



Bus 8-Payroll Accounting Distance Education Proposal

Need/Justification:

Bus 8 (Payroll Accounting) is a new course being offered. Currently, students are receiving very limited amount of payroll aspect of accounting in Bus 1A class. Payroll Accounting course will offer a thorough knowledge of payroll laws, records and tax returns. At present, very few colleges offer this class and I feel that Business Division's offering of Payroll Accounting course in DE format will be very successful due to the following reasons:

- Payroll Accounting will result in offering more in depth and broader accounting skills.
- This course will result in increase in enrollments, which in today's budget crisis will help the Chabot College in general and Business Division in particular.
- Offering Payroll Accounting in DE format will make the course available to a student population outside of the Chabot's traditional community.
- This course offers employable skills so could be a very popular course for individuals who want a career in this field.
- Offering Payroll Accounting in an online format will make the course available to individuals currently working in the payroll field who would like to receive a formal education to advance or required by employer.

Course Content Delivery:

This course will be offered completely online. Bus 8 will meet for three hours per week, 54 hours per semester. Online class will comprise of the same number of hours with the following schedule of time.

- Lectures, Research & Assignments – 26
- Online discussions – 8
- Exams – 12
- Email communication – 4
- Quizzes – 4

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

Nature & frequency of instructor-student orientation:

Instruction will be completely asynchronous-online. For each chapter there will be lectures, PP, assignments, assessments and discussion board forums.

Announcement section will be used to remind students of weekly assignments and any other information pertaining to class. 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 or true/false questions.

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 and 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 10% of the grade.
- Exams will consist of problems, multiple choice and True/False questions and will account for 60% of the grade.
- Discussion Board will be used to post questions and carry discussion on each chapter. This will help students improve their communication skills and provide a freedom of posting/answering questions at any time. This component will be 10% of the 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 department plans to offer Bus 8 course online each Fall, Spring and Summer semesters. The department plans to offer this course first time in Fall 06.