students must have access to a computer with individual e-mail account and access to the World Wide Web. Course has no on-campus meetings.

TYPE OF TEACHING MODALITIES

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COURSE ANALYSIS

1. Describe how the teaching modalities checked on front side will facilitate instructor/student contact.

   Students will have access to the instructor through the following: Email, live chat, threaded discussions, optional review sessions, and telephone conferences.

2. Are the methods of evaluation different from those listed on the approved course outline? If so, in what ways do they differ?

   The methods of evaluation are the same in the internet class as they are in the live class.
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2. Are the methods of evaluation different from those listed on the approved course outline? If so, in what ways do they differ?

   The methods of evaluation are the same in the hybrid class as they are in the live class.
Proposal Impact

BUSAD 201 Financial Accounting
**Course Revision Major**
Linda Kropp

Courses

1. BUSAD 202 *Active*
2. BUSAD 202 *Launched*
3. BUSAD 203 *Active*
4. BUSAD 203 *Pending*
5. BUSAD 204 *Active*
6. BUSAD 319 *Active*
7. BUSAD 331 *Pending*
8. BUSAD 331 *Active*
9. BUSAD 333 *Active*
10. BUSAD 333 *Pending*
11. BUSAD 336 *Active*
12. CMPSC 202 *Active*

Cross Listed Courses

Programs

1. Accounting Certificate of Achievement *New Program*
2. Accounting A.A. Degree Major *New Program*
3. Accounting A.S. Degree *New Program*
4. Business Operations: Management A.A. Degree Major *New Program*
5. Computer Information Systems A.A. Degree Major *New Program*
6. International Business null *New Program*
7. Marketing A.S. Degree *New Program*
8. Professional Selling Certificate of Achievement *New Program*
9. Real Estate Certificate of Achievement *New Program*
10. Real Estate A.A. Degree Major *New Program*
11. Real Estate A.S. Degree *New Program*
12. Retail Management (WAFC) Certificate of Achievement *New Program*
13. Supervisory Management A.S. Degree *New Program*
14. Supervisory Management A.A. Degree Major *New Program*
BUSAD 202 - Managerial Accounting

Action Type: Course Revision Major
Effective:
Primary Author: Nancy Sill
Other Author(s):
CC Representative Approval By:
CC Staff Review By:
Division Dean Approval By:

Rationale for Course Action
Articulation is vital to this class.

Transfer and GE Status
CSU Transfer: Requested
UC Transfer: Requested

Course Data Elements
Credit Type: Requested
Credit Sub-Type: Requested
TOP Code: SAM Code: C
State Classification: I
Open Entry/Open Exit: No
Work Experience: No

Instructor Load

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<th>Type of Hours</th>
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Material Fees

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<th>Quantity</th>
<th>Cost</th>
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</table>

These materials are related to the Student Learning Goals for the course because:

These items have continuing value because:

If the district is NOT the only source of these materials, explain why the students have to pay a fee to the district rather than supply the materials themselves. (Cost savings? Health/Safety? Consistency/Uniformity?)
Enrollment Restrictions & Advisories

Prerequisite: BUSAD 201
I. COURSE OVERVIEW

The following information is what will appear in the MJC 2008-2009 Catalog.

BUSAD 202 - Managerial Accounting  4 Unit(s)

Examination of how managers use accounting information in decision-making, planning, directing operations, and controlling. Focus on cost terms and concepts, cost behavior, cost structure, and cost-volume-profit analysis. Examination of profit planning, standard costs, operations and capital budgeting, cost control, and accounting for costs in manufacturing organizations.

A-F and CR/NC. Approved for online, hybrid, and telecourse instruction. Applicable to the Associate Degree. Transfer to CSU and UC.

Course is not repeatable Field trips are not required.

Transfer to CSU and UC.

II. LEARNING CONTENT

Given the following learning context, the student who satisfactorily completes this course should be able to achieve the goals specified in section III: Desired Learning.

1. COURSE CONTENT

A. REQUIRED

1. Decision making: relevant cost and benefits
2. Basic cost management concepts
3. Cost-volume-profit analysis
4. Job-order and process costing
5. Activity-based costing
6. Profit planning and budgeting
7. Standard costing and flexible budgeting
8. Responsibility accounting and segment reporting
9. Absorption and variable costing
10. Capital expenditure decisions
11. Ethical issues relating to business management and managerial accounting
B. RECOMMENDED
1. Financial Statement Analysis
2. Statement of Cash Flows

2. ENROLLMENT RESTRICTIONS
1. PREQUISITE(S):
   • BUSAD 201: Financial Accounting

3. HOURS OF INSTRUCTION PER TERM

<table>
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<th></th>
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</tr>
<tr>
<td>Disc</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

4. TYPICAL METHODS OF INSTRUCTION
Instructors of this course might conduct the course using the following methods:
1. Lectures, discussion, or other presentations, which develop theoretical material.
2. Demonstrations of accounting techniques, applications and problem solving strategies by both the instructor and students.
3. Applications of material to specific problems.
4. Homework assignments and/or in-class exercises require students to analyze a given problem, select an appropriate procedure to solve the problem, apply the procedure, and evaluate the adequacy of both the result of the procedure and the procedure itself.

5. TYPICAL ASSIGNMENTS
Quantity: Hours spent on assignments in addition to hours of instruction (lecture hours)
Weekly homework assignments and/or in-class exercises require students to analyze a given problem, select an appropriate procedure to solve the problem, apply the procedure, and evaluate the adequacy of both the result of the procedure and the procedure itself

This course requires a minimum workload as follows:

Weekly hand-written or computer assisted homework assignments of no less than 5 problems or exercises (9-12 hours per week).

Discussion and analysis of common ethical issues found in the accounting and business environment for each chapter (1-3 hours per week).

Quality: Assignments require the appropriate level of critical thinking.

Sample problem (Process Costing)
A corporation manufactures water skis through two processes: Molding and Packaging. In the Molding Department fiberglass is heated and shaped into the form of a ski. In the Packaging Department, the skis are placed in cartons and sent to the finished goods warehouse. Materials are entered at the beginning of both processes. Labor and manufacturing overhead are incurred uniformly throughout each process. Using the company’s production and cost data, complete the following using both Weighted Average and First in First Out (FIFO):

1. Compute the physical units of production for each department
2. Determine the equivalent units of production for materials and conversion costs for each
department.
3. Compute the unit costs of production for each department
4. Determine the costs to be assigned to the units transferred out and in process for each department.
5. Prepare a production cost report for each department

6. TEXTS AND OTHER READINGS
   B. Periodicals & trade journals relating to specific accounting topics

III. DESIRED LEARNING

A. COURSE GOAL
   As a result of satisfactory completion of this course, the student should be prepared to:
   prepare accounting reports, analyze and explain financial information from a managerial perspective, and make informed business predictions and decisions based on relevant data.

B. STUDENT LEARNING GOALS
   Mastery of the following learning goals will enable the student to achieve the overall course goal.

REQUIRED LEARNING GOALS
   Upon satisfactory completion of this course, the student will be able to:
   1. Identify and illustrate the primary activities and informational needs of managers and explain the role of the managerial accountant as a member of the management team; compare and contrast financial and managerial accounting;
      A. FORMATIVE ASSESSMENT:
      • Tests given at regular intervals throughout the semester to include problem-solving exercises, interpretations, and/or essay questions.
      • Assigned homework
      • Practice set or comprehensive problem(s)
      • All of the above require students to:
         1. Demonstrate skill in performing accounting techniques
         2. Demonstrate a knowledge of accounting vocabulary
         3. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

   B. SUMMATIVE ASSESSMENT:
      • Final Examination which requires students to:
         a. Demonstrate skill in performing accounting techniques
         b. Demonstrate a knowledge of accounting vocabulary
         c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

   2. Define and illustrate various cost terms and concepts and evaluate their relevancy for different decision-making purposes;
      A. FORMATIVE ASSESSMENT:
      • Tests given at regular intervals throughout the semester to include
problem-solving exercises, interpretations, and/or essay questions.

- Assigned homework
- Practice set or comprehensive problem(s)

B. SUMMATIVE ASSESSMENT:
- Final Examination which requires students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

3. Distinguish between product and period costs; prepare and evaluate a Schedule of Cost of Goods Manufactured, Schedule of Cost of Goods Sold, and Income Statement;

A. FORMATIVE ASSESSMENT:
- Tests given at regular intervals throughout the semester to include problem-solving exercises, interpretations, and/or essay questions.
- Assigned homework
- Practice set or comprehensive problem(s)

B. SUMMATIVE ASSESSMENT:
- Final Examination which requires students to:
  a. Demonstrate skill in performing accounting techniques
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  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

4. Prepare traditional and contribution-margin income statements; define related terms; explain cost-volume-profit analysis, degree of operating leverage and safety margin and employ each as an analytical tool;

A. FORMATIVE ASSESSMENT:
- Tests given at regular intervals throughout the semester to include problem-solving exercises, interpretations, and/or essay questions.
- Assigned homework
- Practice set or comprehensive problem(s)

B. SUMMATIVE ASSESSMENT:
- Final Examination which requires students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.
5. Describe the traditional types of product costing systems (including job-order and process), illustrate the flow of costs in each, and prepare related accounting records and reports;

A. FORMATIVE ASSESSMENT:
- Tests given at regular intervals throughout the semester to include problem-solving exercises, interpretations, and/or essay questions.
- Assigned homework
- Practice set or comprehensive problem(s)
- All of the above require students to:
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B. SUMMATIVE ASSESSMENT:
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  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

6. Discuss the impact of technology on the manufacturing environment and its implications for product costs and the development of activity-based costing and management; prepare activity-based cost reports;

A. FORMATIVE ASSESSMENT:
- Tests given at regular intervals throughout the semester to include problem-solving exercises, interpretations, and/or essay questions.
- Assigned homework
- Practice set or comprehensive problem(s)
- All of the above require students to:
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B. SUMMATIVE ASSESSMENT:
- Final Examination which requires students to:
  a. Demonstrate skill in performing accounting techniques
  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.
7. Explain the purposes of budgeting; prepare a master budget and its component schedules and relate the budget to planning and control;

A. FORMATIVE ASSESSMENT:
• Tests given at regular intervals throughout the semester to include problem-solving exercises, interpretations, and/or essay questions.
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8. Explain the development and use of standard costs, prepare and interpret variance analysis reports and relate them to responsibility accounting and control;

A. FORMATIVE ASSESSMENT:
• Tests given at regular intervals throughout the semester to include problem-solving exercises, interpretations, and/or essay questions.
• Assigned homework
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  b. Demonstrate a knowledge of accounting vocabulary
  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

9. Explain the nature of and need for segment reporting and the relationship with cost, revenue, profit, and investment centers; prepare and analyze related segment reports;
A. FORMATIVE ASSESSMENT:
- Tests given at regular intervals throughout the semester to include problem-solving exercises, interpretations, and/or essay questions.
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10. Compare and contrast absorption costing and variable costing, prepare income statements using both methods, and reconcile the resulting net incomes;

A. FORMATIVE ASSESSMENT:
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11. Define relevant costs and benefits, giving proper treatment to sunk costs, opportunity costs, and unit costs; prepare analyses of special decisions - accept or reject a special order; outsource a product or service; add or drop a service or product; and sell or process further a product; and
A. FORMATIVE ASSESSMENT:
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  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

12. Explain the nature of capital expenditure decisions and apply and evaluate various methods used in making these decisions.

A. FORMATIVE ASSESSMENT:
- Tests given at regular intervals throughout the semester to include problem-solving exercises, interpretations, and/or essay questions.
- Assigned homework
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  c. Solve problems by identifying the question and the given information, selecting an appropriate procedure for solution, applying the procedure, and assessing the validity of the solution and the procedure.

13. Identify ethical issues found in a business and/or within the accounting environment and be able to analyze them, identify key stakeholders, and formulate an appropriate response.

A. FORMATIVE ASSESSMENT:
Tests given at regular intervals throughout the semester to include problem-solving exercises, interpretations, and/or essay questions.

- Assigned homework
- Practice set or comprehensive problem(s)

All of the above require students to:
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METHOD OF INSTRUCTION

MIXED MODALITIES/HYBRID COURSE Some, but not all, class time is replaced by distance education. Students must have regular access to a computer which is connected to the Internet. Course has one or more on-campus meetings.

The course is conducted 50% in class and 50% online. The class meets weekly. In class activities include lecture, discussion, demonstrations, as well as some in class quizzes and exams. The online portion of the class includes discussion, quizzes, exams, viewing of text-based materials and web-based homework.

COURSE ANALYSIS

1. Describe how the teaching modalities checked on front side will facilitate instructor/student contact.

   Students will have access to the instructor through the following: Regular class meetings, review sessions, email, live chat, threaded discussions, review sessions, and telephone conferences.

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Proposal Impact

BUSAD 202 Managerial Accounting
**Course Revision Major**
Nancy Sill

Courses

1. BUSAD 204 *Active*

Cross Listed Courses

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2. Accounting A.A. Degree Major *New Program*
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4. Computer Information Systems A.A. Degree Major *New Program*
Curriculum Committee Agenda - 07 Oct 2008

AP Examination Name | COMPETENCY AREA RENAMED | MJC GE AREAS \& UNIT CREDIT | MJC GE AREAS \& UNIT CREDIT
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<td>N/A</td>
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<tr>
<td>English Literature</td>
<td>D1</td>
<td>A2 X C2</td>
<td>1A</td>
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<tr>
<td>Environmental Science</td>
<td>A</td>
<td>B2&amp;B3</td>
<td>5A w/lab</td>
</tr>
<tr>
<td>European History</td>
<td>C</td>
<td>D6</td>
<td>3B &amp; 4F</td>
</tr>
<tr>
<td>French Language</td>
<td>C</td>
<td>C2</td>
<td>3B &amp; 6A</td>
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<tr>
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<td>C2</td>
<td>3B &amp; 6A</td>
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<tr>
<td>German Language</td>
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<td>C2</td>
<td>3B &amp; 6A</td>
</tr>
<tr>
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<td>B</td>
<td>D5</td>
<td>4E</td>
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<tr>
<td>Italian Language &amp; Culture</td>
<td>C</td>
<td>C2</td>
<td>3B &amp; 6A</td>
</tr>
<tr>
<td>Japanese Language &amp; Culture</td>
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<td>C2</td>
<td>3B &amp; 6A</td>
</tr>
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<td>3B &amp; 6A</td>
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<td>Latin: Vergil</td>
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<td>3B &amp; 6A</td>
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<tr>
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<td>D2</td>
<td>4B</td>
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<td>Microeconomics</td>
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<td>D2</td>
<td>4B</td>
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<td>B1, B3</td>
<td>5A w/lab</td>
</tr>
<tr>
<td>Physics C: Electricity/Magnetism</td>
<td>A</td>
<td>B1&amp;B3</td>
<td>5A w/lab</td>
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<td>B1&amp;B3</td>
<td>5A w/lab</td>
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<td>D9</td>
<td>4E</td>
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<tr>
<td>Spanish Language</td>
<td>C</td>
<td>C2</td>
<td>3B &amp; 6A</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>C</td>
<td>C2</td>
<td>3B &amp; 6A</td>
</tr>
<tr>
<td>Statistics</td>
<td>D2</td>
<td>B4</td>
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Studio Art: 2D Design | 
Studio Art: 3D Design |
Studio Art: Drawing |
U.S. Government & Politics* | B | D8 | 4H |
U. S. History * | B | D6 | 3B & 4F |
World History | B | D6 | 3B & 4F |

* Does not contain the California State and Local Government Requirements required for American Institution certification.

1 Students seeking certification in GE Breaths prior to transfer must have passed the test before Fall 09.
2 If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate, and four units of credit may be applied to a certification in GE Breadth.
3 AP exams may be used in either area regardless of where the certifying CUC's discipline is located.

NOTE: Each AP exam may be applied to one IGEC area as satisfying one course requirement, with the exception of Language other Than English (LDTE).

AP POLICY
- Students must be enrolled at MJC in order to apply for unit credit for AP exams.
- Students will be granted unit credit for AP exam scores of three (3), four (4), or five (5) toward the fulfillment of requirements reflected in the chart.
- Unit credit earned through AP exams will be listed on the transcript based on the AP exam passed.
- Unit credit earned through AP exams to satisfy MJC-GE/Activities/Competencies will be based on the comparable course in the MJC catalog. A list of the comparable courses for each AP exam will be available from the MJC Articulation Officer (112-205 D) upon request.
- All CSU campuses will accept the minimum units shown toward the fulfillment of the designated general education breadth area if the exam is included in a full or subject area certification.
- Units earned by AP exams will be used to meet IGEC (Intermediate General Education Transfer Curriculum), with the exception of critical thinking, Area 1B & Speech & Communication, Area 1C.
- Official score reports from the College Board AP Program must be sent to Modesto Junior College, Attention: Vice President, Student Services. Official score reports can be requested at (888) 225-5427 (toll-free).

FOUR-YEAR UNIVERSITY CAUTION
The applicability & quantity of unit credit for AP exams granted toward major or satisfaction of prerequisites or baccalaureate degree requirements continues to be determined by the individual CSU/UC/private campuses. Students should check with the transfer campus of their choice for its policies on awarding unit credit for AP exams.

AP RESTRICTIONS
- Unit credit for AP exams will not be included in the fourteen (14) unit P/NP graduation limitation established by MJC or the thirty (30) unit credit by examination limitation on challenge examinations.
- Unit credit for AP exams will not be used to satisfy the college's twelve-unit (12) residency requirement.
- Unit credit for AP exams will not be used to satisfy financial aid, veterans, or EOPS eligibility criteria regarding enrollment status.
- MJC does not grant lab credit for AP exams in Natural Sciences.
- Unit credit for AP exams will not be used in lieu of MJC Assessment Tests to satisfy reading, writing, or math prerequisites.

Prerequisite Challenge petitions & Course Substitution forms are available through the respective division office.

LEGEND
- MJC "Math" Competency Met or Exceeded
- MJC "Written Expression" Competency Met or Exceeded
- MJC "Activities Requirement" fulfilled (and units earned as indicated)
Section 1: Policy

The intent of this policy is to provide a process for granting Associate Degree credit for coursework completed at institutions of higher education outside the United States which are deemed comparable or equivalent to the first two years of college at regionally accredited institutions. Credit is authorized for work completed at these institutions under the provisions of this regulation.

1. Students must be a continuing student or a new student at Modesto Junior College who has submitted a completed admissions application to the Admissions office before submitting an International Transcript Course Equivalency Request.

   OR

1. After completion of 12 units within the Yosemite Community College District with a “C” (2.0) or higher grade point average, students may submit an International Transcript Course Equivalency Request to have coursework completed at institutions of higher education outside the United States be evaluated by Modesto Junior College.

2. A maximum of the equivalent of 30 semester units may be accepted for coursework completed at an institution of higher education outside the United States.

3 Students who have attended a college or university outside of the United States and would like to have their credits transferred to Modesto Junior College must first have their official transcripts evaluated by a NACES (National Association of Credential Evaluation Services) affiliated foreign transcript evaluation service. The list of NACES members is available in Morris Memorial, Rm 107.

4. For UNIT credit to be awarded, the following must be included in the official evaluation/equivalency report that has been translated to English:
   a. Detailed evaluation of course work to include the courses, units (semester or quarter), grades (A-F, P/NP, CR/NC, percentage--including percentage required for a passing grade)
   b. Information regarding the level of the course (upper or lower division)
c. The evaluation must indicate that the studies are comparable to those awarded by **regionally accredited institutions** in the United States. No credit will be awarded if there is no “regionally accredited” notation.

5. For COURSE credit to be awarded, the following information needs to be obtained and attached to the *International Transcript Course Equivalency Request* in addition to the requirements reflected in Section 1: Policy 4 a-c of the regulation. It is the responsibility of the student to obtain the information from course catalogs, course syllabi, or detailed transcripts. This information must be translated into English. Modesto Junior College faculty and Division Deans will utilize this information in determining course/subject equivalency.
   
   a. course description
   b. topics covered
   c. hours (lecture hours and/or lab hours)
   d. prerequisite(s), if applicable
   e. A meeting with the instructor may be required if insufficient information is provided with items a-d.

**Note:** Only elective credit will be granted if provisions of Section 1: Policy 5 of this regulation have not been met.

6. If coursework that has been evaluated by a foreign transcript service is further reviewed and approved by an MJC division through the course equivalency request process, then:
   
   a. Course title(s) will reflect those in the MJC catalog.
   b. Course(s) will be granted unit credit as they equate to MJC course(s) whether or not the evaluated transcript reflects fewer or greater units than the MJC course(s).
   c. All grades of (C) or better will be converted to a Pass (P) grade. These units will not be counted toward the student’s GPA.

**Section 2: Procedures**

Modesto Junior College has developed the following procedures for students seeking to obtain course and/or unit credit for coursework completed at institutions of higher education outside the United States

1. Student submits evaluated transcript(s) to the Records Office, Morris Memorial, Rm 105
2. Transcript(s) are checked into Datatel and scanned into Matrix.
3. Student is sent notification that evaluated transcript(s) have been received and is directed to meet with a counselor to discuss how coursework may apply to his/her academic goals at MJC.
4. Student meets with a counselor to review academic goals and review translated transcript(s) to determine if any courses may satisfy those goal requirements or may be equivalent to MJC courses. Only lower division work will be considered.
5. Student will complete the *International Transcript Course Equivalency Request* form, attach additional information outlined in Section 1: Policy 5 a-d, and submit it to the appropriate division for review.
6. Division faculty/Dean will review the course equivalency request and supporting documents, complete the “For Division Use Only” portion of the International Transcript Course Equivalency Request form and return it to the Evaluations Office.

7. Evaluator will award the student a course equivalency based upon the recommendation of the division and adjust the student’s record. Equivalent coursework will not be listed on the student’s official transcript. These equivalencies will only be used to satisfy MJC Associate Degree and/or certificate requirements.

8. All grades of “C” or better will be converted to a Pass (P) grade. These units will not be counted toward the GPA.

9. Evaluations Office will notify the student in writing of the outcome of his/her equivalency request.

Section 3: Restrictions

1. Equivalent coursework will not appear on MJC’s official transcript.

2. Course equivalencies are used only for MJC requirements and are not transferred or forwarded to other colleges or universities. The equivalent coursework shall be used for all degrees and certificates awarded by MJC, except that:

   a. Coursework taken outside the United States may not be used to satisfy the Associate Degree’s Reading and Written Expression or Oral Communication requirement. Students may challenge this requirement if courses were taken in the United Kingdom or Canada. Additional information outlined in Section 1: Policy 5 a-d must be submitted to the appropriate division for challenge review.

   b. Possessing a foreign degree comparable to a bachelor’s degree or higher does not satisfy the general education, competency requirements, and guidance and activities requirement for an Associate of Arts or Associate of Science degree at Modesto Junior College.

3. Students wishing to transfer should consult with their prospective institution. Transfer institutions evaluate foreign transcripts based on their own criteria.

4. Evaluated/equivalent coursework will not be used to satisfy requirements for transfer or be applied toward the CSU-GE and IGETC breadth patterns.

5. Unit credit for international coursework equivalency will not be included in the fourteen (14) unit P/NP graduation limitation established by MJC.