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2. The second part of the document outlines the specific steps for recording transactions. It starts with identifying the correct account to debit and credit. This is followed by entering the date, amount, and a brief description of the transaction. The final step is to ensure that the total debits equal the total credits, maintaining the accounting equation.

3. The third part of the document discusses the importance of regular reconciliation. This involves comparing the company's records with the bank statements to identify any discrepancies. If a difference is found, it should be investigated immediately to determine the cause and correct the records.

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LIBERAL STUDIES COURSE APPROVAL, PARTS 4-6:

IV. Answers to Questions:

- A. Syllabus of record serving as primary resource for all faculty teaching this course. In addition, sharing of syllabi created by each faculty teaching this course with other performance faculty in department towards feedback and discussions in evaluating the course outcomes assessment process.
- B. As there is the anticipation that there will be more women in this course than men and that there will regularly be minority students in this course as well (given the evidence from all previous sections of this course taught as a Special Topics' course), these issues will be easily addressed in the scripts that will be chosen for script analysis exercises and scene presentations.
- C. Students will be reading plays towards both developing critical analysis skills and towards creating characters for presented scenes in class. They will also be

reading the scripts for the major productions of the department that semester to better prepare them for their required critical responses to the productions

Week 3 and 4 / Who am I?

Week 3 and 4 / Who am I? / An exploration of personal identity, conflicts and complexities

Week 4 and 5 / Stories / An exploration of the basic elements of a story and an understanding of this

contribute strongly to our creative work.

1. Exploration of identity / impulse / actor uniqueness through a non-verbal performance project.
2. Exploration of identity / impulse / actor uniqueness through a verbal performance project

Week 4 and 5 / Stories.

Storytelling is the most fundamental form of theatre/ acting/ communication,

Week 4 and 5 / Stories / An exploration of the basic elements of a story and an understanding of this

Weeks 12-15 / Putting it all together

The composite of Objectives, Obstacles, Actions, Environment, Given

An Actor's Handbook, C. Stanislavski, 1963.
An Actor Performs, M. Shapiro, 2006
Changing Circumstances, L. Vozoff, 2000.
Coming to Terms with Acting: An Instructive Glossary, D. Moston, 1993.
Practical Handbook for the Actor. M. Bruder et.al., 1986.
Stanislavski: An Introduction .J Benedetti 2000

The Technique of Inner Action, B. Bruehl, 1996.

2 Course Analysis Questionnaire

A1 How does this course fit into the programs of the department? For what students is the course designed? (majors, students in other majors, liberal studies).

This will be a course offered only to non-theater majors. It will help students to address the need for oral communication skills a skill level expected of the

university in the Liberal Studies' requirements towards an IUP agreement to accept oral communication skill coursework towards IUP LS requirements from transfers from the Community College system in Pennsylvania. As a result, it is

Christopher Newport University, Newport News, Virginia: Beginning Acting: Playing
an Action
University of Pittsburgh: Introduction to Performance

A7. Is the content or are the skills of the proposed course recommended or required

by a professional society, accrediting authority, law or other external agency? If so, please provide documentation.

No. Not at the non-major level.

Section B: Interdisciplinary Implications

B1 Will this course be taught by instructors from more than one department? If so, explain the teaching plan, its rationale, and how the team will adhere to the syllabus of record.

No.

B2 What is the relationship between the content of this course and the content of courses offered by other departments? Summarize your discussions (with other departments) concerning the proposed changes and indicate how any conflicts have been resolved. Please attach relevant memoranda from these departments that clarify their attitudes toward the proposed change(s).

No relation.

B3 Will this course be cross-listed with other departments? If so, please summarize the department representatives' discussions concerning the course and indicate

*Travel Funds - NA

C3 Are any of the resources for this course funded by a grant? If so, what provisions have been made to continue support for this course once the grant has expired? (Attach letters of support from Dean, Provost, etc.)

No.

C4 How frequently do you expect this course to be offered? Is this course particularly designed for or restricted to certain seasonal semesters?

At least twice a year.

C5 How many sections of this course do you anticipate offering in any single

semester?

At least two sections per year.

C6 How many students do you plan to accommodate in a section of this course? What is the justification for this planned number of students?

24 students per section.

C7 Does any professional society recommend enrollment limits or parameters for a