



COURSE OUTLINE : CABOT 101
D Credit – Degree Applicable
COURSE ID 005161
Cyclical Review: September 2020

COURSE DISCIPLINE : CABOT
COURSE NUMBER : 101
COURSE TITLE (FULL) : Business Office Procedures
COURSE TITLE (SHORT) : Business Office Procedures

CATALOG DESCRIPTION

CABOT 101 is an in-depth study of general office procedures, including the selection of office supplies; processing of mail; use of postal services; receptionist and telephone techniques; handling travel arrangements; preparation of office documents; banking procedures; payroll, insurance, and tax records; and job preparation.

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

Recommended Preparation: STV 31, STV 33, or CABOT 205, or equivalent, and CABOT 102, ENGL 100 or ESL 141, or equivalent.



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ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	CABOT	205	Computer Keyboarding/Typing I	Use the proper position of their hands and fingers, as well as correct posture for touch typing;	Yes
2	CABOT	205	Computer Keyboarding/Typing I	work toward meeting preset speed and accuracy goals in each lesson;	Yes
3	CABOT	205	Computer Keyboarding/Typing I	apply proper formatting of tables, letters, various reports, memorandums, envelopes and labels;	Yes
4	CABOT	205	Computer Keyboarding/Typing I	apply rules associated with production typewriting which will include margins, tabs, vertical spacing, footnotes, word division, enumerations, grammar, punctuation, and characteristics of the different letter styles.	Yes
5	CABOT	102	English for Business	Identify terminology related to grammar, punctuation, and sentences;	Yes
6	CABOT	102	English for Business	determine the most appropriate form of grammatical construction and sentence composition;	Yes
7	CABOT	102	English for Business	apply appropriate standards of grammar, punctuation, and sentence usage in business communications;	Yes
8	CABOT	102	English for Business	compose individual sentences on subjects related to business activities.	Yes
9	STV	31	BUSINESS WRITING: EMAIL	write concrete email messages;	Yes
10	STV	31	BUSINESS WRITING: EMAIL	demonstrate proficiency in email etiquette;	Yes
11	STV	31	BUSINESS WRITING: EMAIL	apply editing and proofreading skills;	Yes
12	STV	31	BUSINESS WRITING: EMAIL	create email messages appropriate for the workplace.	Yes
13	STV	33	BUSINESS LETTER WRITING	identify parts of a business letter;	Yes



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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



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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
27	ESL	141	Grammar and Writing IV	Compose a 400 to 450-word thesis-based essay which: (a) summarizes and cites appropriately a reading passage provided as a prompt, (b) includes a clear thesis statement, (c) uses evidence to support the thesis, (d) shows clear organization into an introduction, body, and conclusion, and (e) uses appropriate rhetorical modes such as comparison/contrast, cause/effect, and persuasion in order to support a thesis.	Yes

EXIT STANDARDS

- 1 Use office procedures such as sorting mail, answering telephones, filing and processing documents;
- 2 work as an effective team member to complete office projects;
- 3 use the Internet to complete office tasks such as travel arrangements and mail.
- 4 Use the Internet to access and stay-to-date on the various jobs that are available.

STUDENT LEARNING OUTCOMES

- 1 demonstrate the ability identify the role of office support personnel in the current office environment
- 2 demonstrate the ability to use basic accounting concepts and to prepare financial statements, payroll, and accounts receivable in computerized formats
- 3 define and apply the appropriate hardware and software to be used for a variety of office tasks
- 4 demonstrate the ability to develop the interpersonal skills of the administrative office professionals
- 5 prepare and implement a job search plan;



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COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Office Environment <ul style="list-style-type: none"> • Job classification, job title, and job responsibilities • Personality and skill requirements • Workday • Office equipment and supplies • Organizational structures • Telephone techniques for incoming and outgoing calls 	10	0	10
2	Mail and Shipments <ul style="list-style-type: none"> • Sort and route mail received • Postal services • Shipping services 	7	0	7
3	Travel Arrangements <ul style="list-style-type: none"> • Travel arrangements using the Internet • Executive's itinerary • Hotel or motel reservations • Expense reports 	8	0	8
4	Details of Meetings <ul style="list-style-type: none"> • Meeting preparations • Meeting Notices • Meeting Agenda • Meeting Minutes 	6	0	6
5	Business Reports <ul style="list-style-type: none"> • Use library databases to locate business information • Present statistical information • Organize, write, and type a business report 	10	0	10
6	Financial Duties <ul style="list-style-type: none"> • Banks • Investment and insurance records • Payroll and tax records • Legal facets of office work 	7	0	7
7	Professional Future <ul style="list-style-type: none"> • Job search • Job search documents • Job interview • Work Advancement 	6	0	6
				54



OUT OF CLASS ASSIGNMENTS

- 1 homework assignments (e.g. prepare meeting minutes);
- 2 business report (e.g. organize, write, and type a business report).

METHODS OF EVALUATION

- 1 quizzes;
- 2 unit test;
- 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	ISBN	Date
The Administrative Professional	Required	Nelson Educarion	4		Dianne Rankin	9780176832186	2020