Course Outline of Record Report

10/13/2021

BUS C299H : Honors Seminar in Business

General Information

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Course Code (CB01) :	BUS C299H
Course Title (CB02) :	Honors Seminar in Business
Department:	Business Information Technolog
Proposal Start:	Fall 2018
TOP Code (CB03) :	(0501.00) Business and Commerce, General
SAM Code (CB09) :	Possibly Occupational
Distance Education Approved:	No
Course Control Number (CB00) :	No value
Curriculum Committee Approval Date:	04/27/2018
Board of Trustees Approval Date:	06/14/2018
External Review Approval Date:	Pending
Course Description:	In this advanced honors course, students conduct independent research to develop and critically analyze a topic appropriate for intensified study. Students synthesize and analyze information from a variety of sources, identify and critically evaluate university-level research sources, and incorporate these into a 2500-word research paper in appropriate documentation style. Satisfies part of the requirements for the Honors Program.
Submission Type:	Improvement to Program of Study
	Reducing unit value and increasing out-of-class workload to make this uniform with current honors contract process and to make these low-enrollment offerings affordable
Author:	No value

Faculty Minimum Qualifications

Master Discipline Preferred:	• Art • Business • Business Education • Computer Information Systems (Computer network installation, microcomputer technology, computer applications) • Marketing
Alternate Master Discipline Preferred:	No value
Bachelors or Associates Discipline Preferred:	No value
Additional Bachelors or Associates Discipline Preferred:	No value

Course Development Options

Basic Skills Status (CB08)

Course is not a basic skills course.

Course Special Class Status (CB13)

Course is not a special class.

Grade Options

- Letter Grade Methods
- Pass/No Pass

☐ Allow Students to Gain Credit by Exam/Challenge

Allowed Number of Retakes

0

Course Prior To College Level (CB21)

Not applicable.

Rationale For Credit By Exam/Challenge

No value

Retake Policy Description

Type: Activity/Other Repeatable Limit: Three times

☐ Allow Students To Audit Course

Course Support Course Status (CB26)

No value

Associated Programs

☐ Course is part of a program (CB24)

Associated Program

No value

Award Type

No value

Active

Transferability & Gen. Ed. Options

Course General Education Status (CB25)

No value

Transferability

Transferable to CSU only

Transferability Status

Pending

Units and Hours

Summary

Minimum Credit Units (CB07)	0
Maximum Credit Units (CB06)	0
Total Course In-Class (Contact) Hours	0
Total Course Out-of-Class Hours	0
Total Student Learning Hours	0
Faculty Load	0

Credit / Non-Credit Options

Course Credit Status (CB04)

Credit - Degree Applicable

Course Non Credit Category (CB22)

Credit Course.

Non-Credit Characteristic

No Value

Course Classification Status (CB11)

Credit Course.

Funding Agency Category (CB23)

No value

☐ Cooperative Work Experience Education Status (CB10)

☐ Variable Credit Course

Weekly Student Hours

	In Class	Out of Classs
Lecture Hours	0	0
Laboratory Hours	0	0
Activity Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	0
Laboratory	0
Activity	0
Total	0
Course Out-of-Class Hours	
Lecture	0
Laboratory	0
Activity	0
Total	0

Time Commitment Notes for Students

No value

Faculty Load

Extra Duties: 0

Faculty Load: 0

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Units and Hours: Non-standard

Summary

Minimum Credit Units (CB07)	0.5
Maximum Credit Units (CB06)	0.5
Total Course In-Class (Contact) Hours	0
Total Course Out-of-Class Hours	0
Total Student Learning Hours	54
Faculty Load	0

Detail

Weekly Student Hours

	In Class	Out of Classs
Lecture Hours	0.5	2.5
Laboratory Hours	0	0
Activity Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	9
Laboratory	0
Activity	0
Total	0
Course Out-of-Class Hours	
Lecture	45
Laboratory	0
Activity	0
Total	0

Time Commitment Notes for Students

No Value

Faculty Load

Extra Duties: 0

Faculty Load: 0

Units and Hours: Non-standard - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class

| No Value | No Value | No Value | No Value |

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Prerequisite

ENGLC070 - Introductory Composition

> Honors Program prerequisite is ENGL C070, and the prerequisite for all courses within the program is the same for program consistency. This is approved by the Honors Program Committee.

Entrance Skills

Entrance Skills	Description
No value	No value

Limitations on Enrollment

Limitations on Enrollment	Description
Honors	Must be current member of the Honors Program. Required by Statute and Must have an approved Honors Contract Request. Required by Statute

Specifications

Methods of Instruction

Methods of Instruction	Outside reading
Rationale	No value

Methods of Instruction	Written work
Rationale	No value

Assignments

A. Reading assignments from sources as appropriate to topic.
 B. Preparation of 2500-word research paper on the topic incorporating appropriate primary and secondary resources.

Methods of Evaluation	Rationale
Research Paper	One research paper on an important work or author showing the student's ability to analyze critically, sustain an argument for no fewer than 2500 words, and evaluate and synthesize secondary sources documented according appropriate documentation style.

Equipment

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
No Value	No Value	No Value	No Value	No Value

Other Instructional Materials

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

No value

CSLOs

Critically analyze and develop a topic appropriate for intensified study.

Expected SLO Performance: 70.0

Use new, university-level vocabulary relevant to the topic covered in the course.

Expected SLO Performance: 70.0

Locate and critically evaluate appropriate academic sources, incorporate research from both primary and secondary resources, and use appropriate documentation style.

Expected SLO Performance: 70.0

Outline

Course Outline

A. Analyze a topic appropriate for intensified study.
Instructors may choose from the following list of courses:

1.BSAD C100: Introduction to Business
2.BSAD C101: Financial Accounting
3.BSAD C102: Managerial Accounting
4.BSAD C131: Business Law
5.DMA C102: Digital Imaging

B.Synthesize and employ university-level readings in developing a sound 2500-word research paper.
1. Planning
a.Identifying the main issue, claim, and evidence
b.Identifying audience
c.Determining effective organization strategies

2. Composing
a.Synthesis and analysis
b.Effectively incorporating research
c.Introduction
d.Development
e.Conclusion
3. Revising:
a. Organization
b.Clarity
c.Emphasis
d.Style
e.Grammar

C. Use proper research methods for discipline and topic:
1. Critical evaluation of sources of information.
a.Primary sources
b.Secondary sources:
i.Peer-reviewed articles
ii.Scholarly books
iii.Encyclopedias
iv.Web sources
2. Cocumentation system and format
a.Page layout
b.Essay organization
c.Works cited page
3. Developing a thesis
a.Topic choice
b.Thesis structure
c.Evidence

Delivery Methods and Distance Education

Delivery Method: Please list all that apply -Face to face -Online (purely online no face-to-face contact) -Online with some required face-to-face meetings ("Hybrid") -Online course with on ground testing -iTV – Interactive video = Face to face course with significant required activities in a distance modality -Other

Face-to-face

Rigor Statement: Assignments and evaluations should be of the same rigor as those used in the on-ground course. If they are not the same as those noted in the COR on the Methods of Evaluation and out-of-class assignments pages, indicate what the differences are and why they are being used. For instance, if labs, field trips, or site visits are required in the face to face section of this course, how will these requirements be met with the same rigor in the Distance Education section?

No Value

Effective Student-Instructor Contact: Good practice requires both asynchronous and synchronous contact for effective contact. List the methods expected of all instructors teaching the course. -Learning Management System -Discussion Forums -Moodle Message -Other Contact -Chat/Instant Messaging -E-mail -Face-to-face meeting(s) -Newsgroup/Discussion Board -Proctored Exam -Telephone -iTV - Interactive Video -Other (specify)

No Value

Software and Equipment: What additional software or hardware, if any, is required for this course purely because of its delivery mode? How is technical support to be provided?

No Value

Accessibility: Section 508 of the Rehabilitation Act requires access to the Federal government's electronic and information technology. The law covers all types of electronic and information technology in the Federal sector and is not limited to assistive technologies used by people with disabilities. It applies to all Federal agencies when they develop, procure, maintain, or use such technology. Federal agencies must ensure that this technology is accessible to employees and the public to the extent it does not pose an "undue burden". I am using -iTV—Interactive Video only -Learning management system -Publisher course with learning management system interface.

No Value

Class Size: Good practice is that section size should be no greater in distance ed modes than in regular face-to-face versions of the course. Will the recommended section size be lower than in on-ground sections? If so, explain why.

No Value