



**COURSE OUTLINE : CABOT 50**

**D Credit – Degree Applicable**

**COURSE ID 008412**

**Cyclical Review: October 2020**

**COURSE DISCIPLINE :** CABOT  
**COURSE NUMBER :** 50  
**COURSE TITLE (FULL) :** Computer Application Internship  
**COURSE TITLE (SHORT) :** Computer Application Intern

### **CATALOG DESCRIPTION**

CABOT 50 is a discipline-specific course, which allows students to earn from 1.0 – 3.0 units for a structured, supervised internship either on-campus or off-campus under the supervision of a faculty advisor. It is designed to provide students with appropriate preparation and a hands-on work experience in one of the following fields: Secretaries Office worker, and Administrative Assistants. The purpose of this class is to enhance students' knowledge, skill levels, and professional competency in their targeted career. This course is recommended for the self-motivated student, and requires faculty advisor approval to register.

### **CATALOG NOTES**

Note: Students must arrange an approved internship prior to enrolling in this class. Complete two or more courses within your program before attempting an internship. Note: This course is Pass/No Pass only.

Total Lecture Units: 0.00

Total Laboratory Units: 1.00 - 3.00

**Total Course Units: 1.00 - 3.00**

Total Lecture Hours: 0.00

Total Laboratory Hours: 54.00 - 162.00

Total Laboratory Hours To Be Arranged: 0.00

**Total Contact Hours: 54.00 - 162.00**

**Total Out-of-Class Hours: 0.00**

Recommended Preparation: ENGL 100 or ESL 141, or equivalent.



**ENTRY STANDARDS**

	<b>Subject</b>	<b>Number</b>	<b>Title</b>	<b>Description</b>	<b>Include</b>
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				organize and write thesis-based essays;	Yes
3				use detailed examples, facts, logical explanations, and other appropriate support for thesis statements;	Yes
4				summarize, analyze, and synthesize information, express and apply standards for judgment, compare and contrast, and evaluate evidence in order to form and state reasoned opinions;	Yes
5				gather and organize information through library research;	Yes
6				demonstrate a command of grammar, diction, syntax, and mechanics sufficient for college level work: control of standard English at the sentence level, with few major errors in grammar and punctuation;	Yes
7				adhere to the proposed internship facility's standards of practice and ethical code of conduct;	Yes
8				demonstrate sufficient understanding of discipline-specific terminology, theory and practices acceptable for internship at the host facility.	Yes



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9	ENGL	100	Writing Workshop	Read, analyze, and evaluate contemporary articles and stories to identify topic, thesis, support, transitions, conclusion, audience, and tone;	Yes
10	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
11	ENGL	100	Writing Workshop	read, analyze, and evaluate student compositions for unity, development, use of evidence, interpretation, coherence, and variety of sentence form;	Yes
12	ENGL	100	Writing Workshop	write a summary of a contemporary article or story with correct citation techniques;	Yes
13	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
14	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
15	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
16	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
17	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
18	ENGL	100	Writing Workshop	proofread and edit essays for content, language, citation, and formatting problems.	Yes

**EXIT STANDARDS**

- 1 demonstrate an understanding of the professional and educational minimum qualifications for employment and advancement within the target career/discipline;
- 2 demonstrate effective professional practices and soft skills of a specific career/discipline;
- 3 demonstrate basic occupational competencies (knowledge, skills and abilities) required for employment in the target career/discipline;
- 4 compose a resumé.



**STUDENT LEARNING OUTCOMES**

- 1 demonstrate basic occupational competencies required for employment in the target career/discipline
- 2 demonstrate ability to apply formal job interview skills and techniques
- 3 demonstrate ability to complete an employment application
- 4 demonstrate ability to utilize interpersonal skills and problem solving in the workplace

**COURSE CONTENT WITH INSTRUCTIONAL HOURS**

	Description	Lecture	Lab	Total Hours
1	Course Content Total Faculty Contact Hours = 48.0-144.0 • Orientation (prior to enrollment in the course) • Professional standards, behavior and ethical code of conduct • Job skill requirements • Self-reflection and problem solving • Professionalism • Appropriate attire • Professional behavior • Being aware/avoiding sexual harassment • Developing learning objectives • Employer-student contract	0	0	0
2	Internship (60-225 hours TBA) • On-the job shadowing of current employees • Information gathering of current industry trends • Secretaries Office worker, and Administrative Assistants	0	0	0
				<b>0</b>

**OUT OF CLASS ASSIGNMENTS**

- 1 journal (e.g. documentation of duties performed);
- 2 written assignments (e.g. research of industry-specific educational requirements);
- 3 final resume;
- 4 final project (e.g. professional portfolio).

**METHODS OF EVALUATION**

- 1 internship facility supervisor’s evaluation of student;
- 2 reports (e.g. weekly reports of reflections on internship experiences);
- 3 student self-evaluation (e.g. self-assessment of internship performance).



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**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
No required textbooks.							