

Glendale College

Course Outline of Record Report

Course ID 005162
Cyclical Review - May 2025

CABOT102 : English For Business

General Information

Author:	<ul style="list-style-type: none"> Cynthia Haiduk-Pollack Bender, Jason Vera, Paul
Course Code (CB01) :	CABOT102
Course Title (CB02) :	English For Business
Department:	CABOT
Proposal Start:	Spring 2026
TOP Code (CB03) :	(0501.00) Business and Commerce, General
CIP Code:	(52.0101) Business/Commerce, General.
SAM Code (CB09) :	C - Clearly Occupational
Distance Education Approved:	Yes
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000590052
Curriculum Committee Approval Date:	05/28/2025
Board of Trustees Approval Date:	07/08/2025
Last Cyclical Review Date:	05/28/2025
Course Description and Course Note:	CABOT 102 helps students develop proficiency in grammar, punctuation, and sentence structure for effective written communication in a business environment.
Justification:	Mandatory Revision
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:	<ul style="list-style-type: none"> Business
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

- Grade with Pass / No-Pass Option

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07)	4
Maximum Credit Units (CB06)	4
Total Course In-Class (Contact) Hours	72
Total Course Out-of-Class Hours	144
Total Student Learning Hours	216

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	4	8
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	0
Course In-Class (Contact) Hours	
Lecture	72

Laboratory	0
Studio	0
Total	72

Course Out-of-Class Hours

Lecture	144
Laboratory	0
Studio	0
Total	144

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

Prerequisites, Corequisites, Recommended Corequisites, and Recommended Preparation

Advisory

ESL136 - Reading and Vocabulary III (in-development)

Objectives

- Comprehend academic readings at the high-intermediate credit ESL vocabulary level;
- deduce meanings of new words from the context;
- reply to inference as well as recall questions on reading comprehension tests;
- write answers of 50-60 words in response to questions;
- paraphrase a reading passage

AND

Advisory

ESL133 - Grammar And Writing III

Outcomes

- Use the targeted grammatical structures with at least 70% accuracy
- Write a three to five-paragraph composition of 300-350 words with a clear introduction, body, and conclusion using level appropriate grammar, punctuation, and spelling at a passing level as determined by the ESL 133 scoring guide

Entry Standards

Entry Standards	Description
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No value

No value

Course Limitations

Cross Listed or Equivalent Course

Description

No value

No value

Specifications**Methods of Instruction**

Methods of Instruction

Discussion

Methods of Instruction

Demonstrations

Methods of Instruction

Lecture

Out of Class Assignments

Reading

- Textbook
- Business newspaper
- Magazine columns
- Articles

Written assignments

- Reinforcement exercises
- Web exercises
- Editing
- E-mail messages
- Short essays on business subjects

Methods of Evaluation**Rationale**

Exam/Quiz/Test

Quizzes

Exam/Quiz/Test

Midterm examinations

Exam/Quiz/Test

Final examination

Textbook Rationale

No textbook that meets the class's needs is available now.

Textbooks

Author	Title	Publisher	Date	ISBN
Guffey, Mary Ellen	Business English	Cengage	2020	978-0-357-03378-4

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

No Value

Learning Outcomes**Course Objectives**

Identify basic parts of speech in written documents.

Define and discuss the concept of subject-verb agreement.

Identify and review Subject and Object pronouns.

Review and practice writing sentences with transitive, intransitive, and linking verbs.

Use conjunctions to combine sentences.

SLOs

Produce cohesive and grammatically correct sentences for business documents.

Expected Outcome Performance: 70.0

MOA Achieve a minimum speed of 25 words per minute

Medical Front Office
Certificate

Acquire basic communication skills

MOA Achieve a minimum speed of 25 words per minute

Medical Front Office
A.S. Degree

Acquire basic communication skills

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

<p>CABOT General Office - A.S. Degree Major</p>	<p>Perform basic operations in Word, Excel, Access, and PowerPoint; compose entry-level correspondence using appropriate business language and cohesive, grammatically correct sentences; become familiar with Global information systems and be able to sign on to an account and use common utilities including e-mail, Gopher, and Web browsers to search a variety of databases for information.</p>
	<p>Type by touch at a minimum of thirty (30) words a minute and to create, edit, and format advanced features for any business document including forms, medical and legal forms, resumes, job applications, bibliographies, footnotes/endnotes, newsletters.</p>
<p>CABOT General Office - Certificate</p>	<p>Perform basic operations in Word, Excel, Access, and PowerPoint; compose entry-level correspondence using appropriate business language and cohesive, grammatically correct sentences; become familiar with Global information systems and be able to sign on to an account and use common utilities including e-mail, Gopher, and Web browsers to search a variety of databases for information.</p>
	<p>Type by touch at a minimum of thirty (30) words a minute and to create, edit, and format advanced features for any business document including forms, medical and legal forms, resumes, job applications, bibliographies, footnotes/endnotes, newsletters.</p>
<p>CABOT Administrative Assistant - Certificate</p>	<p>The student will be able to 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.</p>
<p>CABOT Administrative Assistant - A.S. Degree Major</p>	<p>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.</p>
<p>ILOs General Education</p>	<p>communicate clearly and logically in writing, speech, and other media as appropriate</p>
<p>CABOT Business Information Worker (BIW)</p>	<p>produce basic business correspondence and reports with appropriate formatting using Word,</p>
<p>Create and edit a variety of business documents, revise for mailability with at least 70 percent accuracy. Expected Outcome Performance: 70.0</p>	
<p>MOA Medical Front Office Certificate</p>	<p>Achieve a minimum speed of 25 words per minute Acquire basic communication skills</p>
<p>MOA Medical Front Office A.S. Degree</p>	<p>Achieve a minimum speed of 25 words per minute Acquire basic communication skills</p>
<p>ILOs Core ILOs</p>	<p>Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.</p>
<p>CABOT General Office - A.S. Degree Major</p>	<p>Perform basic operations in Word, Excel, Access, and PowerPoint; compose entry-level correspondence using appropriate business language and cohesive, grammatically correct sentences; become familiar with Global information systems and be able to sign on to an account and use common utilities including e-mail, Gopher, and Web browsers to search a variety of databases for information.</p>
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ILOs
General Education communicate clearly and logically in writing, speech, and other media as appropriate

CABOT
Business Information
Worker (BIW) produce basic business correspondence and reports with appropriate formatting using Word,

Revise poorly written sentences by using appropriate proofreading marks.

Expected Outcome Performance: 70.0

MOA
Medical Front Office A.S.
Degree Achieve a minimum speed of 25 words per minute

Acquire basic communication skills

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

MOA
Medical Front Office
Certificate Achieve a minimum speed of 25 words per minute

Acquire basic communication skills

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

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.

Course Content

Lecture Content

Basic Structure of Written Language (4 hours)

Using Reference Books (4 hours)

Sentence Analysis (6 hours)

- Internal Structure, Pattern, and Message

Conjunctions (6 hours)

- Types and Use

Nouns (6 hours)

- Qualities, Uses, and Special Features or Structures

Verbals (6 hours)

- Types, Uses, and Special Features or Structures

Pronouns (6 hours)

- Types, Qualities, Uses, and Special Features or Structures

Verbs (6 hours)

- Types, Qualities, Uses, and Special Features or Structures

Modifiers (4 hours)

- Types Qualities, Uses, and Special Features or Structures

Prepositions (4 hours)

- Uses and Special Features or Structures

Punctuation (8 hours)

- Types, Structural Basis for General Use, Special Use

Composing Individual Sentences (8 hours)

- Determining Purpose, Choosing Structure, Maintaining Consistency and Agreement, Punctuation

Proofreading Techniques (4 hours)**Total Hours: 72****Additional Information****Repeatability**

Not Repeatable

Justification (if repeatable was chosen above)

No Value

Is it possible this course will have a material fee?

No

I have contacted my library liaison (<https://campusguides.glendale.edu/faculty/liasons>):

No

What term(s) will this course be offered?

Fall/Spring

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value

Resources**Did you contact your departmental library liaison?**

Yes

If yes, who is your departmental library liaison?

Aisha Conner-Gaten (Business, ESL-Credit)

Did you contact the DEIA liaison?

Yes

Were there any DEIA changes made to this outline?

Yes

If yes, in what areas were these changes made:

- Course Description

Will any additional resources be needed for this course? (Click all that apply)

No Value

If additional resources are needed, add a brief description and cost in the box provided.

Added the words "students" to course description. Jason Bender may know of any additional resources needed for this course