



COURSE OUTLINE : CABOT 103

D Credit – Degree Applicable

COURSE ID 005163

Cyclical Review: October 2020

COURSE DISCIPLINE : CABOT
COURSE NUMBER : 103
COURSE TITLE (FULL) : Business Vocabulary Development
COURSE TITLE (SHORT) : Business Vocab Development

CATALOG DESCRIPTION

CABOT 103 is designed to develop skill in the acquisition and proper use of English vocabulary used in business communications. Both general and specialized vocabularies specific to business professions are covered.

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: ENGL 100 or ESL 141, or equivalent.



ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	ESL	141	Grammar and Writing IV	<p>Compose a 400 to 450-word thesis-based essay which:</p> <p>(a) summarizes and cites appropriately a reading passage provided as a prompt,</p> <p>(b) includes a clear thesis statement,</p> <p>(c) uses evidence to support the thesis,</p> <p>(d) shows clear organization into an introduction, body, and conclusion, and</p> <p>(e) uses appropriate rhetorical modes such as comparison/contrast, cause/effect, and persuasion in order to support a thesis.</p>	Yes
2				evaluate compositions for unity, sufficiency of development, evidence, coherence, and variety of sentence structure;	Yes
3				demonstrate level appropriate mastery of spelling, vocabulary, punctuation, simple and progressive perfect tenses, passive voice, gerunds and infinitive, real conditionals, adverb clauses of reason and concession.	Yes
4	ENGL	100	Writing Workshop	Read, analyze, and evaluate contemporary articles and stories to identify topic, thesis, support, transitions, conclusion, audience, and tone;	Yes
5	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
6	ENGL	100	Writing Workshop	read, analyze, and evaluate student compositions for unity, development, use of evidence, interpretation, coherence, and variety of sentence form;	Yes
7	ENGL	100	Writing Workshop	write a summary of a contemporary article or story with correct citation techniques;	Yes
8	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



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9	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
10	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
11	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
12	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
13	ENGL	100	Writing Workshop	proofread and edit essays for content, language, citation, and formatting problems.	Yes

EXIT STANDARDS

- 1 combine word roots, suffixes, prefixes;
- 2 execute changes in word forms;
- 3 assemble a broad business vocabulary, including terms from fields such as accounting, computer science, law, marketing, real estate, etc.;
- 4 demonstrate critical thinking in exercises and tests that require the student to select optimum word usage in their written and oral communication.

STUDENT LEARNING OUTCOMES

- 1 demonstrate the usage of reference materials that cover appropriate standards of spelling and pronunciation
- 2 associate the relationship between the spelling and pronunciation of words and the role they play in sentences
- 3 demonstrate techniques for the independent acquisition of vocabulary beyond word lists.

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Overcoming spelling pitfalls • Pronunciation • Derivatives • Word discrimination	12	0	12



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2	Building vocabulary through language structure • Nouns Forming plurals Forming possessives Noun endings • Pronouns Pronoun agreement with antecedents Use of subjective or objective case Possessive pronouns • Adjectives and Adverbs Forming adverbs Forming adjectives	20	0	20
3	Specialized vocabulary study and application • Accounting and finance • Computer Science • Insurance, investments, and real estate • Law and government • Management, labor relations, economics • Marketing, distribution, international business, and advertising	16	0	16
				48

OUT OF CLASS ASSIGNMENTS

- 1 create a small glossary of ten terms specific to clerical duties in a business;
- 2 research 5 Resumes and pick out 20 uncommon terms, then find a current definition for those terms.

METHODS OF EVALUATION

- 1 quizzes;
- 2 unit tests;
- 3 final examination

METHODS OF INSTRUCTION

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial
- Independent Study



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- Collaboratory Learning
- Demonstration
- Field Activities (Trips)
- Guest Speakers
- Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	IBSN	Date
Due to the book being outdated, the instructor provides own handouts, PowerPoint slides, audio/video files, etc.							