

Chabot College
Distance Education Curriculum Support Committee

Course Proposal Form
(Send as an email attachment to DECSC chair)

2005-2006

These questions are meant to provide you, our faculty colleagues, a framework for your Distance Education Curriculum Proposal. These are *guidelines*, not mandates. Much of this emerged from an Academic Senate for California Community Colleges white paper, available in our resource area. We believe careful and thorough consideration of these issues will improve not just your proposal, but also your entire course design. Please feel free to elaborate where you think most important. Note: Please click on *File, Save As* to save this form as a document, so you can work on it and submit it electronically to the DE Curriculum Support Committee chair.

Each proposal or existing course, if delivered by distance education, shall be separately reviewed and approved by the curriculum committee prior to being offered. (Ed Code 55378)

Course Title & Number: Computerized Accounting using Excel and QuickBooks (Business 6)

Faculty Name: Wanda Wong

1. Need/Justification

The class size of Business 6 is currently 24 students per section due to the limited number of licenses for QuickBooks software. These sections usually fill to capacity with no extra room to add students. But even with it's 100% fill rate, the WSCH/FTEF in Bus 6 is low due to the cap of 24 students per section.

By offering this course online we can increase section size 50% to 36 students per section. This increases the productivity of Bus 6 and helps it meet the high demand of students.

2. Course Content Delivery

The methods of instruction listed in the course outline can be delivered successfully in an online format. Web-based course management systems allow for lecture, discussion, media presentation, and individual and group projects. A traditional textbook will supplement web-based materials just as it does for classroom-based materials. A trial version of the QuickBooks software will be included with the text to allow students to work on their projects at home for 3 months (the duration of this course as offered by publisher). Students will however be required to have MS Office installed in their computers. (MS Excel is software required for this course).

This course will be offered completely online. Bus 6 meets 51 hours per semester. The online class will require the same number of hours from the students with the following time schedule:

- E-lectures, PowerPoint presentation, Notes – 17
- Assignment Projects – 16
- Quizzes – 6
- Exams – 6
- Discussion Board / Email communications – 6

The instructor will deliver the e-lectures with concepts mapped out allowing students to visualize interconnections between ideas. This will reinforce ideas covered in course readings.

The instructor will use locally relevant case studies and sample projects as often as possible to assist students in understanding and applying course content.

3. Nature and Frequency of Instructor-Student Interactions

Instruction will be completely asynchronous online. For each chapter there will be e-lectures, PowerPoint slides, assignments, quiz, exam, discussion board and email feedbacks.

Different discussion topics each week will ensure student-to-student interaction and timely teacher-to-student feedback.

The instructor will take note of students who don't participate in discussion sessions, and contact them individually as soon as time allows.

The *Announcements* section of Blackboard will be used to address deadlines, give encouragement and place reminders.

The instructor will hold traditional office hours on campus and will contact students via email and/or phone.

4. Assignments & Methods of Evaluation

Students will be evaluated based on

- Weekly on-line short quizzes to help students assess their understanding of the material.
- Assignment Projects for every chapter requiring 1 to 2 hours per set.
- A midterm and a final exam consisting of some True/False and multiple choice questions, but heavily graded on a working project similar to students' assignments.
- Discussion Board participation: required and heavily weighted by the instructor.

5. Technical Support

Support services offered by ITC staff and Blackboard administrator will be used.

6. Student Services

Students enrolled in this online course will have the same access to Chabot College student resources as all enrolled students have. Library services can also be utilized online through the library's website.

7. Accommodations for Students with Disabilities

Blackboard has accessibility feature to accommodate students with disabilities. Students that require assistance with disabilities can also use services in DSRC as available by Chabot.

8. Class Size & First Term to be offered

Class size will be 36 and the department plans to offer this course first time in Fall, 2006.

(NOTE: The capacity of the on-campus sections will remain at 24 students.)