Chabot College

**Online Course Proposal Form**

Spring 2012

**Course Title & Number: Bus 14 – Business Communications**

**Faculty Name: Catherine Pinkas**

**Course Delivery Method (check one):**

**Online (all instruction is online)**

**First Semester to Be Offered: Fall 2012**

1. ***Preliminary* Input from Colleagues and Administrators**

As you develop your proposal and *consider* your course, please consult with your division and do some background research, including the following:

**⁫ a.** *Consult Online Learning Support staff (**bbhelp@chabotcollege.edu**) for Blackboard resources/training and information on this proposal/approval process.* Reviewed 12/11

**⁫ b.** Review similar courses. Are similar courses offered online at other

 colleges? Bus 14 – Chabot College taught by Melissa Patterson

⁫ **c**. Meet with your Division Dean and subdivision colleagues to secure *preliminary*

support for offering this course *in online/hybrid format*. Date completed: Business Department Meeting November 2011

1. **Develop Proposal And Consult With Colleagues:**

⁫**a**. Consult with other faculty experienced in DE.**With whom did you consult?**

**Attach a separate page *listing the meeting dates and a summary of your discussion.*** Submission process for feedback to Department and DE submitted 2/5/2012

**⁫ b.** Review your *completed* proposal with your subdivision colleagues. **Attach a separate page** listing attendees, meeting date, and a summary of the recommendations or reservations of your division/subdivision. Department submission 2/6/2012. Feedback received from Business Department and incorporated into proposal. Additional feedback from Dean on 3/23/2012

**3. Student Benefits**

* How will this course meet student needs? Business 14 is in high demand. This will be an additional opportunity for students to take the course who otherwise couldn’t come to regular in-class time. Students will have the opportunity to improve their business communications skills.
* Students will have an opportunity to complete assignments with greater flexibility.. Students will have access to the class 24 hours-a-day to complete course assignments.
* If this course has previously been offered at Chabot using this delivery method, what have you learned from prior instructors that will influence your instruction in this course? Melissa Patterson indicated that students find this course challenging because of the number and length of assignments and student difficulty in understanding the relevance to their work lives. I will include real world examples and applications through the text, assignments, and an active discussion board.

**4. Course Content Delivery**

* The total number of contact hours in your course should approximate the equivalent number of hours required in an on-campus setting. Total classroom hours required in the approved course outline is: 52.5 Lecture Laboratory 17.5 Total 70.0 hours

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| **Course Content Delivery** |
| Assignment | How many times | Time  | Total Time/Semester |
| Audio Lecture/Powerpoint slides | 1 per week | 1.25 hour  | 1.25 hr\*17= 21.25 hours |
| Discussion Boards – Discuss assignments and obtain feedback  | 5 times per week. | 1.25 hour | 1.25hr \* 17= 21.25 hours |
| Exams & Concept drills  | 1 per week  | 1.5 hour | 1.5 hr\*17= 25.5 hours |
| Announcements and Weekly Topics |  1 per week | 10 min | 10 min\*16= 3 hours |
| Final Presentation by skype, phone, utube, or in person | One time | 20 minutes | 20 minutes |

 Total hours: 70.0

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

* How and how frequently will you interact with your students? I will respond to Blackboard’s Discussion Board every day.
* I also respond to emails within 24 hours. Students can contact me through Skype, or telephone contact during office hours.
* I will provide comments, feedback, and encouragement to students on each assignment.
* I will contact students who are having difficulty with the course as reflected in their grades and meet with them in person or by phone to help them improve their work.
* I will conduct final presentation evaluation by phone, utube, in person or on skype.

**6. Nature and Frequency of Student-Student Interactions**

* Student to student interactions will be conducted primarily through the discussion board.
* Students will conduct a peer review of two other student written assignments presented on the discussion board
* Students will be invited to practice their presentations with others who wish to participate through phone, skype, or utube.

**7. Assessment of Student Learning**

* I will set up a rubric for assignments and discussion board. I will use Safe Assign to prevent plagiarism.
* I will use assignment and discussion board feedback to provide students with an assessment of their learning
* I will provide students with explanations for all exam questions missed.

**8. Technology**

* This course will use a computer with access to Blackboard, the text book, MS PowerPoint or free PowerPoint reader, Skype is available for students who wish to meet me “face to face” during office hours.

**9. Accommodations for Students with Disabilities**

* I will provide a link to DSRC and will contact them for help and advice. I work actively with this group each semester.

**10. Submit your proposal (electronic version via email and hard copy via campus mail)**

**to the chair of the Committee on Online Learning.**

Faculty signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division Dean Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_