



Bus 7 - General Accounting Distance Education Proposal

Need/Justification:

Business-7 (General Accounting) is a course that introduces bookkeeping and accounting cycle. It highlights accounting practices for sole proprietorship. The class is strongly recommended before students take Business-1A, Business-26, Business-8, and Business-6. It is also required for many Business major certificates, degrees, as well as for programs in Administrative Assistance, Medical Assistance, Computer Science, and Real Estate. Business department offers 3 sections of the course every fall and spring semester (morning, afternoon and evening), as well as 1-2 sessions in the summer.

Listed below are some of the *facts* that demonstrate the justification of offering Business-7 in the DE format.

- Business Department offers Business-1A and Business-1B online, which has been highly popular. Offering Business-7 will allow students to take the sequence of Accounting classes completely online (Business 7 → Business 1A → Business 1B).
- This course prepares students for an entry level position in the accounting field (A/P, A/R, Bookkeeping) so this class is often taken by students to improve their employability. As a result, the class is popular among working adults, single parents and others who could benefit from the flexibility of online offering.
- Because Business-7 prepares a small business owner to develop and maintain his/her own accounting system, Business-7 is popular among those who have or plan to have their own business. These individuals are also very busy outside of school and will appreciate the ability of taking the class online.
- This course in the business department has consistently seen high enrollment.
- This course is also taken by adults who work in the accounting field but lack an understanding of the subject concepts. In several instances, employers have required that these employees take this class for their career and professional growth.

Due to the facts stated above, online offering of Business-7 will lead to:

- Increased enrollment as we can reach students who are not able to attend classes on campus, i.e. single parents, disabled students, and geographically dispersed individuals.
- Offering all classes required for a certificate in Management completely online. This will be a first program in the Business department, and possible the first

program at Chabot that will be offered **completely on-line**. This will improve the college's and department's images, improve our competitiveness, and increase number of students completing this popular certificate.

- Community college with a reputation of Chabot College is losing a competitive edge due to its inability to keep up with other educational institutions in their variety of offerings in various modalities.

Course Content Delivery:

This course will be offered completely online. Business-7 meets 72 hours per semester, including 54 lecture hours and 18 lab hours. The online class will comprise of the same number of hours with the following schedule of time.

- E-lectures, Research & Assignments - 36
- Quizzes - 8
- Exams - 10
- Online discussion - 10
- E-mail communication - 8

Instructor will hold traditional office hours on campus and will be available to meet online students by appointment via phone or email too.

Nature & frequency of instructor-student orientation:

- Instruction will be completely asynchronous-online. For each chapter there will be e-lectures, PP, assignments, assessments and discussion board.
- Announcement section will be used to remind students of weekly assignments. Each chapter will be followed by an assessment. These assessments will be graded automatically in Bb. Students not participating in these assessments will be contacted via phone or email. Tests will consist of problems, multiple choice and true/false questions. Publishers offer variety of resources and supporting materials that will be incorporated into the course content to offer variety of learning tools.
- Above stated teaching/learning modalities will lead to student centered learning versus a traditional teacher centered classroom. The course design will encourage students to take responsibility in their learning, to develop better communication and critical thinking skills. The online modality will allow the instructor to contact students individually and more frequently to provide feedback.

Assignments & Methods of Evaluation:

Student progress will be evaluated as follows:

- Each chapter will be followed by a quiz to help students assess their understanding of the material. These quizzes will comprise of 20% of the grade
- Exams will consist of problems, Multiples Choice and True/False questions and will account for 50% of the grade.

- Discussion Board will be used to post questions, carry discussion on each chapter. This will help students improve their communications skills and provide a freedom to post/answer questions at any time. This component will be 10% of the total grade.
- Assignments will be 20% of the grade. These assignments will follow every chapter and require that students spend 2-3 hrs per chapter on this section.

Technical Support:

On campus service will be available to the instructor and all students. Support services offered by the Instructional Technology Center staff and the Blackboard Help Desk will also be utilized. Also, the instructor will need to cooperate with the library, bookstore, and admissions and records to ensure the smooth running of the course to maintain accuracy of records, books used and library resources available to students.

Student Services:

Students will be able to access all services offered at Chabot by visiting the campus. Library services can also be utilized online through the library's website.

Accommodations for Students with Disabilities:

Students that require assistance with disabilities will be able to use services in DSRC as available by Chabot for online courses.

Class Size & First Term to be Offered:

The standard limit for the class is 44 students. The class will be offered online in addition to traditional class offering, not instead of it. The department plans to offer Business-7 course at least once a year. The department plans to offer this course first time in Fall 07.