



CURRICULUM COMMITTEE | AGENDA

Wednesday, May 18, 2016 | 3:00 p.m.

Loft Conference Room – Drescher Hall 300-E

Members:

- | | | | |
|---------------------------------------|----------------|----------------------|-------------------|
| Guido Davis Del Piccolo, <i>Chair</i> | Maral Hyeler | Walt Louie | James Pacchioli |
| Jennifer Merlic, <i>Vice Chair</i> | William Konya | Kymia Mahjouri (AS) | Elaine Roque |
| Brenda Antrim (non-voting) | Helen LeDonne | Steve Maldonado (AS) | Gita Runkle |
| Ida Danzey | Karen Legg | Emin Menachekanian | David Shirinyan |
| Christina Gabler | Emily Lodmer | Estela Narrie | Mark Tomasic |
| Sandra Hutchinson | Georgia Lorenz | Darryl-Keith Ogata | Odemaris Valdivia |

Interested Parties:

- | | | | |
|-----------------|--------------------|---------------|----------------|
| Maria Bonin | Vicki Drake | Pete Morris | Linda Sinclair |
| Patricia Burson | Jonathan Eady (AS) | Steven Myrow | Esau Tovar |
| Dione Carter | Kiersten Elliott | Estela Ruezga | Julie Yarrish |

Ex-Officio Members:

- | | |
|---------------|--------------|
| Fran Chandler | Jesse Randel |
|---------------|--------------|

AGENDA

(Items for action are listed alphabetically; items for information are listed numerically)

- I. Call to order
- II. Public Comments*
- III. Approval of Minutes3
- IV. Chair’s report:
- V. Information Items:

(Course Updates)

- 1. BUS 1 Introduction To Business
- 2. BUS 32 Business Communications
- 3. ET 40 Digital Audio Fundamentals
- 4. KIN PE 16A Beginning Rock Climbing
- 5. KIN PE 41W Self Defense - Women
- 6. KIN PE 53A Table Tennis
- 7. KIN PE 53B Intermediate Table Tennis
- 8. KIN PE 54A Beginning Tennis First Level
- 9. KIN PE 54B Beginning Tennis Second Level
- 10. KIN PE 54C Intermediate Tennis
- 11. KIN PE 54D Advanced Tennis
- 12. MEDIA 1 Survey of Mass Media Communications
- 13. PRO CR 15 Sports Management

(Deactivation of cross listed courses)

14. ACCTG 26 / BUS 6	ACCTG 26 will be deactivated; BUS 6 will remain
15. ACCTG 35 / CIS 35	ACCTG 35 will be deactivated; CIS 35 will remain
16. BUS 29 / JOURN 43	BUS 29 will be deactivated; JOURN 43 will remain
17. BUS 33 / MEDIA 18	BUS 33 will be deactivated; MEDIA 18 will remain

**Five minutes is allotted to any member of the public who wishes to address the Curriculum Committee on a specific agenda item, for general public comments, or non-agenda items.*

18. CIS 19 / GIS 19 / GEOG 19	CIS 19 will be deactivated; CROSSLISTING GIS 19 / GEOG 19
19. CIS 21 / GIS 21	CIS 21 will be deactivated; GIS 21 will remain
20. CIS 23 / GEOG 23 / GIS 23	CIS 23 will be deactivated; CROSSLISTING GIS 23 / GEOG 23
21. CIS 27 / BUS 27	CIS 27 will be deactivated; BUS 27 will remain
22. CS 10 / MATH 10	CS 10 will be deactivated; MATH 10 will remain
23. ENGL 11 / FILM 11	ENGL 11 will be deactivated; FILM 11 will remain
24. ET 37 / GR DES 64	ET 37 will be deactivated; GR DES 64 will remain
25. HIST 48 / PHILOS 48	HIST 48 will be deactivated; PHILOS 48 will remain
26. HIST 30 / ENGL 32	HIST 30 will be deactivated; ENGL 32 will remain
27. TH ART 7 / ENGL 55	TH ART 7 will be deactivated; ENGL 55 will remain

(Reconfiguration of General Education Pattern)

28. CSU GE Area D	8
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VI. Action Items:

(Consent Agenda)

- a. ET 41 Digital Audio Post Production (title change from Digital Audio Editing)

(Course Revision: addition of prerequisite)

- b. MCRBIO I Fundamentals Of Microbiology (addition of CHEM 19 as an option to satisfy existing CHEM prerequisites)
 c. PHYS 3 Human Physiology (addition of CHEM 19 as an option to satisfy existing CHEM prerequisites)

(New Courses)

- d. COSM 38B Mechanical Exfoliation (prerequisite: COSM 38).....9
 e. COSM 38C Chemical Exfoliation (pre/corequisite: COSM 20; prerequisite: COSM 38)..... 14
 f. ET 41B Digital Music Production (prerequisite: ET 40)21

(Global Citizenship)

- g. HIST 6 History Of Latin America II26

(Program Revisions)

- h. Accounting Associate in Science (AS)31
 i. Business Administration – Professional Associate in Science (AS) (restructuring and decrease in units from 25 to 24).....34
 j. Computer Business Applications Associate in Science (AS) / Certificate of Achievement (restructuring and increase in units from 27 to 30).....37
 k. Digital Publishing Department Certificate40
 l. General Accountant Certificate of Achievement (previously titled Accounting; restructuring; change in units)41
 m. Sales and Promotion Associate in Science (AS) / Certificate of Achievement (previously titled Merchandising; restructuring)44
 n. Website Software Specialist Associate in Science (AS) / Certificate of Achievement (restructuring and decrease in units from 34 to 31).....46
 o. Changes to degrees and certificates as a result of courses considered on this agenda

VII. Adjournment

Please advise Guido Davis Del Piccolo (x. 3561), Jennifer Merlic (x. 4616) or Irena Zugic (x. 4403) if you are unable to attend this meeting.



CURRICULUM COMMITTEE I MINUTES

Wednesday, May 4, 2016 / 3:00 p.m.

Loft Conference Room – Drescher Hall 300-E

Members Present:

Guido Davis Del Piccolo, <i>Chair</i>	Maral Hyeler	Georgia Lorenz	James Pacchioli
Brenda Antrim (non-voting)	William Konya	Walt Louie	Elaine Roque
Ida Danzey	Helen LeDonne	Emin Menachekanian	Gita Runkle
Christina Gabler	Karen Legg	Estela Narrie	Mark Tomasic
Sandra Hutchinson	Emily Lodmer	Darryl-Keith Ogata	Odemaris Valdivia

Members Absent:

Jennifer Merlic, <i>Vice Chair</i>	Kymia Mahjouri (AS)	Steve Maldonado (AS)	David Shirinyan
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Others Present:

Gordon Dossett	Gary Huff	Laura Manson	Maria Munoz
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MINUTES

(Items for action are listed alphabetically; items for information are listed numerically)

I. Call to order:

The meeting was called to order at 3:10pm.

II. Public Comments*:

Mark Tomasic announced Global Motion and Synapse performances at Broad Stage.

III. Approval of Minutes:

The minutes of April 20, 2016 were approved as presented.

IV. Chair's report:

- Guido urged curriculum representatives to push any pending proposals through the curriculum workflow for their respective areas.
- Guido reported that all the approved curriculum items from April 6 and April 20, 2016 meeting were approved by the Academic Senate on April 26, 2016.
- Guido announced that—time permitting—we will bring a representative for Community Services (Not-for-credit courses) who will present us with the list of their offerings at our last meeting as an informational report.
- Georgia reported changes in ACCJC guidelines pertaining to minimum qualifications, upper division minimum unit count, and upper division general education requirements for the baccalaureate degree. There are on-going discussions occurring between the CCCCCO, the ACCJC, and the 15 colleges involved in the pilot.

V. Information Items:

(Course Updates)

- | | |
|--|---|
| 1. BUS 5 Business Law | 12. KIN PE 19C Fitness - Body Level Exercises |
| 2. GR DES 18 Introduction to Graphic Design Applications | 13. KIN PE 25A Beginning Golf |
| 3. GR DES 31 Graphic Design Studio I | 14. KIN PE 25B Intermediate Golf |
| 4. GR DES 35 Sketching For Graphic Design | 15. KIN PE 25C Advanced Golf |
| 5. GR DES 41 Graphic Design Studio 2 | 16. KIN PE 58A Beginning Yoga |
| 6. GR DES 50 Graphic Design Portfolio and Professional Practices | 17. KIN PE 58B Intermediate Yoga |
| 7. GR DES 64 Digital Imaging For Design I | 18. KIN PE 58C Advanced Yoga |
| | 19. MATH 7 Calculus I |

- | | |
|--|--|
| <ul style="list-style-type: none"> 8. KIN PE 3 Introduction To Exercise Physiology I 9. KIN PE 17 Boxing For Fitness 10. KIN PE 19A Fitness - Anaerobic Exercises 11. KIN PE 19B Fitness - Aerobic Exercises | <ul style="list-style-type: none"> 20. MATH 8 Calculus 2 21. PRO CR 6A Coaching Of Football 22. PRO CR 8 Coaching of Basketball |
|--|--|

(Course Updates: Distance Education Revision):

- 23. ACCTG 6 Accounting Consolidations
- 24. ACCTG 7 Advanced Accounting: Special Topics

VI. Action Items:

(Consent Agenda)

- a. GR DES 33 Typography Design I (change of GR DES 18 from prerequisite to advisory)
- b. GR DES 43 Typography Design 2 (removal of GR DES 34 from advisory)
- c. HEALTH 11 First Aid and Cardio-Pulmonary Resuscitation (previously approved as PRO CR 21; minimum qualifications: "Emergency Medical Technologies and must have American Red Cross Instructor Certification")
- d. KIN PE 10A Fitness Center Lab (course update and number change from 10 to 10A)
- e. NUTR 8 (course update and title change from "Principles of Food Preparation" to "Principles of Food with Lab")

Motion made by: James Pacchioli
The motion passed unanimously.

Seconded by: Odemaris Valdivia

(Course Revision: addition of prerequisite)

- f. PRO CR 12 Emergency Care And Water Safety (addition of prerequisite: KIN PE 48B)

Motion made by: Mark Tomasic
The motion passed unanimously.

Seconded by: Karen Legg

(New Courses)

- g. ECE 32 Communicating With Families (replacing 2 unit ECE 31) – presented by Gary Huff and Laura Manson

(Approved with minor edits to phrasing.)

Motion made by: Emily Lodmer
The motion passed unanimously.

Seconded by: Maral Hyeler

- h. MEDIA 4 Introduction to Game Studies – presented by Maria Munoz

(Approved with minor edits to phrasing.)

Motion made by: Emily Lodmer
The motion passed unanimously.

Seconded by: Darryl-Keith Ogata

(Distance Education)

- i. ECE 32 Communicating With Families – presented by Gary Huff and Laura Manson

Motion made by: Elaine Roque
The motion passed unanimously.

Seconded by: Helen LeDonne

(New Program)

- j. Infant/Toddler Teacher Associate in Science (AS) / Certificate of Achievement –presented by Gary Huff and Laura Manson

Motion made by: William Konya
The motion passed unanimously.

Seconded by: Walt Louie

(Global Citizenship)

- k. Possible changes to the Global Citizenship Degree Requirement Global Citizenship Requirement – presented by Guido and Gordon Dossett
Any SMC Study Abroad will satisfy the Global Citizenship requirement, regardless of the number of units in which students are enrolled

Motion made by: Georgia Lorenz
The motion passed unanimously.

Seconded by: Gita Runkle

A minimum of 3 units is required to satisfy the Global Citizenship requirement; this may be satisfied with a combination of less than 3 unit courses.

Motion made by: Elaine Roque **Seconded by:** Maral Hyeler

The motion passed unanimously.

Below is a summary of the changes made to the Global Citizenship requirement.

VII. Adjournment

The meeting adjourned at 4:57pm.

Changes to the Global Citizenship Degree Requirement

Effective Immediately:

Change to Catalog:

To fulfill the Global Citizenship requirement for ~~the Associate~~ a degree from Santa Monica College, students must successfully complete a minimum of 3 units from the courses listed below ~~with a passing grade~~ or successfully complete a Santa Monica College Study Abroad experience (if completed Spring 2008 or later). The courses below fall into four categories: American Cultures, Ecological Literacy, Global Studies, and Service Learning. These courses aim to provide an awareness of the diversity of cultures within the United States and/or an appreciation for the interconnectedness of cultural, ecological, economic, political, social, and technological systems of the contemporary world. This prepares students to make a responsible contribution to a rapidly changing global society. ~~The Global Citizenship requirement can also be fulfilled by completing a Santa Monica College Study Abroad experience (if completed Spring 2008 or later).~~

Change to SMC GE Area V:

V: GLOBAL CITIZENSHIP – 3 semester units OR successful completion of a SMC Study Abroad experience (credit awarded through petition)

New GC Information Sheet (for faculty): Below

Global Citizenship Information Sheet (updated 5/5/16)

(For Courses To Fulfill SMC's Global Citizenship Associate Degree Requirement)

To fulfill the Global Citizenship requirement for a degree from Santa Monica College, students must successfully complete **a minimum of 3 units from a list of courses** approved with the Global Citizenship designation. These courses fall into **one** of the following four categories:

1) American Cultures:

An American Cultures course utilizes a comparative framework to explore how the American identity and experience have been shaped—and will continue to be shaped—by a diverse array of cultural influences and traditions. An American Cultures course compares and contrasts at least three American cultures including Latino American, African American, Asian American, Native American and European American.

In order for a course to be considered under the American Cultures category, the course meets **both** of the following two criteria:

- Utilizes a comparative framework to explore how the American identity and experience have been shaped—and will continue to be shaped—by a diverse array of cultural influences and traditions
- Compares and contrasts at least three American cultures including Latino American, African American, Asian American, Native American and European American.

2) Ecological Literacy:

Ecological literacy requires interdisciplinary understanding of both nature and humanity. This includes scientific examination of the interactions between and within the systems and cycles of the atmosphere, lithosphere, and hydrosphere, which together provide the basis for life on Earth. Ecological literacy also includes awareness and understanding of the many continuing impacts that human beings have had on natural environments, at scales ranging from the local to the global, and how those impacts are linked to the sustainability of social, cultural, and political-economic systems. Any course whose content **focuses primarily on one or more** of four areas (see below) will be considered for the Ecological Literacy category.

In order for a course to be considered under the Ecological Literacy category, the course content must focus primarily on **at least one** of the following four areas:

- Environmental values, debates and/or challenges
- Scientific understanding of Earth's natural systems and cycles, emphasizing humanity's role in the continuing viability of habitats and/or application of scientific principles and techniques to study the causes of and potential solutions to environmental problems
- Analysis of human activity and its impact on Earth's livability and sustainability
- Analysis of environmental problems and solutions as they apply to the understanding and practical application of technologies aimed at curbing the adverse impact of human activity on the natural environment and/or improving the sustainable use of natural resources.

3) Global Studies:

A course that fulfills this area will explore the factors that have shaped our global community and provide students with an understanding of their roles in relationship to other peoples and systems on a global level. To be included in the Global Studies category a **course must meet three criteria (see below)**.

In order for a course to be considered under the Global Studies category, the course must meet **all of the following three** criteria:

- Course content is explored primarily through a global perspective and a comparative and/or analytical framework is used. At least two societies or cultures outside the United States and their global impact are explored.
- Course material has contemporary significance. For example, a course would not only examine a period of history but the ways in which that period of history impacts the way we live in the world today.
- Course content addresses at least two interconnected systems (such as cultural, ecological, economic, political, social and technological systems).

4) Service Learning:

Service learning is an instructional method that fosters civic responsibility by integrating community service with academic instruction. A course must utilize service learning as a *significant* pedagogy in reaching the course objectives and student learning outcomes as expressed on the course outline of record. In order for the pedagogy to be considered “significant”, a **course must meet four criteria (see below)**.

In order for a course to be considered under the Service Learning category, the course must meet **all of the following four** criteria:

- The required hours of service must be at least 20 per semester.
- The academic rigor of the course must be supported by the use of service learning.
- Structured written and/or oral reflection activities must be ongoing, involve instructor feedback to students, and be structured in such a way to help achieve the course and/or assignment objectives.
- The service-learning component of the course must be integrated into the grading criteria for the course such that it contributes to at least 40% of the grade. (Please note: the hours completed are NOT part of the grade, the academic work resulting from the service learning hours contribute to at least 40% of the grade.)

NOTE: Alternatively, a student may satisfy the degree requirement by successfully completing a Santa Monica College Study Abroad experience (if completed Spring 2008 or later).

- Each proposal submits a narrative/rationale explaining why the course should fulfill of the SMC Global Citizenship degree requirement for one of the particular categories (and specific criteria) above.
- It is expected that at least one student learning outcome (SLO) of the course reflects the focus for one of the particular categories (and specific criteria) above.
- It is expected that the particular focus of the category is integrated **throughout the course content, objectives, assignments, etc.**
- The course outline of record must have been updated within the past two academic years to be considered by the Curriculum Committee.
- A Departmental (or Area) vote in support of the course fulfilling the Global Citizenship degree requirement is necessary.

***** EXAMPLE / SAMPLE / FOR ILLUSTRATION PURPOSES ONLY *****
CSU GE CERTIFICATION PATTERN & CROSS LISTING

In order to 1) maintain relevant and valid crosslisting of courses and 2) facilitate completion of the CSU GE pattern (which now requires 3 courses from at least 2 disciplines), SMC will now group the courses below by what is considered the “home discipline” (highlighted in GREEN). All courses appear in only 1 area.

Therefore, students WILL satisfy CSU GE even by completing 3 courses from the SAME discipline as long as those courses are from at least 2 different areas.

Additionally, students will NOT satisfy CSU GE by completing 3 courses from the same area REGARDLESS of the discipline under which they took the course.

AREA	SOCIAL SCIENCES (9 semester units or 12-15 quarter units): 3 courses from at least 2 different areas:
I	ANTHROPOLOGY 2, 3, 4, 7, [14], 19, 20, 21, 22;
II	ASTRONOMY 6;
III	BUSINESS 1
IV	COMMUNICATION STUDIES 31, 35, 37
V	EARLY CHILDHOOD EDUCATION 11
VI	ECONOMICS 1, 2, [5] (same as Global Studies 5 and Political Science 5), 6; [15] [∇] (same as History 15) GLOBAL STUDIES [5] (same as Economics 5 and Political Science 5); HISTORY [15] [∇] (same as Economics 15); POLITICAL SCIENCE [5] (same as Economics 5 and Global Studies 5)
VII	ENGLISH [32] [∇] (same as History 30) HISTORY 30 (same as English 32)
VIII	ETHNIC STUDIES (10);
IX	GEOGRAPHY 2, [7] (same as Environmental Studies 7), [8](same as Urban Studies 8), 11 (same as Global Studies 11), 14; ENVIRONMENTAL STUDIES [7] (same as Geography 7); GLOBAL STUDIES 11 (same as Geography 11); URBAN STUDIES [8] (same as Geography 8)
X	GLOBAL STUDIES 10;
XI	HISTORY 1 [∇] , 2 [∇] , 3 [∇] , 4 [∇] , 5 [∇] , 6 [∇] , 10 [∇] , 11 [∇] , 12 [∇] , 13 [∇] , 14 (same as Environmental Studies 14), 16 [∇] , (17) [∇] , (18) [∇] , 19 [∇] , 20 [∇] , 21 [∇] , 22 [∇] , (23) [∇] , 24 [∇] , 25 [∇] , 26 [∇] , ([28]) [∇] , 29 [∇] , 32 (same as Environmental studies 32), 33 [∇] , 34 [∇] , 37 [∇] , 38 [∇] , 39 [∇] , 41 [∇] , (42) [∇] , 43 [∇] , 45 [∇] , 46 [∇] , 52 [∇] , 55 [∇] , 62 [∇] ; ENVIRONMENTAL STUDIES [14] (same as History 14), 32 (same as History 32),
XII	MEDIA STUDIES 1, [3] (same as Global Studies 3), 10 GLOBAL STUDIES [3](same as Media Studies 3)
XIII	NUTRITION 7 [∇] ;
XIV	PHILOSOPHY [48] [∇] (same as History 48); HISTORY [48] ^Δ (same as Philosophy 48),
XV	POLITICAL SCIENCE 1, 2, 3, 7, 8, 11, 14, 21 [∇] , [22] (same as Environmental Studies 22), [28] [∇] , 31, 47, [51] [∇] (same as Philosophy 51), [52] [∇] (same as Philosophy 52) ENVIRONMENTAL STUDIES [22] (same as Political Science 22); PHILOSOPHY [51] (same as Political Science 51), [52] (same as Political Science 52);
XVI	PSYCHOLOGY 1 [∇] , 3, 6, 7, 11 [∇] , 13, 14, [18] (same as Early Childhood Education 18); 25, [40] (same as Environmental Studies 40) EARLY CHILDHOOD EDUCATION [18] (same as Psychology 18); ENVIRONMENTAL STUDIES [40] (same as Psychology 40);
XVII	SOCIOLOGY 1, 1 S, 2, 2 S, 4, 12, 30, 31, 32, 33, 34
XVIII	SPANISH 9, 20;
XIX	WOMEN'S STUDIES 10, 20, 30

[] This course is offered in two disciplines. Students may receive credit for only one course.
[∇] Course may be listed in more than one area, but may not be certified in more than one area, with the exception of the American History & Institutions graduation requirement.
() Course in parenthesis is no longer offered

Santa Monica College New SMC Course

Expanded Course Outline for COSM 38B - Mechanical Exfoliation

Course Cover	
Discipline	COSM-COSMETOLOGY
Course Number	38B
Full Course Title	Mechanical Exfoliation
Catalog Course Description	This is an advanced skin care class for students and licensed Estheticians. This class is a continuation of COSM 38. The students will learn more advanced techniques for skin analysis, record keeping, advanced anatomy and physiology to determine the protocol for microdermabrasion treatments.
Rationale	With the new changes as of September 2015 the state broad esthetics exam, students are now required to demonstrate microdermabrasion techniques in order to pass the test.
Proposal Information	
Proposed Start	Year: 2016 Semester: Fall
Proposed for Distance Ed	No
Proposed for Global Citizenship	No
Course Unit/Hours	
Variable Hour Exist	NO
Credit Hours	Min: 0.50
Weekly Laboratory Hours	Min: 2.00 (Sem: 36)
Total Semester Instructional Hours	36.00
Load Factor	0.75
Repeatability	May be repeated 0 time(s)
Grading Methods	Letter Grade or P/NP
Transfer/General Ed	
Transferability	
Does NOT transfer to CSU or UC	
SMC GE Area:	
Does NOT satisfy any area of SMC GE:	
Program Applicability	
Designation	Credit - Degree Applicable
Proposed For	Department Certificate -Esthetician license
Pre/Corequisites & Advisories	
Prerequisite COSM 38	
Course Objectives	
Upon satisfactory completion of the course, students will be able to:	

1. Keep appropriate client records.	
2. Analyze client skin to determine whether a client is a good candidate for exfoliation and, if so, which system of exfoliation is most appropriate.	
3. Determine when sufficient exfoliation has been reached.	
4. Describe the lymph drainage system and related requirements, including after care, to help prevent skin irritations after treatment.	
5. Demonstrate micro-derm application in conformance with state board requirements.	
Course Content	
10%	Skin analysis
50%	Microdermabrasion
20%	Advanced anatomy and physiology of the skin and face
20%	After care for the prevention of skin irritation post treatment
Total: 100%	
Lab Content	
100%	All course content is lab content.
Total: 100%	
Methods of Presentation	
Methods	Critique Group Work Lab Lecture and Discussion Observation and Demonstration
Methods of Evaluation	
Methods	<ul style="list-style-type: none"> • 25% - Class Participation • 25% - Exams/Tests • 25% - Final Performance • 25% - Final exam • 100% - Total
Appropriate Textbooks	
Textbooks such as the following are appropriate:	
Formatting Style	APA
Textbooks	
1. Joel Gerson, Janet D'Angelo, Sallie Deitz, and Shelley Lotz. <i>Milady's Standard Fundamentals Esthetics</i> , 11 ed. Cengage Learning, 2013, ISBN: 13:978-1-1113-0689-2.	
2. Joel Gerson, Janet D'Angelo, Sallie Deitz and Shelley Lotz. <i>Milady's Standard Fundamentals Esthetics Student Workbook</i> , 11 ed. Cengage Learning, 2013, ISBN: 13:978-1-1113-0691-5.	
Assignments	
Sample Assignment	
Research the anatomy of the skin.	
Research the different methods of lymph drainage.	

Research the origin and insertion of facial muscles.	
Research the central nervous system	
Research particle and diamond methods of microdermabrasion and the pros and cons of each.	
Research methods to prevent skin irritation post treatment for all skin types.	
Student Learning Outcomes	
1. Given a model, accurately identify different skin types.	
2. Given a model, complete the microdermabrasion treatment.	
3. Given a model, give appropriate post treatments for the prevention of skin irritation.	
Minimum Qualification	
Minimum Qualifications:	Cosmetology
Library	
List of suggested materials has been given to librarian?	No
Library has adequate materials to support course?	Yes
Additional Comments/Information	
Attached Files	
PREREQ 38 for 38B	

Prerequisite / Corequisite Checklist and Worksheet

Cosmetology/Esthetics, COSM 38B

Prerequisite: Skin Care 3, COSM 38

SECTION 1 - CONTENT REVIEW: If any criterion is not met, the prerequisite will be disallowed.

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

SECTION II - ADDITIONAL LEVEL OF SCRUTINY:

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

X Type 2: Sequential within and across disciplines (e.g., Physics 7, 8, 9, ...)

Complete the Prerequisite Worksheet

Prerequisite Worksheet

ENTRANCE SKILLS FOR COSM 38B

(What the student needs to be able to do or understand BEFORE entering the course in order to be successful)

A)	Observe the California State Board Rules and Regulations and practice safety and sanitation rules.
B)	Understand and acquire knowledge of advance skin care.
C)	Apply a Paraffin Wax Mask
D)	Demonstrate a four layer clay mask
E)	Execute a Collagen Veil mask.
F)	Master a collagen mask.
G)	Create an acne treatment for acne skin.
H)	Demonstrate a glycolic acid chemical peel
I)	Recognize and describe microdermabrasion theory.

EXIT SKILLS (objectives) FOR COSM 38

(What the student has the demonstrated ability to do or understand AFTER successful completion of this course)

1.	Observe the California State Board Rules and Regulations and practice safety and sanitation rules.
2.	Understand and acquire knowledge of advance skin care.
3.	Apply a Paraffin Wax Mask
4.	Demonstrate a four layer clay mask
5.	Execute a Collagen Veil mask.
6.	Master a collagen mask.
7.	Create an acne treatment for acne skin.
8.	Demonstrate a glycolic acid chemical peel
9.	Recognize and describe microdermabrasion theory.

		ENTRANCE SKILLS FOR COSM 38B								
		A	B	C	D	E	F	G	H	I
EXIT SKILLS FOR COSM 38	1	x								
	2		x							
	3			x						
	4				x					
	5					x				
	6						x			
	7							x		
	8								x	
	9									x

Santa Monica College
New SMC Course
Expanded Course Outline for COSM 38C - Chemical Exfoliation

Course Cover	
Discipline	COSM-COSMETOLOGY
Course Number	38C
Full Course Title	Chemical Exfoliation
Catalog Course Description	This is an advanced skin care class for students and licensed Estheticians. This class is a continuation of COSM 38B. The class will focus on the chemistry of exfoliation products, the pH scale and skin analysis to determine which chemical exfoliate should be used.
Rationale	The state board has added chemical exfoliation as well as in depth chemistry and skin analysis on the written portion of the test. To ensure that students have a viable understanding of how the skin is affected to prevent client harm.
Proposal Information	
Proposed Start	Year: 2016 Semester: Fall
Proposed for Distance Ed	No
Proposed for Global Citizenship	No
Course Unit/Hours	
Variable Hour Exist	NO
Credit Hours	Min: 0.50
Weekly Laboratory Hours	Min: 2.00 (Sem: 36)
Total Semester Instructional Hours	36.00
Load Factor	0.75
Repeatability	May be repeated 0 time(s)
Grading Methods	Letter Grade or P/NP
Transfer/General Ed	
Transferability	
Does NOT transfer to CSU or UC	
SMC GE Area:	
Does NOT satisfy any area of SMC GE:	
Program Applicability	
Designation	Credit - Not Degree Applicable
Pre/Corequisites & Advisories	
<p>Pre/Corequisite COSM 20 and</p> <p>Prerequisite COSM 38</p>	

Course Objectives	
Upon satisfactory completion of the course, students will be able to:	
1. Choose the proper chemical exfoliate to use on a client based on their skin analysis and existing skin conditions.	
2. Using the pH scale and the client skin type, adjust the chemical exfoliate to achieve the optimum benefit without chemical burns.	
3. Apply proper hydrators and skin protectors to prevent skin irritation and sun damage.	
4. Correctly answer practice test questions for the state board exam.	
Course Content	
5%	Skin Analysis
50%	Chemical Exfoliation
25%	Chemistry concepts related to chemical exfoliation
20%	Skin Conditions that might limit the use of products
Total: 100%	
Lab Content	
100%	All course content is lab content.
Total: 100%	
Methods of Presentation	
Methods	Critique Group Work Lab Lecture and Discussion Observation and Demonstration
Methods of Evaluation	
Methods	<ul style="list-style-type: none"> • 25% - Class Participation • 25% - Exams/Tests • 25% - Final Performance • 25% - Final exam • 100% - Total
Appropriate Textbooks	
Textbooks such as the following are appropriate:	
Formatting Style	APA
Textbooks	
1. Joel Gerson, Janet D'Angelo, Sallie Deitz, and Shelley Lotz. <i>Milady Standard Fundamentals Esthetics</i> , 11 ed. Cengage Learning, 2013, ISBN: 13:978-1-1113-0689-2.	
2. Jean Harrity. <i>Milady Standard Fundamentals Esthetics Student Workbook</i> , 11 ed. Cengage Learning, 2013, ISBN: 13: 978-1-1113-0691-.	
Assignments	
Sample Assignment	
Research and write the protocol for an enzyme peel.	
Research and write the protocol for an alpha-hydroxy peel.	

<p>Research and write the protocol for a beta-hydroxy peel.</p> <p>Diagram the pH scale, placing skin and chemical exfoliants in proper positions on the scale and apply the scale to explain which product should be used on each skin type.</p> <p>Write the protocol for post treatment and home care.</p>	
Student Learning Outcomes	
1. Given a model, choose the appropriate chemical exfoliate to use on the different types of skin.	
2. Given a model, safely apply a chemical exfoliate.	
3. Given a model, give appropriate post treatments for the prevention of skin irritation and sun damage.	
Minimum Qualification	
Minimum Qualifications:	Cosmetology
Library	
List of suggested materials has been given to librarian?	No
Library has adequate materials to support course?	Yes
Additional Comments/Information	
Attached Files	
PREREQ 38 for 38C PREREQ 20 for 38C	

Prerequisite / Corequisite Checklist and Worksheet

Cosmetology/Esthetics, COSM 38C

Prerequisite/Corequisite: COSM 20: Related Science 2

Other prerequisites, corequisites, and advisories also required for this course:

COSM 38: Skin Care 3

SECTION 1 - CONTENT REVIEW: If any criterion is not met, the prerequisite will be disallowed.

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

SECTION II - ADDITIONAL LEVEL OF SCRUTINY:

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

 x Type 2: Sequential within and across disciplines (e.g., Physics 7, 8, 9, ...)

Complete the Prerequisite Worksheet

Prerequisite Worksheet

ENTRANCE SKILLS FOR COSM 38C

(What the student needs to be able to do or understand BEFORE entering the course in order to be successful)

A)	Explain acidity and alkalinity.
B)	Expound why chemistry is important to estheticians, cosmetologists and manicurists.
C)	Understand the effects of chemicals entering the body.
D)	Name some chemicals commonly used in barbering, nail care, esthetics and cosmetology.
E)	Describe the possible health effects of each chemical.
F)	Demonstrate how to use an MSDS to find information about a cosmetic product..
G)	Describe several ways to prevent chemical injuries.
H)	Recognize and describe the five key ways to reduce health or safety hazards from chemicals.

EXIT SKILLS (objectives) OF COSM 20

(What the student has the demonstrated ability to do or understand AFTER successful completion of this course)

1.	Explain acidity and alkalinity.
2.	Expound why chemistry is important to estheticians, cosmetologists and manicurists.
3.	Understand the effects of chemicals entering the body.
4.	Name some chemicals commonly used in barbering, nail care, esthetics and cosmetology.
5.	Describe the possible health effects of each chemical.
6.	Demonstrate how to use an MSDS to find information about a cosmetic product.
7.	Describe several ways to prevent chemical injuries.
8.	Recognize and describe the five key ways to reduce health or safety hazards from chemicals.

		ENTRANCE SKILLS FOR COSM 38C							
		A	B	C	D	E	F	G	H
EXIT SKILLS FOR COSM 20	1	X							
	2		X						
	3			X					
	4				X				
	5					X			
	6						X		
	7							X	
	8								X

Prerequisite / Corequisite Checklist and Worksheet

Cosmetology/Esthetics, COSM 38C

Prerequisite: Skin Care 3, COSM 38

Other prerequisites, corequisites, and advisories also required for this course:

COSM 20: Related Science 2

SECTION 1 - CONTENT REVIEW: If any criterion is not met, the prerequisite will be disallowed.

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

SECTION II - ADDITIONAL LEVEL OF SCRUTINY:

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

X Type 2: Sequential within and across disciplines (e.g., Physics 7, 8, 9, ...)

Complete the Prerequisite Worksheet

Prerequisite Worksheet

ENTRANCE SKILLS FOR COSM 38C

(What the student needs to be able to do or understand BEFORE entering the course in order to be successful)

A)	Observe the California State Board Rules and Regulations and practice safety and sanitation rules,
B)	Understand and acquire knowledge of advance skin care.
C)	Apply a Paraffin Wax Mask.
D)	Demonstrate a four layer clay mask
E)	Execute a Collagen Veil mask.
F)	Master a collagen mask.
G)	Create an acne treatment for acne skin.
H)	Demonstrate a glycolic acid chemical peel.
I)	Recognize and describe microdermabrasion theory.

EXIT SKILLS (objectives) OF COSM 38

(What the student has the demonstrated ability to do or understand AFTER successful completion of this course)

1.	Observe the California State Board Rules and Regulations and practice safety and sanitation rules,
2.	Understand and acquire knowledge of advance skin care.
3.	Apply a Paraffin Wax Mask.
4.	Demonstrate a four layer clay mask
5.	Execute a Collagen Veil mask.
6.	Master a collagen mask.
7.	Create an acne treatment for acne skin.
8.	Demonstrate a glycolic acid chemical peel.
9.	Recognize and describe microdermabrasion theory.

		ENTRANCE SKILLS FOR COSM 38C									
		A	B	C	D	E	F		G	H	
EXIT SKILLS FOR COSM 38	1	x									
	2		x								
	3			x							
	4				x						
	5					x					
	6						X				
	7							x			
	8								x		
	9									x	

Santa Monica College New SMC Course

Expanded Course Outline for ET 41B - Digital Music Production

Course Cover	
Discipline	ET-ENTERTAINMENT TECHNOLOGY
Course Number	41B
Full Course Title	Digital Music Production
Catalog Course Description	In this course, students will learn the skills necessary to digitally record and produce music at a professional level. Hands-on practical techniques will reinforce an understanding of recording, editing, programming and mixing for music production. Topics covered will include recording with microphones, programming electronic instruments, MIDI, proper use of audio effects and music mixing techniques.
Rationale	This course expands upon our current offering of audio courses, providing a dedicated music production course developed in conjunction with the Music Department. The goal of the new course is to address the need for students interested in careers in music to have strong recording, mixing and music production skills and a solid understanding of the use and applications of audio technology in music production.
Proposal Information	
Proposed Start	Year: 2017 Semester: Fall
Proposed for Distance Ed	No
Proposed for Global Citizenship	No
Course Unit/Hours	
Variable Hour Exist	NO
Credit Hours	Min: 3.00
Weekly Lecture Hours	Min: 2.00 (Sem: 36)
Weekly Laboratory Hours	Min: 1.00 (Sem: 18)
Weekly Arranged Hours	Min: 2.00 (Sem: 36)
Total Semester Instructional Hours	90.00
Load Factor	0.88
Load Factor Rationale	Consistent with other digital ET courses.
Repeatability	May be repeated 0 time(s)
Grading Methods	Letter Grade or P/NP
Transfer/General Ed	
Transferability	
Transfers to CSU	
IGETC Area:	
Does NOT satisfy any area of IGETC:	
CSU GE Area:	

Does NOT satisfy any area of CSU GE:	
SMC GE Area:	
Does NOT satisfy any area of SMC GE:	
Program Applicability	
Designation	Credit - Degree Applicable
Proposed For	AA Degree -Digital Media Certificate of Achievement -Digital Media
Pre/Corequisites & Advisories	
Prerequisite ET 40	
Course Objectives	
Upon satisfactory completion of the course, students will be able to:	
1. Record vocals and individual instruments using microphones.	
2. Record MIDI parts into a Digital Audio Workstation (ProTools) using a MIDI keyboard.	
3. Program synthesizers and common effects found in music production such as equalizers, compressors, delays and reverbs.	
4. Use an equalizer and compressor in a mix to balance musical elements.	
5. Create an effective musical mix using a combination of audio and MIDI instrument tracks.	
Arranged Hours Objectives	
Upon satisfactory completion of the course, students will be able to:	
1. Discuss theories of music production as well as the technical requirements for mixing a music project.	
Course Content	
10%	Review basic audio design software and techniques
15%	Voice and instrument recording
5%	Voice and instrument editing
10%	MIDI recording
10%	MIDI editing
10%	Multi-track editing and mixing
10%	Synthesizer programming
15%	Using effects
15%	Projects and critiques
Total: 100%	
Lab Content	
100%	Hands-on Projects
Total: 100%	
Arranged Hours Instructional Activities	
Methods	Lab Online instructor-provided resources

Other Methods	Students will use the resources in the computer lab including video and online tutorials.
Methods of Presentation	
Methods	Lecture and Discussion Observation and Demonstration Projects
Methods of Evaluation	
Methods	<ul style="list-style-type: none"> • 20% - Class Participation • 20% - Class Work • 20% - Final Project • 40% - Projects 3-4 Individual projects • 100% - Total
Appropriate Textbooks	
Textbooks such as the following are appropriate:	
Formatting Style	APA
Textbooks	
1. Collins, Mike. <i>ProTools 11: Music Production, Recording, Editing and Mixing</i> , 1st ed. Focal Press, 2013, ISBN: 0415814596.	
Assignments	
Sample Assignment	
1. Record and mix an original composition that utilizes at least three MIDI tracks and one recorded audio track.	
2. Using tracks provided by the instructor, remix a song using equalization, compression and reverb.	
3. Using MIDI tracks provided by the instructor, create original synthesizer sounds for each track using the sythesis plugins available in ProTools.	
Student Learning Outcomes	
1. Exhibit strong academic behaviors including regular attendance, timeliness, participation in class activities, and adherence to the College Honor Code.	
2. Demonstrate mastery of the course content by recording vocals and instruments; by effectively utilizing digital audio effects such as equalization, compression, delay and reverb; and by creating professional quality, multi-track mixes of their original music using digital software.	
Minimum Qualification	
Minimum Qualifications:	Multimedia
Library	
List of suggested materials has been given to librarian?	No
Library has adequate materials to support course?	Yes

Prerequisite / Corequisite Checklist and Worksheet

Entertainment Technology 41B: Digital Music Production

Prerequisite: Entertainment Technology 40: Digital Audio Design

SECTION 1 - CONTENT REVIEW: If any criterion is not met, the prerequisite will be disallowed.

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

SECTION II - ADDITIONAL LEVEL OF SCRUTINY:

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

X Type 2: Sequential within and across disciplines (e.g., Physics 7, 8, 9, ...)

Complete the Prerequisite Worksheet

Prerequisite Worksheet

ENTRANCE SKILLS FOR ET41B

(What the student needs to be able to do or understand BEFORE entering the course in order to be successful)

A)	Ability to record and edit digital audio
B)	Ability to use basic effects in a digital audio workstation
C)	Understanding of the post-production workflow and how to mix audio files.
D)	
E)	
F)	
G)	
H)	

EXIT SKILLS (objectives) OF ET40

(What the student has the demonstrated ability to do or understand AFTER successful completion of this course)

1.	Apply basic ProTools techniques to record and edit audio files
2.	Develop techniques to use audio effects to enhance audio files.
3.	Create a well mixed digital audio project suitable for use in digital media projects.
4.	
5.	
6.	
7.	
8.	

		ENTRANCE SKILLS FOR ET 41B							
		A	B	C	D	E	F	G	H
EXIT SKILLS FOR ET 40	1	x							
	2		X						
	3			X					
	4								
	5								
	6								
	7								
	8								

Santa Monica College
Course Update (NON-Substantial Changes)
Expanded Course Outline for HIST 6 - History Of Latin America II

Course Cover	
Discipline	HIST-HISTORY
Course Number	6
Full Course Title	History Of Latin America II
Catalog Course Description	This course surveys modern Latin American history from independence to the present. Using a thematic and chronological approach, it addresses post-colonial developments in Mexico, Central and South America, and the Caribbean, including such topics as the social and cultural challenges of nation-building and economic growth through periods of political conflict to contemporary globalization.
Rationale	Proposed for Global Citizenship
Proposal Information	
Proposed Start	Year: 2014 Semester: Spring
Proposed for Distance Ed	No
Proposed for Global Citizenship	Yes
Course Unit/Hours	
Variable Hour Exist	NO
Credit Hours	Min: 3.00
Weekly Lecture Hours	Min: 3.00 (Sem: 54)
Total Semester Instructional Hours	54.00
Repeatability	May be repeated 0 time(s)
Grading Methods	Letter Grade or P/NP
Transfer/General Ed	
Transferability	
Transfers to UC	
Transfers to CSU	
IGETC Area:	
<ul style="list-style-type: none"> • IGETC Area 3: Arts and Humanities <ul style="list-style-type: none"> ◦ 3B: Humanities 	
CSU GE Area:	
<ul style="list-style-type: none"> • CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages <ul style="list-style-type: none"> ◦ C2 - Humanities • CSU GE Area D: Social, Political, and Economic Institutions and Behavior, Historical <ul style="list-style-type: none"> ◦ D6 - History 	

SMC GE Area:	
<ul style="list-style-type: none"> • GENERAL EDUCATION PATTERN (SMC GE) <ul style="list-style-type: none"> ◦ Area II-B: Social Science (Group B) 	
Pre/Corequisites & Advisories	
Skills Advisory Eligibility for English 1	
Course Objectives	
Upon satisfactory completion of the course, students will be able to:	
1. Describe and discuss, orally and/or in writing, the colonial origins of Latin American independence, the tensions between conservative, liberal, and leftist political goals and governments, including the era of the caudillos, the development of nation-states, twentieth-century revolutions, and the Cold War; the social and economic experience of industrialization and contemporary globalization.	
2. Critically examine and interpret both primary and secondary sources, attentive to such concepts as historical agency, context (both domestic and global), perspective (including race, class, gender, and ethnicity), and multi-causation (conjuncture), relating such material fully to the course content.	
3. Categorize and analyze in a historical manner major political, economic, social, cultural, and international events, trends, and themes related to the course content and discuss their historical significance.	
4. Draw connections between comparable and/or contrasting time periods and regions related to the course content, and discuss the value of historical knowledge and analysis for understanding change and continuity, up to the present time.	
5. Demonstrate, in written work, understanding of history as a discipline characterized by the critical analysis and synthesis of factual evidence.	
Course Content	
6.25%	Introduction to Modern Latin America: Geography, Demographics, Race, and Ethnicity
6.25%	The Bourbon Reforms and Pre-cursor Rebellions
6.25%	The (Liberal) Wars of Independence (Mexico, Argentina, Venezuela)
6.25%	Conservative Caudillos
6.25%	Triumph of the Second-Generation Liberals
6.25%	Positivism and Progress (Mexico, Brazil, Argentina)
6.25%	US-Latin American Relations (late-19th & early 20th centuries)
6.25%	Revolution in Mexico (Indigenismo)
6.25%	Industrialization & Corporatist States (Mexico, Brazil, Argentina)
6.25%	Industrialization & Urbanization: Social and Economic changes
6.25%	The Cold War and the Cuban Revolution
6.25%	Leftist Insurgencies and State Repression (Brazil, Uruguay, Argentina)
6.25%	Electoral Socialism and Military Coup (Chile)
6.25%	Central American Revolutions
6.25%	Neo-Liberal Policies and Globalization

6.25%	The Pendulum Swings Left (Lula, Hugo, Evo, et al.)
Total: 100%	
Methods of Presentation	
Methods	Group Work Lecture and Discussion Service Learning
Other Methods	Methods of presentation will vary among instructors encompassing a combination of the following: Lecture accompanied by audio-visual material (including maps, material objects, primary photographs, documentaries, films, etc.), class discussion and activities, collaborative-learning activities, and/or service-learning projects.
Methods of Evaluation	
Methods	<ul style="list-style-type: none"> • 10% - Class Participation • 70% - Exams/Tests Exams, Out-of-Class Papers, and Quizzes; no single assignment shall be worth more than 30% of the final grade • 20% - Homework • 100% - Total
Additional Assessment Information (Optional)	Methods of grading and assignments will vary among instructors, although all will include an emphasis on written work that demonstrates content knowledge and analytical skills. Generally, frequent quizzes, one or two midterms plus a final exam will be given. These will use a combination of objective questions, short answers/identifications, and extended essays. Various assignments, including book reviews, short research papers, critical analyses of documents, chapter study questions, etc. may also be given. The relative weight of exams and assignments will vary by instructor. Generally, exams will count for 66% to 75% of the course grade, with assignments and class participation making up the remainder.
Appropriate Textbooks	
Textbooks such as the following are appropriate:	
Formatting Style	APA
Textbooks	
1. Charlip, Julie A., E. Bradford Burns. <i>Latin America: An Interpretive History</i> , 9th ed. Pearson, 2010, ISBN: 978-020708352.	
2. Chasteen, John Charles. <i>Born in Blood and Fire: A Concise History of Latin America</i> , 3rd ed. W.W. Norton, 2011, ISBN: 978-0393911541.	
3. Ke3n, Benjamin, Keith Haynes. <i>A History of Latin America Vol. 2</i> , 9th ed. Cengage, 2012, ISBN: 978-1111841416.	
4. Martin, Cheryl E., Mark Wasserman. <i>Latin America and Its People, Vol. 2 (1800 to Present)</i> , 2nd ed. Pearson, 2011, ISBN: 978-0205520503.	
5. Charlip, Julie A.. <i>Consider the Source: Documents in Latin American History for Latin Americans: An Interpretive History</i> , 2nd ed. Pearson, 2010, ISBN: 978-0205708604.	

6. Chasteen, John Charles. *Born in Blood and Fire: Latin American Voices* , 3rd ed. W.W. Norton, 2011, ISBN: 978-0393911541.

7. O'Connor, Erin E., Leo J. Garofalo. *Documenting Latin America: Gender, Race, and Nation, Vol.2*, 1st ed. Pearson, 2011, ISBN: 978-0132085090.

Assignments

Sample Assignment

1. Briefly summarize and analyze two primary sources, identifying their perspectives, purposes, the contexts in which they were produced, and their historical significance. Once you have analyzed each document, discuss how they relate to one another. For example, do they reveal different perspectives or change over time?
2. Write an analytical essay that identifies and discusses relevant political, economic, social, cultural, and/or external causes of a major event and its outcome. Your essay should draw on secondary sources (the text and lectures) and a minimum of six primary sources.

Student Learning Outcomes

1. Describe and discuss, orally and/or in writing, the colonial origins of Latin American independence, the tensions between conservative, liberal, and leftist political goals and governments, including the era of the caudillos, the development of nation-states, twentieth-century revolutions, and the Cold War; the social and economic experience of industrialization and contemporary globalization.
2. Demonstrate the ability to critically examine and interpret both primary and secondary sources by applying historians' analytical tools to compare and contrast multiple perspectives (including race, class, gender, and ethnicity), contextualize information, and/or identify causes and effects of change and continuity, as related to the course content.
3. Identify and analyze in a historical manner the political, economic, social, cultural, and global aspects of the major events and trends of this historical period and interpret their historical significance.
4. Appraise the value of historical knowledge for understanding more recent and/or comparable issues, events, and trends, by applying historical knowledge and analysis across time and/or place.
5. Demonstrate, through written work, understanding of history as a discipline characterized by the analysis and synthesis of factual evidence.

Minimum Qualification

Minimum Qualifications:	History (Masters Required) - OR bachelor's degree in history AND master's degree in political science, humanities, geography, area studies, women's studies, social science, or ethnic studies OR the equivalent.
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Library

List of suggested materials has been given to librarian?	No
Library has adequate materials to support course?	Yes

Global Citizenship Application	
Global Citizenship Category	Global Studies
Global Citizenship Sub-Categories	<p>Course content is explored primarily through a global perspective and a comparative and/or analytical framework is used. At least two societies or cultures outside the United States and their global impact are explored.</p> <p>Course material has contemporary significance. For example, a course would not only examine a period of history but the ways in which that period of history impacts the way we live in the world today.</p> <p>Course content addresses at least two interconnected systems (such as cultural, ecological, economic, political, social and technological systems).</p>
Citizenship Rationale	<p>1) History 6, History of Latin America II, surveys Mexico, Central and South America, and the Caribbean from early-19th century independence movements to the present. Its framework is regional, global, and analytic.</p> <p>2) History 6 has contemporary significance as it examines historical change from 1800 to the present, providing long-term and closer-term context to recent trends and events.</p> <p>3) History 6 addresses multiple interconnected systems including social, political, economic, and intellectual change; the different roles Mexico, Central and South America, and the Caribbean have played in the global arenas including hemispheric and world wars, revolutions, internal civil wars and conflict, and the political, economic, and social transformations in the late-20th and early-21st centuries, including neoliberalism and globalization.</p>

Accounting **EXISTING**
Associate in Science (AS)
(effective Not Specified, Not Specified)

Area of Emphasis

The major consists of 28 units as follows:

Required Core Courses: (12 Units)		Units
BUS 1	Introduction To Business	3
BUS 31	Business English Fundamentals	3
or		
ENGL 1	Reading And Composition 1	3
BUS 32	Business Communications	3
CIS 1	Computer Concepts With Applications	3
or		
CIS 4	Introduction To Computers Business Applications	3
 Required Concentration Courses: (16 Units)		 Units
ACCTG 1	Introduction to Financial Accounting	5
and		
ACCTG 2	Corporate Financial and Managerial Accounting	5
ACCTG 31A	Excel For Accounting	3
or		
CIS 30	Microsoft Excel	3
ACCTG 35 (same as CIS 35)	Quickbooks	3
or		
CIS 35 (same as ACCTG 35)	Quickbooks	3
 Additional Recommended Courses:		 Units
ACCTG 10A	Intermediate Accounting A	3
and		
ACCTG 10B	Intermediate Accounting B	3
and		
ACCTG 10C	Intermediate Accounting C	4
or		
ACCTG 6	Accounting Consolidations	3
and		
ACCTG 7	Advanced Accounting: Special Topics	3
ACCTG 11	Cost Accounting	3
ACCTG 12	Auditing	3
ACCTG 15	Individual Income Taxes	3
ACCTG 16	Taxation of Corporations, Partnerships, Estates and Trusts	3
ACCTG 31B	Advanced Excel For Accounting	3
BUS 5	Business Law	3
 Total Units for Area of Emphasis:		 28

Accounting **REVISE 5/2016**

Associate in Science (AS)

(effective Not Specified, Not Specified)

This program is for bookkeepers and accounting clerks who want to advance to a higher professional level. Business owners can strengthen their businesses with best ethical practices and compliance with current accounting standards and laws. Accountants may acquire specialized knowledge of accounting which include the setting up and designing of an effective accounting system, the interpretation and preparation of financial and tax information, the reporting for business executives, partnerships, nonprofit and governmental agencies.

This Associate degree involves satisfactory completion of a minimum of 60 semester units with a C average or higher, including the semester units of the area of emphasis (articulated below), fulfillment of the Global Citizenship requirement, and fulfillment of all Santa Monica College general education requirements, CSU GE, or IGETC. At least 50% of the area of emphasis units must be completed at Santa Monica College. Each course in the area of emphasis must be completed with a grade of C or higher. Additional graduation requirements for the Associate degree are available at the Transfer/Counseling Center and online at www.smc.edu/articulation.

Catalog rights dictate that a student may satisfy the requirements of a degree or certificate by completing the general education and area of emphasis requirements in effect at any time of the student's continuous enrollment. Continuous enrollment is defined as enrollment in consecutive Fall and Spring semesters until completion.

Program Learning Outcomes:

Upon completion of the program students will effectively comprehend, record, post and summarize financial accounting information from an original business transaction through the preparation of financial statements and the closing entries at the end of an accounting cycle. Students will demonstrate the ability to prepare calculations and use financial information for business management and decision making.

Area of Emphasis

Required Core Courses: (16 units)

		Units
ACCTG 1	Introduction to Financial Accounting	5
ACCTG 2	Corporate Financial and Managerial Accounting	5
BUS 1	Introduction To Business	3
BUS 32	Business Communications	3

Required Electives: (12 units required with a minimum of 6 units from List A)

List A: Select 6 to 12 units:

		Units
ACCTG 9	Accounting Ethics	3
or		
BUS 62	Human Relations And Ethical Issues In Business	3

ACCTG 31A	Excel For Accounting	3
or		
ACCTG 31B	Advanced Excel For Accounting	3
or		
ACCTG 35 (same as CIS 35)	Quickbooks	3

ACCTG 15	Individual Income Taxes	3
ACCTG 45 (same as BUS 45)	Individual Financial Planning	3

List B: Select a MAXIMUM of 6 units from the courses below (if less than 12 units are completed from List A):		Units
ACCTG 6	Accounting Consolidations	3
ACCTG 7	Advanced Accounting: Special Topics	3
ACCTG 10A	Intermediate Accounting A	3
ACCTG 10B	Intermediate Accounting B	3
ACCTG 10C	Intermediate Accounting C	4
ACCTG 11	Cost Accounting	3
ACCTG 12	Auditing	3
ACCTG 16	Taxation of Corporations, Partnerships, Estates and Trusts	3
BUS 5	Business Law	3

Total Units for Area of Emphasis: 28

PID 266

Business Administration – Professional **EXISTING** Associate in Science (AS)

(effective Not Specified, Not Specified)

Business Managers coordinate business activities in both private industry and public agencies. They are responsible for operations, maintenance, purchasing, planning, organizing, budgeting, and directing the work of the employees. Business executives are the higher-level management staff, directing the activities of the firm. They develop and administer policies to maximize profits. They also direct financial programs and develop policies aimed at maintaining good relations with the public, stockholders, employees, and customers. This major may also lead to many other careers. For additional possibilities, visit the Career Services Center on campus to utilize computerized career information systems and other valuable career resources.

Program Learning Outcomes:

Upon completion of a degree in Business Administration - Professional, students will demonstrate coherent and comprehensive analyses of business issues, and identify and resolve ethical dilemmas in the domestic and global business environment.

Area of Emphasis

Required Courses:		Units
ACCTG 1	Introduction to Financial Accounting	5
ACCTG 2	Corporate Financial and Managerial Accounting	5
BUS 1	Introduction To Business	3
BUS 5	Business Law	3
ECON 1	Principles Of Microeconomics	3
ECON 2	Principles Of Macroeconomics	3
MATH 2	Precalculus	5
or		
MATH 28	Calculus 1 for Business and Social Science	5
or		
MATH 7	Calculus 1	5
or		
MATH 52	Elementary Statistics	3
or		
MATH 54	Elementary Statistics	4
Recommended Additional Coursework: Students may want to consider some the following courses to deepen their knowledge and understanding. Students transferring courses to SMC from other institutions may also use the following course(s) to meet any unit deficiency.		
BUS 20	Principles Of Marketing	3
BUS 32	Business Communications	3
ACCTG 45 (same as BUS 45)	Individual Financial Planning	3
BUS 62	Human Relations And Ethical Issues In Business	3
BUS 65	Management Principles	3
CS 3	Introduction To Computer Systems	3
CIS 1	Computer Concepts With Applications	3
or		
CIS 4	Introduction To Computers Business Applications	3

Additional general education and graduation requirements for the Associate degree from Santa Monica College are listed on a separate sheet in the Transfer/Counseling Center, as well as online (go to www.smc.edu/articulation).

Total Units for Area of Emphasis: **25**

Business Administration – Professional **REVISE 5/2016**

Associate in Science (AS)

(effective Not Specified, Not Specified)

Business Managers coordinate business activities in both private industry and public agencies. They are responsible for operations, maintenance, purchasing, planning, organizing, budgeting, and directing the work of the employees. Business executives are the higher-level management staff, directing the activities of the firm. They develop and administer policies to maximize profits. They also direct financial programs and develop policies aimed at maintaining good relations with the public, stockholders, employees, and customers. This major may also lead to many other careers. For additional possibilities, visit the Career Services Center on campus to utilize computerized career information systems and other valuable career resources.

Program Learning Outcomes:

Upon completion of a degree in Business Administration - Professional, students will demonstrate coherent and comprehensive analyses of business issues, and identify and resolve ethical dilemmas in the domestic and global business environment.

Area of Emphasis

Required Core Courses (minimum of 12 units):		Units
ACCTG 1	Introduction to Financial Accounting	5
or		
ACCTG 21	Business Bookkeeping	3

BUS 1	Introduction To Business	3
BUS 5	Business Law	3
BUS 32	Business Communications	3

Using the electives below, students may focus on a particular area of interest (including Marketing, Insurance, Global Trade & Logistics, Entrepreneurship/Small Business Management, Finance, Management/Leadership, Retail/Hospitality/Tourism, and/or General Business) or may create their own area of study by selecting a combination of courses that meets their career goals. A minimum of 12 units of electives is required.

Marketing		Units
BUS 20	Principles Of Marketing	3
BUS 22	Introduction To Advertising	3
BUS 23	Principles Of Selling	3
BUS 24	Creative Selling	3
BUS 26	Marketing Research And Consumer Behavior	3
BUS 28	Marketing Promotion	3
BUS 29 (same as JOURN 43)	Public Relations And Publicity	3
BUS 33 (same as MEDIA 18)	Broadcast Advertising	3
BUS 34	Introduction to Social Media Marketing	3

Insurance		Units
BUS 15	Introduction To Insurance With Code and Ethics	2
BUS 16	Personal Insurance	3
BUS 17	Property And Liability Insurance	3
BUS 18	Commercial Insurance	3

Global Trade & Logistics		Units
BUS 50	Introduction To International Business	3
BUS 51	Intercultural Business Communication	3
BUS 52	International Marketing	3
BUS 53	Importing And Exporting	3
BUS 54	International Management	3
BUS 55	Southern California's International Connections	3
BUS 80	Principles Of Logistics	3
BUS 81	Transportation Management	3
BUS 82	Supply Chain Management	3
BUS 83	Operations Management	3
Entrepreneurship/Small Business Management		Units
BUS 27 (<i>same as CIS 27</i>)	Introduction To E-Commerce	3
BUS 63	Principles Of Entrepreneurship	3
Finance		Units
BUS 45 (<i>same as ACCTG 45</i>)	Individual Financial Planning	3
BUS 46	Introduction To Investments	3
BUS 47 (<i>same as COUNS 47</i>)	Personal Finance For Students	1
Management/Leadership		Units
BUS 65	Management Principles	3
BUS 67	Business Strategies	3
BUS 72	Organizational Management And Leadership	3
BUS 76	Human Resources Management	3
BUS 79	Bargaining And Negotiations	3
Retail/Hospitality/Tourism		Units
BUS 4	Leisure Industries And Tourism	3
BUS 11	Introduction To The Hospitality Industry	3
BUS 21	Merchandising Principles	3
BUS 25	Advertising Display	3
General Business		Units
BUS 6 (<i>same as ACCTG 26</i>)	Advanced Business Law	3
BUS 62	Human Relations And Ethical Issues In Business	3
BUS 64	Business Protocol And Professionalism	1

Total Units for Area of Emphasis: 24

PID 265

Computer Business Applications **EXISTING** Associate in Science (AS) / Certificate of Achievement

(effective Not Specified, Not Specified)

This program prepares students for a variety of positions in today's automated office. Using the Microsoft Office Suite students learn to create, edit, format and publish documents, spreadsheets, presentations and databases. Students also develop skills necessary to handle basic accounting and bookkeeping procedures for small businesses.

This Certificate of Achievement involves satisfactory completion of the area of emphasis (articulated below). This Associate degree involves satisfactory completion of a minimum of 60 semester units with a C average or higher, including the semester units of the area of emphasis (articulated below), fulfillment of the Global Citizenship requirement, and fulfillment of all Santa Monica College general education requirements, CSU GE, or IGETC. At least 50% of the area of emphasis units must be completed at Santa Monica College. Each course in the area of emphasis must be completed with a grade of C or higher. Additional graduation requirements for the Associate degree are available at the Transfer/Counseling Center and online at www.smc.edu/articulation.

Catalog rights dictate that a student may satisfy the requirements of a degree or certificate by completing the general education and area of emphasis requirements in effect at any time of the student's continuous enrollment. Continuous enrollment is defined as enrollment in consecutive Fall and Spring semesters until completion.

Program Learning Outcomes:

Upon completion of the program in Computer Business Applications, students will be able to analyze different type of business information, use the Internet to support findings, and use software applications to produce various business reports and presentations used in industry.

Area of Emphasis

Required courses: (21 units)	Units
ACCTG 1 Introduction to Financial Accounting	5
or	
ACCTG 21 Business Bookkeeping	3

BUS 1 Introduction To Business	3
CIS 1 Computer Concepts With Applications	3
CIS 4 Introduction To Computers Business Applications	3
CIS 30 Microsoft Excel	3
CIS 32 Microsoft Access	3
CIS 35 (<i>same as ACCTG 35</i>) Quickbooks	3
 Select 2 courses from the following: (6 units)	 Units
CIS 9A (<i>same as CS 9A</i>) Technology Project Management I	3
CIS 34 Advanced Excel With Visual Basic For Applications	3
CIS 37A Microsoft Word I	3
CIS 39 MS Outlook - Comprehensive Course	3
CIS 50 Internet, HTML, and Web Design	3
OFTECH 5 English Skills For The Office	3

OFTECH 1 Keyboarding I	3
or	
OFTECH 10 Skill Building On The Keyboard	3
 Total Units for Area of Emphasis:	 27

Computer Business Applications **REVISED 5/2016** Associate in Science (AS) / Certificate of Achievement

(effective Not Specified, Not Specified)

The core of this certificate program provides advanced computer skills and business concepts that can be applied in nearly every industry. Students will learn to use Microsoft Office products, as well as other computer software applications, that can be applied in business situations to create, edit, format and publish documents, spreadsheets, presentations and databases.

Students can select from three specializations within the Computer Business Applications Certificate program:

- Social Media Specialist students will be introduced to the finer points of the most popular social media applications, including search engine optimization, HTML and Web design.
- Office Finance Specialist students will develop the skills necessary to handle basic accounting and bookkeeping procedures for small businesses.
- Microsoft Office Specialist students will develop additional expertise in each of the Microsoft Office applications. This specialization assists in preparation for the Microsoft Office Specialist (MOS) certification exams.

This Certificate of Achievement involves satisfactory completion of the area of emphasis (articulated below). This Associate degree involves satisfactory completion of a minimum of 60 semester units with a C average or higher, including the semester units of the area of emphasis (articulated below), fulfillment of the Global Citizenship requirement, and fulfillment of all Santa Monica College general education requirements, CSU GE, or IGETC. At least 50% of the area of emphasis units must be completed at Santa Monica College. Each course in the area of emphasis must be completed with a grade of C or higher. Additional graduation requirements for the Associate degree are available at the Transfer/Counseling Center and online at www.smc.edu/articulation.

Catalog rights dictate that a student may satisfy the requirements of a degree or certificate by completing the general education and area of emphasis requirements in effect at any time of the student's continuous enrollment. Continuous enrollment is defined as enrollment in consecutive Fall and Spring semesters until completion.

Program Learning Outcomes:

Upon completion of the program in Computer Business Applications, students will be able to analyze different type of business information, use the Internet to support findings, and use software applications to produce various business reports and presentations used in industry of concentration area.

Area of Emphasis

Required courses: (21 units)		Units
BUS 1	Introduction To Business	3
CIS 1	Computer Concepts With Applications	3
CIS 4	Introduction To Computers Business Applications	3
CIS 37	Microsoft Word	3
CIS 39	MS Outlook - Comprehensive Course	3
OFTECH 5	English Skills For The Office	3

OFTECH 1	Keyboarding I	3
or		
OFTECH 10	Skill Building On The Keyboard	3

Complete one of the following specialization tracks below based on your career interests:

Track 1: Social Media Specialist (9 units)		Units
CIS 50	Internet, HTML, and Web Design	3
CIS 67	WordPress	3
CIS 70	Social Media Applications	3
 Track 2: Office Finance Specialist (9 units minimum)		 Units
CIS 30	Microsoft Excel	3
CIS 35 (<i>same as ACCTG 35</i>)	Quickbooks	3

ACCTG 1	Introduction to Financial Accounting	5
or		
ACCTG 21	Business Bookkeeping	3
 Track 3: Microsoft Office Specialist (9 units)		 Units
CIS 30	Microsoft Excel	3
CIS 32	Microsoft Access	3
CIS 38	Microsoft PowerPoint	3

Total Units for Area of Emphasis: 30

PID 264

DIGITAL PUBLISHING **REVISED 5/2016**

Department Certificate

(effective Not Specified, Not Specified)

The Digital Publishing certificate provides students with specific skills that make them job ready for the publishing industry, whether it is for printing or the web. Digital publishing specialists use Adobe Photoshop, InDesign and Illustrator programs along with Microsoft Word to format and combine text, numerical data, photographs, charts, drawings, and other visual graphic elements to produce digital and/or printed publication-ready materials.

This Department Certificate involves satisfactory completion of the semester units of the area of emphasis (articulated below). At least 50% of the area of emphasis units must be completed at Santa Monica College. Each course in the area of emphasis must be completed with a grade of C or higher. Additional information for the Certificate is available at the Transfer/Counseling Center and online at www.smc.edu/articulation.

Catalog rights dictate that a student may satisfy the requirements of a degree or certificate by completing the general education and area of emphasis requirements in effect at any time of the student's continuous enrollment. Continuous enrollment is defined as enrollment in consecutive Fall and Spring semesters until completion.

Program Learning Outcomes:

Given client data, students will utilize marketing research tools, apply creative techniques, choose and utilize appropriate software program(s) and analyze and solve graphic design and page layout problems to produce an effective publication. Also, working as a member of a Digital Publishing team, students will demonstrate professional work habits, meet scheduled timeline milestones and deadlines, and communicate effectively via oral presentations and written documents.

Area of Emphasis

Required Courses: (16 units)

		Units
CIS 36P	Microsoft Powerpoint	1
CIS 37 (added)	Microsoft Word	3
CIS 37A	Microsoft Word I	3
CIS 40	InDesign	3
CIS 60A	Photoshop I	3
CIS 64	Illustrator	3
OFTECH 5	English Skills For The Office	3

Select 1 course from the following: (1 unit)

		Units
OFTECH 4	Keyboarding I	3
OFTECH 1A	Keyboarding 1A	1
OFTECH 1B	Keyboarding 1B	1
OFTECH 1C	Keyboarding 1C	1
OFTECH 9	Keyboarding Improvement	1
OFTECH 10	Skill Building On The Keyboard	3

Total Units for Area of Emphasis:

17

PID 183

ACCOUNTING EXISTING
Certificate of Achievement
 (effective Not Specified, Not Specified)

Area of Emphasis

OPTION 1: (28 units)

Required Core Courses: (12 Units)

		Units
BUS 1	Introduction To Business	3
BUS 31	Business English Fundamentals	3
or		
ENGL 1	Reading And Composition 1	3
BUS 32	Business Communications	3
CIS 1	Computer Concepts With Applications	3
or		
CIS 4	Introduction To Computers Business Applications	3

Required Concentration Courses: (16 Units)

		Units
ACCTG 1	Introduction to Financial Accounting	5
and		
ACCTG 2	Corporate Financial and Managerial Accounting	5
ACCTG 31A	Excel For Accounting	3
or		
CIS 30	Microsoft Excel	3
or		
CIS 31	Accounting Spread Sheets	3
ACCTG 35 (same as CIS 35)	Quickbooks	3
or		
CIS 35 (same as ACCTG 35)	Quickbooks	3

OPTION 2: (23 units)

Required Courses: (20 units)

		Units
ACCTG 1	Introduction to Financial Accounting	5
and		
ACCTG 2	Corporate Financial and Managerial Accounting	5
ACCTG 10A	Intermediate Accounting A	3
and		
ACCTG 10B	Intermediate Accounting B	3
and		
ACCTG 10C	Intermediate Accounting C	4

Choose one course from: (3 units)

		Units
ACCTG 31A	Excel For Accounting	3
CIS 30	Microsoft Excel	3
ACCTG 31B	Advanced Excel For Accounting	3
ACCTG 35 (same as CIS 35)	Quickbooks	3
or		
CIS 35 (same as ACCTG 35)	Quickbooks	3

OPTION 3: (22-26 units)

Required courses: (13 units)

		Units
ACCTG 1	Introduction to Financial Accounting	5
ACCTG 2	Corporate Financial and Managerial Accounting	5
ACCTG 15	Individual Income Taxes	3

Choose one course from: (3 units)

		Units
ACCTG 31A	Excel For Accounting	3
ACCTG 35 (<i>same as CIS 35</i>)	Quickbooks	3

Choose two courses from the following:

		Units
BUS 1	Introduction To Business	3
BUS 5	Business Law	3
BUS 32	Business Communications	3
BUS 45 (<i>same as ACCTG 45</i>)	Individual Financial Planning	3
ACCTG 10A	Intermediate Accounting A	3
ACCTG 10B	Intermediate Accounting B	3
ACCTG 10C	Intermediate Accounting C	4
ACCTG 11	Cost Accounting	3
ACCTG 12	Auditing	3
ACCTG 16	Taxation of Corporations, Partnerships, Estates and Trusts	3

**Total Units for Area of Emphasis: 22 -
28**

PID 32

General Accountant REVISE 5/2016
Certificate of Achievement

(effective Not Specified, Not Specified)

This program is for bookkeepers and accounting clerks who want to advance to a higher professional level. Business owners can strengthen their businesses with best practices and compliance with current accounting standards and laws. Accountants may acquire specialized knowledge of accounting which include the setting up and designing of an effective accounting system, and the interpretation and preparation of financial and tax information. Students completing this Certificate of Achievement may wish to pursue the Accounting Associate Degree by satisfying additional requirements.

This Certificate of Achievement involves satisfactory completion of the semester units of the area of emphasis (articulated below). At least 50% of the area of emphasis units must be completed at Santa Monica College. (Exception: For IGETC & CSUGE Certificates, see catalog.) Each course in the area of emphasis must be completed with a grade of C or higher. (Exception: For CSUGE Certificate, see catalog.) Additional information for the Certificate is available at the Transfer/Counseling Center and online at www.smc.edu/articulation.

Catalog rights dictate that a student may satisfy the requirements of a degree or certificate by completing the general education and area of emphasis requirements in effect at any time of the student's continuous enrollment. Continuous enrollment is defined as enrollment in consecutive Fall and Spring semesters until completion.

Program Learning Outcomes:

Upon completion of the program students will effectively comprehend, record, post and summarize financial accounting information from an original business transaction through the preparation of financial statements and the closing entries at the end of an accounting cycle. Students will demonstrate the ability to prepare calculations and use financial information for business management and decision making.

Area of Emphasis

Required Core Courses: (10 Units)		Units
ACCTG 1	Introduction to Financial Accounting	5
ACCTG 2	Corporate Financial and Managerial Accounting	5
Elective Courses: Select a minimum of 12 units from the elective list below:		Units
ACCTG 10A	Intermediate Accounting A	3
ACCTG 10B	Intermediate Accounting B	3
ACCTG 10C	Intermediate Accounting C	4
ACCTG 11	Cost Accounting	3
ACCTG 12	Auditing	3
ACCTG 15	Individual Income Taxes	3
ACCTG 16	Taxation of Corporations, Partnerships, Estates and Trusts	3

ACCTG 31A	Excel For Accounting	3
or		
ACCTG 31B	Advanced Excel For Accounting	3
or		
ACCTG 35 (same as CIS 35)	Quickbooks	3

ACCTG 45 (same as BUS 45)	Individual Financial Planning	3
BUS 5	Business Law	3
Total Units for Area of Emphasis:		22

Merchandising EXISTING
Associate in Science (AS) / Certificate of Achievement
(effective Not Specified, Not Specified)

Area of Emphasis

Required Core Courses: (12 units)		Units
BUS 1	Introduction To Business	3
BUS 31	Business English Fundamentals	3
or		
ENGL 1	Reading And Composition 1	3
BUS 32	Business Communications	3
CIS 1	Computer Concepts With Applications	3
or		
CIS 4	Introduction To Computers Business Applications	3
 Concentration Courses:		 Units
BUS 20	Principles Of Marketing	3
BUS 21	Merchandising Principles	3
BUS 25	Advertising Display	3
and		
 Select one additional course from the following courses:		 Units
BUS 22	Introduction To Advertising	3
BUS 23	Principles Of Selling	3
BUS 28	Marketing Promotion	3
BUS 62	Human Relations And Ethical Issues In Business	3

Total Units for Area of Emphasis: 24

PID 8

Sales and Promotion **REVISION 5/2016**

Associate in Science (AS) / Certificate of Achievement

(effective Not Specified, Not Specified)

This program prepares students for careers in sales and other contemporary marketing responsibilities. Sales promotion techniques are examined as students develop skills in the modern sales process. Developing a strategic approach to customer relationship management and the life time value of the customer will equip students with the mindset to succeed in today's dynamic marketplace.

This Certificate of Achievement involves satisfactory completion of the area of emphasis (articulated below). This Associate degree involves satisfactory completion of a minimum of 60 semester units with a C average or higher, including the semester units of the area of emphasis (articulated below), fulfillment of the Global Citizenship requirement, and fulfillment of all Santa Monica College general education requirements, CSU GE, or IGETC. At least 50% of the area of emphasis units must be completed at Santa Monica College. Each course in the area of emphasis must be completed with a grade of C or higher. Additional graduation requirements for the Associate degree are available at the Transfer/Counseling Center and online at www.smc.edu/articulation.

Catalog rights dictate that a student may satisfy the requirements of a degree or certificate by completing the general education and area of emphasis requirements in effect at any time of the student's continuous enrollment. Continuous enrollment is defined as enrollment in consecutive Fall and Spring semesters until completion.

Program Learning Outcomes:

Upon completion of the program students will demonstrate coherent and comprehensive analyses of business issues, identify and resolve ethical dilemmas in the domestic and global business environment, and develop a sales and promotion plan that incorporates elements of the promotion mix, including social media, and an engaging oral and written sales presentation.

Area of Emphasis

Required Courses: (21 units)

		Units
BUS 1	Introduction To Business	3
BUS 20	Principles Of Marketing	3
BUS 22	Introduction To Advertising	3
BUS 23	Principles Of Selling	3
BUS 28	Marketing Promotion	3
BUS 32	Business Communications	3
BUS 34	Introduction to Social Media Marketing	3

Select one elective course from the list below. (Note: BUS 26 or 27 are strongly recommended): **Units**

BUS 26	Marketing Research And Consumer Behavior	3
BUS 27 (<i>same as CIS 27</i>)	Introduction To E-Commerce	3
BUS 5	Business Law	3
BUS 21	Merchandising Principles	3
BUS 25	Advertising Display	3
BUS 45 (<i>same as ACCTG 45</i>)	Individual Financial Planning	3
BUS 62	Human Relations And Ethical Issues In Business	3
CIS 1 *	Computer Concepts With Applications	3
CIS 4 *	Introduction To Computers Business Applications	3

Total Units for Area of Emphasis: 24

* strongly recommended for the student with limited computer skills

* strongly recommended for the student with limited computer skills

Website Software Specialist **REVISE 5/2016**

Associate in Science (AS) / Certificate of Achievement

(effective Not Specified, Not Specified)

A Website Software Specialist designs, develops, and manages websites with the skills needed to be successful in today's job market. A Website Software Specialist needs to be knowledgeable in variety of Internet technologies (HTML, CSS, JavaScript, and server-side scripting such as ASP or Perl), as well as Web authoring applications such as Dreamweaver, Photoshop, and WordPress. They are primarily responsible for developing user friendly and interactive Web pages, integrating and optimizing different multimedia components, and implementing hosting, publishing, and development workflow strategies.

This Certificate of Achievement involves satisfactory completion of the area of emphasis (articulated below). This Associate degree involves satisfactory completion of a minimum of 60 semester units with a C average or higher, including the semester units of the area of emphasis (articulated below), fulfillment of the Global Citizenship requirement, and fulfillment of all Santa Monica College general education requirements, CSU GE, or IGETC. At least 50% of the area of emphasis units must be completed at Santa Monica College. Each course in the area of emphasis must be completed with a grade of C or higher. Additional graduation requirements for the Associate degree are available at the Transfer/Counseling Center and online at www.smc.edu/articulation.

Catalog rights dictate that a student may satisfy the requirements of a degree or certificate by completing the general education and area of emphasis requirements in effect at any time of the student's continuous enrollment. Continuous enrollment is defined as enrollment in consecutive Fall and Spring semesters until completion.

Program Learning Outcomes:

Upon completion of this program, students will learn a variety of Internet technologies and web-authoring tools for website development and maintenance. Students will gain the necessary knowledge and skills for designing, developing, and managing websites.

Area of Emphasis

Required Core Courses: (18 units)		Units
CIS 1	Computer Concepts With Applications	3
CIS 50	Internet, HTML, and Web Design	3
CIS 51	HTML5, CSS3, and Accessibility	3
CIS 54	Web Development And Scripting	3
CIS 59A	Dreamweaver I	3
CIS 60A	Photoshop I	3

Required Concentration Courses: (10 units)		Units
CIS 56	Web Media Production	3
CIS 57	Website Planning And Production	3
CIS 59B	Dreamweaver II	3
CIS 88A	Independent Studies In CIS	1

Select 2 courses from the following: (6 units)		Units
CIS 55	Advanced Webpage Development And Scripting	3
CIS 67	WordPress	3
CIS 70	Social Media Applications	3

Total Units for Area of Emphasis: **34 31**

PID 243