

Chabot College  
**Distance Education Curriculum Support Committee**

**Course Proposal Form**

2006/2007

**Course Title & Number:**    **Business English Skills II**

**Faculty Name:**               **Judithann Odom**

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**1.    Need/Justification**

Business English Skills, (CAS 72L) is continuation of self-paced Business English 72K course focusing on English fundamentals as applied to business documents. It is a self-paced business English course focusing on English intermediate fundamentals as applied to business documents. This course satisfies a one unit elective requirement for the Office Technology Certificate of Completion. Due to low enrollments in this course, we believe the survival of CAS 72L may depend on offering this course online. Offering this course online should guarantee an increased enrollment because of the accessibility of online courses to a wider audience. Offering CAS 72L online will enable Chabot to be competitive with other similar institutions, as well as private colleges that are already offering similar courses online.

Online resources provide students with the opportunity to learn how to navigate freely through the Internet and complete assignments presented on the course website. Students submit assignments and projects using the Blackboard Online platform.

Students with special needs will find this mode of delivery beneficial because Blackboard satisfies accessibility issues and is easily customized to accommodate physically challenged students. In addition, challenged students will be encouraged to utilize the computers software in the Disabled Students Resource Center for easy accessibility and additional tutoring as necessary.

ESL students will benefit from a visual, written and printed perspective which reduces translation errors in spoken language. In an online platform, ESL students are able to review the content as many times as necessary. A major part of the course software includes dictionaries, and PC terminology.

Severe budget cuts encourage California community colleges and universities to seek alternative ways of providing instruction while seeking cost efficient ways of solving economic and enrollment problems. DE is a common corporate strategy for educating workforces in our community. Subsequently, by offering these courses at Chabot we begin the development of DE skills which transfers to much of the local work force.

## **2. Course Content Delivery**

CAS 72K upon approval will be offered online for the first time in spring 2006. This course will be offered completely online using Blackboard as the delivery platform.

CAS 72K (1 unit) CR/NC, is offered on campus 54 hours a semester as a self paced course. No lecture required. The DE mode will include:

- 54 hours online, projects, and labs
- 2 hours of online examinations including final
- 1 or more hours weekly virtual office hours
- phone consultations made available by instructor during regular campus office hours

Total number of contact hours will equal or be greater than the equivalent number of campus hours.

## **3. Nature and Frequency of Instructor-Student Interactions**

Students will contact their instructor via E-mail or call during campus office hours, when necessary. Links will be created for ease of access, navigation, and communication with instructor, as well as for course materials and related course web sites.

Instructor communication and feedback will be consistent and a reply promised within a reasonable time frame. In addition, to online communication, instructor is required to maintain regular office hours at the Chabot College campus. Students will also have the availability of reaching instructor via phone or to schedule a face-to-face meeting in her/his office.

Assignments, course projects and team projects will be submitted in Blackboard View/Complete or Browse submission options. All quizzes and final will be administered through Blackboard. Times and dates of quizzes and final are outlined in the course syllabus and will be enforced. The instructor will make every attempt to monitor each student's progress to assure that they are not falling behind.

To insure continued student success, those students requiring special attention or additional help will be directed to counseling and other related student services.

Each student will receive a progress report after each section and quiz. Feedback for assignments is very important, and is submitted immediately.

#### **4. Assignments & Methods of Evaluation**

Student assessment will be based on the completion of assignments, projects, scores on quizzes, discussion participation, and the final. Criteria will be specified for each component of the grade.

Grading Scale:

- Completing grammar pretesting
- Completing grammar exercises
- Completing grammar post-testing
- Competing end of unit exercises including multiple choice and fill in the blank question
- End of unit exercises and quizzes
- Final exam

#### **5. Technical Support**

Online students must have regular, reliable, and convenient access to a computer capable of connecting to the Internet and running a web browser. Microsoft Internet Explorer is the preferred browser for Chabot College and compatible with Blackboard. Students will be able to access the Internet on campus, in the library, and or the DSRC to complete assignments and final.

The Distance Education Help option will be an important technical resource for the continued success of this course, both for instructor and students.

Technical support is vital for the success of this course. Blackboard should be operational 24/7 to continue the flexibility that this course is intended to create.

#### **6. Student Services**

Students who need additional assistance with reading and writing skills may want to use the WRAC – Writing and Reading Across the Campus Center.

Additional support is made available through the Chabot College Student Lab located upstairs in the Chabot College Library, as well as Blackboard Help Menu.

Blackboard Help for student's link is a great resource for students and will answer many questions quicker than email allowing students the flexibility and freedom to move at their own pace.

**7. Accommodations for Students with Disabilities**

Blackboard meets the basic requirements for accessibility for students with disabilities. Every effort will be made to accommodate students with special needs. Blackboard is dedicated to its partnership with Utah State University and other companies such as PeopleSoft/Oracle, Sun Microsystems, Prentice Hall and Saba Software companies in the development of effective models that will enable people with disabilities to have equal access to this platform.

**8. Class Size & First Term to be offered**

Enrollment standards will be the same as the traditional class size (30). When enrollment exceeds the standard class size, a teacher assistant maybe required to accommodate the students and to support faculty