Chabot College

Distance Education Curriculum Support Committee

Course Proposal Form
(Send as an email attachment to DECSC chair)

2006-2007

Course Title & Number: Microsoft Word© CAS 72D

Faculty Name: Judithann O'Toole and Lynn Sandoval

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1.   Need/Justification

- Microsoft Word introduction to word processing, (CAS 72D) is a one unit course for Cr/Nr. We believe offering this course online, will generate an increase in the enrollment in the self paced lab because of the accessibility of online courses to a wider audience. Offering this course online will enable Chabot to be competitive with other similar institutions, as well as private colleges that are already offering 1 unit 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 final 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 budge cuts encourage California community colleges and universities to seek alternative ways or providing instruction while seeking cost efficient ways to solving economic and enrollment problems. DE is a common corporate strategy for educating work forces 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 72D upon approval will be offered online for the first time in spring 2007. This course will be offered completely online using Blackboard as the delivery platform.

- CAS 72D (1 unit) Cr/Nr class is offered on campus in a 54 hour self paced lab no lecture. The DE mode will include:
  - 54 hours online lectures, projects, and labs
  - 1-2 hours of online final

- 1 -2 or more hours weekly virtual office hours
- phone consultations made available by instructor

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

- Students will contact their instructor via –mail. Links will be created for ease of access, navigation, and communication with instructor, as well as for course materials and related course web sites.
- Each student will receive immediate feedback after each graded assignments.

4.   **Assignments & Methods of Evaluation**

- Assignments and final project will be submitted for grading in Blackboard View/Complete or Browse submissions options. The instructor will make every attempt to monitor each student's progress to assure that they will not fall behind.
- Students completing required assignments and final will receive CR for the 1-unit of course work.

5.   **Technical Support**

- Online students must have a regular, reliable, and convenient access to a computer capable of connecting to the Internet and running a web browser.

6.   **Student Services**

- Describe how students might access services such as tutoring, counseling, financial aid, and supporting course materials, library materials, learning resources, etc.

7.   **Accommodations for Students with Disabilities**

- Describe how you will accommodate students with disabilities. For a telecourse, is the video close-captioned? If you plan to use Blackboard, please review the accessibility information at http://www.blackboard.com/products/access/faqs.htm. For online accessibility, please email your web site to the DSRC Alternative Media Specialist or coordinator. For more information on accessibility resources, visit http://www.w3.org/WAI/.

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

- The standard limit for the class will be 40 students. The first term CAS 72D will be offered online, spring 2007.