

Chabot College

Distance Education Course Proposal Form

2009-2010

Course Title & Number: QuickBooks (Business 93)

Faculty Name: Sandra Raeber

Course Delivery Method:

- Online (all instruction is online; campus orientations/assessments may be included)**
- Hybrid online (instruction occurs both online and on campus)**
- Telecourse**
- Other (please describe)**

First Semester To Be Offered: Fall 2009

1. Need/Justification

- Offering BUS 93 QuickBooks online will provide educational opportunities to students with full-time jobs, childcare issues, and other impediments to attending an on-campus course, such as physical disability or distance.
- QuickBooks courses are already offered online at the College of San Mateo and Foothill College. Demand for the online section at the College of San Mateo has been high from the beginning and continues to grow.

2. Course Content Delivery

- Methods of instruction listed in the course outline can be delivered successfully in an online format. Web-based course management systems allow for lecture, discussion, media presentation, homework assignments, individual and group projects, quizzes and office hours.
- A traditional textbook will be used along with web-based materials just as it is for an on-campus course.
- This course will be offered completely online. The on-campus BUS 93 course will meet for 52.5 hours per semester, 17.5 hours for lectures and 35 hours for laboratory work. The online class will require the same number of hours from the students with the following time schedule:
 - ✓ E-lectures, PowerPoint presentations, Discussion Board/Emails – 17.5 hours
 - ✓ Assignments, Quizzes, Writing Project – 35 hours
- Instructor will deliver “lecture” outlines designed to reinforce ideas covered in course readings and assignments and to help students visualize interconnections between ideas.

3. Nature and Frequency of Instructor-Student Interactions

- Instruction will be completely asynchronous online. For each chapter there will be e-lectures, PowerPoint slides, discussion board, emails, assignments and quizzes.
- Instructor will hold regularly-scheduled online office hours similar to traditional campus office hours and will correspond with students via email and discussion board.
- Students who correspond with the instructor by email and discussion board as questions arise may receive more timely, useful attention than those who sit quietly in the back of a lecture or lab for an entire course or forget their questions by the next classroom meeting.
- Students will receive feedback from the instructor on each assignment and quiz just as they would in an on-campus course. It will just be delivered electronically rather than in person or on hard copy.
- Announcement section of Blackboard will be used to provide deadlines, reminders and encouragements.

4. Nature and Frequency of Student-Student Interactions

- Every week students will be required to participate in the Discussion Board which will provide a “Questions and Answers” forum for current topics or concepts assigned. This will allow the students to help their peers and at the same time reinforce their learning and their understanding of the material.

5. Assignments & Methods of Evaluation

- Students will be evaluated as follows:
 - ✓ Assignments for every chapter will be required and each set will require 3 to 4 hours.
 - ✓ Quizzes consisting of True/False and Multiple Choice questions will be given for each chapter to help students assess their understanding of the material.
 - ✓ A final writing project will be assigned to bring together all the concepts covered in the course.
 - ✓ Discussion Board will be used for class participation and it is part of the course requirement.

6. Technology

- Support services offered by ITC staff and Blackboard administrator will be used.
- Blackboard will contain e-lectures in Word/PDF format and PowerPoint slides for the course material as well as some useful hyperlinks to relevant web resources.
- Students will need access to the QuickBooks software in order to do assignments.
 - ✓ New copies of the required textbook currently come with a 140-day trial version of the QuickBooks software for students to install and use at home.
 - ✓ **NOTE:** If students do not have a computer at home or do not have one on which they can successfully install the software that comes with the textbook, they may need to use computers on campus. The QuickBooks software will need to already be installed on the campus computers that students will use.

7. Accommodations for Students with Disabilities

- Blackboard has accessibility features to accommodate students with disabilities. Students that require assistance with disabilities can also use services in DSRC as available at Chabot College.

8. Input from Colleagues and Administrators

As you develop your proposal and build your course, please consult with your colleagues and do some background research, including the following:

- Meet with Instructional Designer for initial consultation *and* Blackboard training.
Date(s) completed:
- Review of similar courses elsewhere. Are similar courses offered at other colleges?
If so, note the college(s). **I have been teaching online sections of my QuickBooks courses each semester and during the summer session at the College of San Mateo since Fall 2007. Foothill College also offers an online QuickBooks course.**
- Meet with your Division Dean and subdivision colleagues to secure preliminary support for offering this course via Distance Education. Date completed:
- Consult with other faculty experienced in DE. With whom did you consult?
_____. Date completed:
- Review your completed plan with your subdivision colleagues. Attach a separate page listing attendees, meeting date, and a summary of the recommendations or reservations of your division/subdivision.

9. Submit your proposal (electronic version via email and hard copy via campus mail to the chair of the DE Committee)

Faculty signature: Sandra Raeber Date: 2/7/09

Division Dean signature: _____ Date: _____