

Glendale College

Course Outline of Record Report

Course ID 005163
Cyclical Review - May 2025

CABOT103 : Business Vocabulary Development

General Information

Author:	<ul style="list-style-type: none"> Cynthia Haiduk-Pollack Bender, Jason
Course Code (CB01) :	CABOT103
Course Title (CB02) :	Business Vocabulary Development
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) :	D - Possibly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000194144
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 103 helps students develop skills in the proper use of English vocabulary for business communications, including both general and specialized terms relevant to various business professions.
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)	3
Maximum Credit Units (CB06)	3
Total Course In-Class (Contact) Hours	54
Total Course Out-of-Class Hours	108
Total Student Learning Hours	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	3	6
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	54

Laboratory	0
Studio	0
Total	54

Course Out-of-Class Hours

Lecture	108
Laboratory	0
Studio	0
Total	108

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

ESL141 - Grammar And Writing IV

Outcomes

- Use the targeted grammatical structures with at least 70% accuracy
- Write a thesis-based multi-paragraph essay of 400-450 words using level-appropriate grammar, punctuation, and spelling at a passing level as determined by the ESL 141 scoring guide
- write an essay of 400-450 words using level-appropriate grammar, punctuation, and spelling at a passing level as determined by the ESL 141 scoring guide.

Entry Standards

Entry Standards	Description
No value	No value

Course Limitations

Cross Listed or Equivalent Course

Description

No value

No value

Specifications**Methods of Instruction**

Methods of Instruction

Lecture

Methods of Instruction

Discussion

Methods of Instruction

Collaborative Learning

Methods of Instruction

Demonstrations

Out of Class Assignments

- Create a small glossary of ten terms specific to clerical duties in a business
- Find five resumes and pick out 20 uncommon terms
- Find a current definition for those terms.

Methods of Evaluation**Rationale**

Exam/Quiz/Test

Quizzes

Exam/Quiz/Test

Unit tests

Exam/Quiz/Test

Final examination

Textbook Rationale

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

Textbooks

Author

Title

Publisher

Date

ISBN

No Value

No Value

No Value

No Value

No Value

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

Description	Due to the book being outdated, the instructor provides own handouts, PowerPoint slides, audio/video files, etc.
Author	No value
Citation	No value
Online Resource(s)	No value

Learning Outcomes

Course Objectives

Combine word roots, suffixes, and prefixes.

Execute changes in word forms.

Assemble a broad business vocabulary, including terms from fields such as accounting, computer science, law, marketing, real estate, etc.

Demonstrate critical thinking in exercises and tests that require the student to select optimum word usage in their written and oral communication.

SLOs

Demonstrate the usage of reference materials that cover appropriate standards of spelling and pronunciation. Expected Outcome Performance: 70.0

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

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

MOA
Medical Front Office -
A.S. Degree Major Acquire the basic communication skills.

MOA
Medical Front Office -
Certificate Acquire the basic communication skills.

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 -
Certificate 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.

CABOT
General Office - A.S.
Degree Major

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.

CABOT
Administrative
Assistant - Certificate

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.

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,

Associate the relationship between the spelling and pronunciation of words and the role they play in sentences. Expected Outcome Performance: 70.0

MOA
Medical Front Office -
A.S. Degree Major

Acquire the basic communication skills.

MOA
Medical Front Office -
Certificate

Acquire the basic communication skills.

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 -
Certificate

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.

CABOT
General Office - A.S.
Degree Major

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.

CABOT
Administrative
Assistant - Certificate

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.

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.

MOA
Medical Front Office
A.S. Degree

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

MOA
Medical Front Office
Certificate

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

CABOT
Business Information
Worker (BIW)

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

Demonstrate techniques for the independent acquisition of vocabulary beyond word lists. Expected Outcome Performance: 0.0

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No Value

Is this proposal submitted in response to learning outcomes assessment data?

No Value

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Overcoming spelling pitfalls (18 hours)

- Pronunciation
- Derivatives
- Word discrimination

Building vocabulary through language structure (20 hours)

- Nouns
- Forming plurals forming possessives noun endings
- Pronouns
- Pronoun agreement with antecedents
- Use of subjective or objective case
- Possessive pronouns
- Adjectives and adverbs

Specialized vocabulary study and application (16 hours)

- Accounting and finance
- Computer science
- Insurance, investments, and real estate
- Law and government
- Management, labor relations, economics
- Marketing, distribution, international business, and advertising

Total Hours: 54

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