

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: Business Mathematics (Business 16)

Faculty Name: Wanda Wong

1. Need/Justification

Business students on one hand need this course to satisfy their mathematics requirement and on the other hand achieve ability to apply practical business related mathematics in the business world and in their personal lives. That is why this is a popular business course and the online section's demand is high. The continuing success of the online offering of Bus 16 allow us to offer a second online section for this course for the first time in fall, 2006.

2. Course Content Delivery

This course will be offered entirely online. Business Mathematics is a 3-unit lecture course, meeting on-campus for 51 hours each semester. The online section will require the same time commitment, structured as follows:

- ✓ E-lectures, PowerPoint presentations, Notes and Hyperlinked material – 12
- ✓ Assignments, practice quizzes and group project – 12
- ✓ Weekly online Quizzes – 12
- ✓ 3 online Examinations - 6
- ✓ Discussion Board/Email communications – 8
- ✓ Complete a syllabus quiz and online preparedness evaluation – 1

Students are also encouraged to attend a one-hour on-campus orientation at the beginning of the semester.

This course is being developed using Blackboard, the course management system.

Use lots of examples to assist students in understanding the different approaches in solving a mathematic problem and how to apply them in real situations.

3. Nature and Frequency of Instructor-Student Interactions

This course will be entirely online and instruction will be asynchronous. For each chapter there will be e-lectures, PowerPoint slides, assignments, quizzes, and a discussion board and email feedback.

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 quizzes to help students assess their understanding of the material.
- Assignments for every chapter.
- Discussion Board participation: required and heavily weighted by the instructor.
- 2 midterms and a final examination.
- A syllabus quiz and online learning readiness assessment.
- A group project will require students to apply their business math learning and to interact with their group members. This will be facilitated through the group page within Blackboard.

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 44 and the department plans to offer this course in fall, 2006.