To: Faculty Senate, VPI, and the Cabrillo College Governing Board

From: Calais Ingel, CABT (Computer Applications/Business Technology) Program Chair

Date: April 30, 2014

RE: Request to change course mapping for CABT 156 and CABT 157

On behalf of the CABT department, I request that the discipline mapping for CABT 156 Writing for the Workplace, and CABT 157 Business and Technical Writing, be changed to include the disciplines of English and ESL. CABT 156 and CABT 157 are currently mapped only to CABT, which is a discipline requiring a high degree of computer technology mastery. CABT 156 and 157 are currently taught by a faculty within CABT who also possesses mastery in teaching business writing. However, the current faculty member teaching these courses is retiring, and it is increasingly challenging to find faculty with skill in both areas. In the past, an English adjunct faculty member has taught the two courses, and faculty meeting minimum qualifications in ESL have also taught these courses.

CABT 156 and CABT 157 provide instruction in business writing: English grammar, structure of business letters, memos, reports and email communications, and an emphasis on appropriate writing for the workplace or for technical and professional fields. A special section of CABT 157 is taught for students in the AMAP (Accelerated Medical Assisting Program) cohort, and CABT 157 can substitute for English 100 to satisfy the writing requirement in certain occupational certificates.

Courses | Disciplines to add
---|---
CABT 156, CABT 157 | English, ESL