

## DECSC

### **Business 27 Proposal: Online Course – Jan Novak**

#### **Law for Small Businesses**

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##### **1. Need/Justification**

Law for Small Businesses is a new course designed to strengthen our overall small business management curriculum, and to provide additional course offerings for students interested in law and/or business.

The intent of an online offering is to improve access for students, as we currently plan to offer this course only once per year. No matter how creative we were to get with scheduling the one on-campus section per year, it would be most likely be offered at a time inconvenient for most of our very busy students. The online format will enable far more students to take this course, will improve enrollment, and will offer more opportunity to leverage the power of the internet for discussion and online research into employment topics.

##### **2. Course Content Delivery**

This course will be offered entirely online. Law for Small Businesses is a 3-unit lecture class, and would meet on-campus for 54 hours each semester. The 54 hours of online instruction will be comprised of:

- 16 hours of threaded class discussion on course subject matter (1 hour per week for 16 weeks)
- 12 hours of case analysis and discussion (4 cases per student, with 2 hours to prepare each case and 1 hour to review and comment on other student analyses)
- 10 hours of online quizzes and exams (6 multiple choice quizzes at 1 hour each, 2 essay exams at 2 hours each)
- 9 hours of reading lectures and hyperlinked material and completing practice quizzes (30 minutes per week)
- 1 hour to complete a syllabus quiz and student survey
- 2 hours of interim and final course evaluations
- 4 hours of collaboration on team projects (via group pages)

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

This course will be entirely online, and entirely asynchronous. Each week's learning module will include instructor-authored lecture notes including hyperlinks to web resources, a discussion board topic and questions, and some combination of a case, a team project, or a quiz or exam.

Students will begin each week by reading the lecture notes, hyperlinks, and textbook assignments. By Thursday evening, each student will make an initial contribution to that week's discussion topic. By Sunday evening of each week, each student will have made at least two more substantive contributions to the discussion boards, participated in group project efforts (some weeks), and submitted all other assignments or quizzes for the week.

The instructor will participate extensively in the class discussion boards, offering clarifications, new ideas for discussion, and positive reinforcement. Students will receive weekly grades for their discussion board contributions. The instructor will provide written individual evaluations of all assignments via email or the "assignments" tool within Blackboard.

Quizzes will be multiple choice questions and computer-graded, with results available to students immediately. Exams will be essay exams, and the instructor will provide written feedback to each student on their results.

The instructor will post all grades weekly.

The instructor will post announcements each week reminding students of the work due that week, and will send weekly emails to all students with a recap of the prior week's work to provide continual reminders about the course.

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

Student progress will be evaluated as follows:

- A syllabus quiz (3%) will ensure that students understand the course objectives and operation, and are ready to begin the class.
- Six multiple choice quizzes (24% of grade) will assess student learning of key small business law concepts.
- Two online essay exams (20% of grade) will assess student's ability to apply these concepts in hypothetical business situations.
- The weekly discussion board (17% of grade) will enable students to deepen their knowledge of small business law as they consider topical questions and discuss them with other students and the instructor.
- Four written case analyses (18% of grade) will assess student ability to demonstrate critical thinking skills in hypothetical situations or real cases, and to discuss and debate those cases with their classmates.
- One small group project (15% of grade) will require students to each interview a local small business owner and compile their learning into a report on small business legal issues.
- An anonymous final course evaluation (3%) will require students to reflect on their learning and provide valuable feedback to the instructor for course improvement.

## **5. Technical Support**

The course management system for this course is Blackboard, which is very user friendly and has built-in support features. Blackboard can be accessed from any computer with internet access, whether at home, on campus, or in a local library, and is supported by the Chabot Blackboard Distance Ed. An overview of Blackboard and detailed instructions on operation of the class will be provided to all students during the first week. An optional on-campus online learning orientation is also offered by the business faculty at the beginning of each semester. Students must have an email account to participate in the course; free email accounts are available via Hotmail, Yahoo, and other providers. Students who have any difficulties will be able to contact their instructor via email or by phone. It is expected that many of the students who enroll in this class will have prior Blackboard experience.

## **6. Student Services**

Students can register and drop the course online, and utilize library services online. Students can order textbooks online through the Chabot bookstore website, and links will be provided in the course syllabus to enable this. All campus services are also available to online students.

## **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, and the instructor will meet with Chabot's instructional designer to review the course for accessibility.

## **8. Class Size & First Term to be Offered**

Class size will be limited to 44 students. The class would be offered for the first time in Fall of 2007 or Spring of 2008.

*Jan Novak  
08/23/2006*