COURSE DISCIPLINE :   CABOT

COURSE NUMBER :   105

COURSE TITLE (FULL) :   Introduction To Office Correspondence

COURSE TITLE (SHORT) :   Intro Office Correspondence

CATALOG DESCRIPTION

CABOT 105 is an entry-level writing course for students completing programs in business. The course prepares students to accomplish tasks and solve problems through the written word. Techniques are covered for creating effective documents in appropriate styles and formats. These documents include business letters, memos, e-mail messages, telephone messages, and other written communications typically generated by an employee in an entry-level position. In addition, short original essays responding to a review of rhetorical works in the fields of business and economics are prepared.

Total Lecture Units: 3.00

Total Laboratory Units: 0.00

Total Course Units: 3.00

Total Lecture Hours: 54.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 54.00

Total Out-of-Class Hours: 108.00

Prerequisite: CABOT 102. Recommended Preparation: STV 33, ENGL 100 or ESL 141, and keyboarding skill at rate of 30 wpm.

ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	CABOT	102	English For Business	demonstrate an understanding of the terminology related to grammar, punctuation, and sentences;	Yes
2	CABOT	102	English For Business	select from various alternatives the most appropriate form of grammatical construction and sentence composition;	Yes
3	CABOT	102	English For Business	demonstrate the ability to apply appropriate standards of grammar, punctuation, and sentence usage in business communications;	Yes
4	CABOT	102	English For Business	compose individual sentences on subjects related to business activities.	Yes
5	ESL	141	Grammar And Writing IV	compose a 400 to 450-word thesis-based essay which:	Yes
6	ESL	141	Grammar And Writing IV	a. summarizes and cites appropriately a reading passage provided as a prompt;	Yes
7	ESL	141	Grammar And Writing IV	b. includes a clear thesis statement;	Yes
8	ESL	141	Grammar And Writing IV	c. uses evidence to support the thesis;	Yes
9	ESL	141	Grammar And Writing IV	d. shows clear organization into an introduction, body and conclusion;	Yes
10	ESL	141	Grammar And Writing IV	e. uses appropriate rhetorical modes such as comparison/contrast, cause/effect and persuasion in order to support a thesis;	Yes
11	ESL	141	Grammar And Writing IV	demonstrate control of verb tenses in active and passive voice, gerunds and infinitives, conditionals real and unreal, adjective, noun, and adverb clauses, and transitional expressions;	Yes
12	ESL	141	Grammar And Writing IV	comprehend multi-paragraph reading passages in textbooks.	Yes
13	STV	33	BUSINESS LETTER WRITING	identify parts of a business letter;	Yes
14	STV	33	BUSINESS LETTER WRITING	apply memo templates;	Yes

15	STV	33	BUSINESS LETTER WRITING	compose correctly formatted letters;	Yes
16	STV	33	BUSINESS LETTER WRITING	implement the five-step writing process.	Yes
17	ENGL	100	Writing Workshop	Read, analyze, and evaluate contemporary articles and stories to identify topic, thesis, support, transitions, conclusion, audience, and tone;	Yes
18	ENGL	100	Writing Workshop	read, analyze, and evaluate contemporary articles and stories for the comprehension of difficult content and the identification of main ideas and (topic-based) evidence;	Yes
19	ENGL	100	Writing Workshop	read, analyze, and evaluate student compositions for unity, development, use of evidence, interpretation, coherence, and variety of sentence form;	Yes
20	ENGL	100	Writing Workshop	write a summary of a contemporary article or story with correct citation techniques;	Yes
21	ENGL	100	Writing Workshop	write an argumentative essay that has an introduction, body paragraphs, and a conclusion, demonstrating a basic understanding of essay organization;	Yes
22	ENGL	100	Writing Workshop	write an argumentative essay that addresses the topic, is directed by a thesis statement, uses appropriate textual evidence, develops logical interpretations, and concludes with some compelling observations;	Yes
23	ENGL	100	Writing Workshop	write an argumentative essay that integrates the ideas of others (i.e., authors) through paraphrasing, summarizing, and quoting with correct citation techniques;	Yes
24	ENGL	100	Writing Workshop	write an argumentative essay that generates novel ideas (those that add to the conversation rather than repeating the author's ideas) related to the topic and the readings;	Yes
25	ENGL	100	Writing Workshop	write compositions (e.g., summaries and argumentative essays) that are easy to read and follow, though some errors in grammar, mechanics, spelling, or diction may exist;	Yes
26	ENGL	100	Writing Workshop	proofread and edit essays for content, language, citation, and formatting problems.	Yes

EXIT STANDARDS

1   solve problems and accomplish tasks through written communication;
2   initiate entry-level correspondence and respond to correspondence initiated by others;
3   evaluate and critique composition per standards of effective business writing;
4   paraphrase and summarize information;
5   formulate summaries, and opinions as essay responses to works in business-related fields;
6   proofread, edit, and revise composition;
7   use library databases to gather research materials related to a business topic;
8   identify parts of a business letter.
9   compose entry-level correspondence and respond to correspondence initiated by others
10   choose appropriate business language designed to enhance human relations and build goodwill

STUDENT LEARNING OUTCOMES

1   ability to create and format documents commonly used for communication in business, e.g., emails, letters, memorandums.
2   demonstrate the ability to assist Visually Impaired individuals to create, save, modify and print a document using a word processing program and/or appropriate assistive technology.
3   Describe the basic Communication process and the impact of new technologies on the Communication process
4   demonstrate ability to create and use templates to streamline the writing process for business documents.

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Review of Sentences and Paragraphs • Grammar and punctuation • Internal structure • Patterns • Common composition errors	18	0	18
2	The Communication Process • Basic principles of communication • Obstacles to effective communication • The impact of automated technology on communication	8	0	8
3	Types and Formats of Business Messages • Letters • Memos • E-mail messages	6	0	6

4	Organizing, Composing, and Revising Business Messages • Routine business messages • Negative messages • Persuasive/Sales messages • Goodwill and special messages	16	0	16
5	Summarizing and Paraphrasing Business Materials	6	0	6
				54

OUT OF CLASS ASSIGNMENTS

1   writing assignments (e.g.: memorandums, business letters, and email messages for various business-related purposes and with application to several different fields of business).

METHODS OF EVALUATION

1   quizzes;
2   midterm examination;
3   final examination.

METHODS OF INSTRUCTION

☑ Lecture

☐ Laboratory

☐ Studio

☑ Discussion

☑ Multimedia

☐ Tutorial

☐ Independent Study

☑ Collaboratory Learning

☑ Demonstration

☐ Field Activities (Trips)

☐ Guest Speakers

☐ Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	IBSN	Date
The Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting	Required	McGraw-Hill	11	print	Sabin, William	978-0073397108	2011
Basic Letter & Memo Writing	Required	Mason: Thomson/South-Western	5		VanHuss, Susie	0-538-72783-7	2005