

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: Principles of Accounting II (Business 1B) - Hybrid

Faculty Name: Wanda Wong

1. Need/Justification

Bus 1B (Principles of Accounting II) is the second course of the accounting sequence. Since this course is a requirement for the Business degree and is transferable to both UC and CSU, the demand for Bus 1B is usually quite high. Chabot offers three to four sections of the course every semester, with a new online section being offered in spring, 2006 for the first time.

This 4-unit course is currently offered in two 2-hour sessions per week (for a total of 4 hours per week). The intent of offering Bus 1B in hybrid format is to improve student access by reducing the on-campus time to one 2-hour session per week. The hybrid format also avoids the disadvantage of a pure online course where the student never sees an instructor's face. Thus, the course will be perfect for students who cannot attend class twice a week but still need the guiding hands of an instructor.

2. Course Content Delivery

This course will be delivered 50% in the classroom and 50% online. The class will meet face-to-face for 2 hours on one day or night session per week, with the remaining 2 hours taught online.

Bus 1B meets 68 hours per semester. The online portion will require 34 hours from the students with the following time schedule.

- ✓ E-lectures, PowerPoint presentations, Notes – 12
- ✓ Assignments and practice quizzes – 12
- ✓ Weekly Quizzes – 5
- ✓ Discussion Board/Email communications – 5

3. Nature and Frequency of Instructor-Student Interactions

For the online portion of this hybrid course, instruction will be asynchronous. For each chapter there will be e-lectures, PowerPoint slides, assignments, quizzes, 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.

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 first time in fall, 2006.