

**Course Title and Number:** Business 50A – Skills for Supervisors

**Faculty Name:** Nouredine Lalami

**Term Offered:** Spring 2007

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

“Skills for supervisors” is a course that will provide students with the necessary supervisory skills to allow them to enter the job market well-prepared to lead the next generation of employees and workers. This course will also present those students already working in a business setting with new and innovative ways to hire, train, and manage employees in an ever-changing business and technology environment.

The online format of the course is the perfect fit for today’s busy students who are juggling a hectic schedule of work, family, and school. In addition, the ability to take a class at one’s own convenience will maximize the number of students can enroll in the course. This course is one of a series of 1-unit online business skills courses. The course can be completed in 6 weeks.

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

All classes and instruction will be conducted entirely online in an interactive format. Business 50A is a 1-unit class that would meet on campus for 6 weeks. The online format would allow students to access the course at their own convenience and at any location of their choice. The online course will include the following:

- 12 hours of asynchronous online discussions and lectures
- 2 hours of synchronous online discussions
- 2 hours of research projects and assignments
- 2 hours of quizzes and exams

The instructor will hold regular office hours and will be available via email and phone.

### **3. Nature and Frequency of Instructor – Students Interactions**

Students and Instructor will meet online for six weeks and complete one module a week. Each module will consist of discussion board, Internet research, case studies, quizzes, and online resources. The students will interact with each other and the instructor through the online discussion board. On the second and fourth weeks of the course, the instructor will moderate a one hour synchronous online discussion. The time and date of this discussion will be determined by the instructor at the start of the course.

The students will participate in the discussion board according to the following rules:

- Each student will have to log in to the class website and post an introduction within the first three days of class.

- Each student will have to post once to every discussion topic and reply to the posting of at least three other students.
- The postings must be of significant learning value and relevant to the topics discussed.

The instructor will participate extensively in the class discussions leading students through thoughtful, meaningful, and intellectual discussions. The instructor will make suggestions, answer questions, offer feedback and clarifications, and give positive reinforcement.

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

Students' progress will be evaluated as follows:

- Discussion board postings
- Short written assignments
- Individual research project
- Case studies
- Quizzes

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

The online components of this course will be managed through Blackboard, which is very user friendly and has many 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 Education Department. An overview of Blackboard will be provided to all students during the first class session. 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, the weekly classroom lectures, by phone, or during the instructor's office hours.

#### **6. Students Services**

Students can register and drop the course online, use the same library services online. Students can order textbooks from Chabot Bookstore online. 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. The basic development of the course materials will also follow such requirements. Every effort will be made to accommodate students with special needs.

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

Class size will be limited to 44 students. The class would be offered online for the first time in spring 2007.