

CABOT50 : Computer Application Internship

General Information

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Course Code (CB01) :	CABOT50
Course Title (CB02) :	Computer Application Internship
Department:	CABOT
Proposal Start:	Fall 2022
TOP Code (CB03) :	(0514.00) Office Technology/Office Computer Applications
CIP Code:	(52.0401) Administrative Assistant and Secretarial Science, General.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000584265
Curriculum Committee Approval Date:	Pending
Board of Trustees Approval Date:	Pending
Last Cyclical Review Date:	10/01/2020
Course Description and Course Note:	<p>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. 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.</p>
Justification:	<p>New Course</p> <p>NT FR</p>
Academic Career:	<ul style="list-style-type: none"> Credit
Mode of Delivery:	No value
Author:	No value
Course Family:	No value

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none"> Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Pass / No-Pass Only

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07)	1
Maximum Credit Units (CB06)	3
Total Course In-Class (Contact) Hours	54 - 162
Total Course Out-of-Class Hours	0 - 0
Total Student Learning Hours	54 - 162

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	0	0
Laboratory Hours	3 - 9	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	

Studio Hours	0	0	Lecture	0
			Laboratory	54 - 162
			Studio	0
			Total	54 - 162
Course Out-of-Class Hours				
			Lecture	0
			Laboratory	0
			Studio	0
			Total	0

Time Commitment Notes for Students

No value

Units and Hours - 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

Advisory

ENGL100 - *Writing Workshop

Objectives

- Read, analyze, and evaluate contemporary articles and stories to identify topic, thesis, support, transitions, conclusion, audience, and tone;
- read, analyze, and evaluate contemporary articles and stories for the comprehension of difficult content and the identification of main ideas and (topic-based) evidence;
- read, analyze, and evaluate student compositions for unity, development, use of evidence, interpretation, coherence, and variety of sentence form;
- write an argumentative essay that has an introduction, body paragraphs, and a conclusion, demonstrating a basic understanding of essay organization;
- 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;
- write an argumentative essay that integrates the ideas of others (i.e., authors) through paraphrasing, summarizing, and quoting with correct citation techniques;
- 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;
- 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;
- proofread and edit essays for content, language, citation, and formatting problems.

AND

Advisory

ESL141 - Grammar And Writing IV

Objectives

- 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;

Entry Standards

Entry Standards	Description
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organize and write thesis-based essays;	No Value
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use detailed examples, facts, logical explanations, and other appropriate support for thesis statements;	No Value
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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;	No Value
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gather and organize information through library research;	No Value
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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;	No Value
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adhere to the proposed internship facility's standards of practice and ethical code of conduct;	No Value
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demonstrate sufficient understanding of discipline-specific terminology, theory and practices acceptable for internship at the host facility.	No Value
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Course Limitations

Cross Listed or Equivalent Course

Description

No value

No value

Specifications

Methods of Instruction

Methods of Instruction Collaborative Learning

Methods of Instruction Demonstrations

Methods of Instruction Discussion

Methods of Instruction Multimedia

Methods of Instruction Lecture

Out of Class Assignments

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

Methods of Evaluation

Evaluation

Report

Evaluation

Rationale

internship facility supervisor's evaluation of student;

reports (e.g. weekly reports of reflections on internship experiences);

student self-evaluation (e.g. self-assessment of internship performance).

Textbook Rationale

No Value

Textbooks

Author

Title

Publisher

Date

ISBN

No Value

No Value

No Value

No Value

No Value

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

demonstrate an understanding of the professional and educational minimum qualifications for employment and advancement within the target career/discipline;

demonstrate effective professional practices and soft skills of a specific career/discipline;

demonstrate basic occupational competencies (knowledge, skills and abilities) required for employment in the target career/discipline;

compose a resumé.

SLOs

Demonstrate ability to apply formal job interview skills and techniques

Expected Outcome Performance: 70.0

<i>MOA</i> Medical Front Office A.S. Degree	Acquire basic communication skills Use appropriate computer programs to key basic documents and to navigate the Internet
<i>MOA</i> Medical Front Office Certificate	Acquire basic communication skills Use appropriate computer programs to key basic documents and to navigate the Internet
<i>ILOs</i> Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems. Practice ethical and responsible behavior within personal, academic, professional, social, and societal contexts; recognize and welcome diverse lifestyle choices that promote physical, intellectual, psychological, and social well-being.
<i>CABOT</i> Receptionist/Office Clerk	Identify the personal traits that lead to effective human relation skills in business and develop skills to work more effectively with customers and other employees in a business environment.
<i>CABOT</i> General Office - A.S. Degree Major	Use a variety of office procedures to perform such tasks as sorting mail and answering telephones; filing and processing documents; edit and revise memos, e-mails, letters and reports.The student will be able to identify the personal traits that lead to effective human relation skills in business and develop skills to work more effectively with customers and other employees, including communicating with clients verbally face-to-face and over the telephone.
<i>CABOT</i> General Office - Certificate	Use a variety of office procedures to perform such tasks as sorting mail and answering telephones; filing and processing documents; edit and revise memos, e-mails, letters and reports.The student will be able to identify the personal traits that lead to effective human relation skills in business and develop skills to work more effectively with customers and other employees, including communicating with clients verbally face-to-face and over the telephone.

CABOT
Business Information
Worker (BIW)

produce basic business correspondence and reports with appropriate formatting using Word,

Demonstrate ability to complete an employment application

Expected Outcome Performance: 70.0

MOA
Medical Front Office
A.S. Degree

Achieve a minimum speed of 25 words per minute

Earn the specialized medical terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims

Use appropriate computer programs to key basic documents and to navigate the Internet

MOA
Medical Front Office
Certificate

Achieve a minimum speed of 25 words per minute

Earn the specialized medical terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims

Use appropriate computer programs to key basic documents and to navigate the Internet

ILOs
Core ILOs

Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

CABOT
General Office - A.S.
Degree Major

Use a variety of office procedures to perform such tasks as sorting mail and answering telephones; filing and processing documents; edit and revise memos, e-mails, letters and reports. The student will be able to identify the personal traits that lead to effective human relation skills in business and develop skills to work more effectively with customers and other employees, including communicating with clients verbally face-to-face and over the telephone.

CABOT
General Office -
Certificate

Use a variety of office procedures to perform such tasks as sorting mail and answering telephones; filing and processing documents; edit and revise memos, e-mails, letters and reports. The student will be able to identify the personal traits that lead to effective human relation skills in business and develop skills to work more effectively with customers and other employees, including communicating with clients verbally face-to-face and over the telephone.

CABOT
Administrative
Assistant - A.S.
Degree Major

Use a variety of office procedures to perform such tasks as sorting mail, filing and processing documents; develop interpersonal skills to conduct and participate in job interviews, practice effective human relation skills in business, handle telephone conversations with ease, and develop skills to communicate more effectively with customers and other employees verbally.

CABOT
Business Information
Worker (BIW)

produce basic business correspondence and reports with appropriate formatting using Word,

Demonstrate ability to utilize interpersonal skills and problem solving in the workplace

Expected Outcome Performance: 70.0

MOA
Medical Front Office
Certificate

Achieve a minimum speed of 25 words per minute

Use appropriate computer programs to key basic documents and to navigate the Internet

MOA
Medical Front Office A.S.
Degree

Achieve a minimum speed of 25 words per minute

Use appropriate computer programs to key basic documents and to navigate the Internet

MOA
Medical Front Office -
A.S. Degree Major

Acquire the basic communication skills.

MOA
Medical Front Office -
Certificate

Acquire the basic communication skills.

<i>ILOs</i> Core ILOs	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.
	Practice ethical and responsible behavior within personal, academic, professional, social, and societal contexts; recognize and welcome diverse lifestyle choices that promote physical, intellectual, psychological, and social well-being.
<i>CABOT</i> Receptionist/Office Clerk	Identify the personal traits that lead to effective human relation skills in business and develop skills to work more effectively with customers and other employees in a business environment.
<i>CABOT</i> General Office - A.S. Degree Major	Use a variety of office procedures to perform such tasks as sorting mail and answering telephones; filing and processing documents; edit and revise memos, e-mails, letters and reports. The student will be able to identify the personal traits that lead to effective human relation skills in business and develop skills to work more effectively with customers and other employees, including communicating with clients verbally face-to-face and over the telephone.
<i>CABOT</i> General Office - Certificate	Use a variety of office procedures to perform such tasks as sorting mail and answering telephones; filing and processing documents; edit and revise memos, e-mails, letters and reports. The student will be able to identify the personal traits that lead to effective human relation skills in business and develop skills to work more effectively with customers and other employees, including communicating with clients verbally face-to-face and over the telephone.
<i>CABOT</i> Administrative Assistant - A.S. Degree Major	Use a variety of office procedures to perform such tasks as sorting mail, filing and processing documents; develop interpersonal skills to conduct and participate in job interviews, practice effective human relation skills in business, handle telephone conversations with ease, and develop skills to communicate more effectively with customers and other employees verbally.
<i>MOA</i> Basic Medical Billing and Coding Certificate	Use appropriate computer programs to create needed documents/correspondence in performing medical billing and coding, including using the Internet.
<i>CABOT</i> Business Information Worker (BIW)	communicate, make informed decisions, and handle personnel problems in office environments

Course Content

Lecture Content

No value

Laboratory/Studio Content

Course Content Total Faculty Contact Hours = 48.0-144.0 **0 HOURS**

- 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

Internship (60-225 hours TBA) **0 HOURS**

- On-the job shadowing of current employees
- Information gathering of current industry trends
- Secretaries Office worker, and Administrative Assistants