

Syllabus/Spring Semester 2013

Business Terminology/CAOT 34 Section 7006

Los Angeles Mission College 13356 Eldridge Ave, Sylmar, California 91342

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T & Th 10:30-11:25 / 2nd Floor Computer Classroom (Instructional Bldg).

(Office Hours Thursdays after class 11:30-12:00pm with additional office hours by appointment)

COURSE DESCRIPTION: CAOT 34

This course increases vocabulary and the comprehension of business terminology with an emphasis on spelling and the meanings of words including words that sound alike but are spelled differently and comprehension of business terminology. The use of online resources and other methods for improving vocabulary will be covered.

COURSE TEXT: College Vocabulary Building/: by Perry /10th Edition copyright 1999 - ISBN 978-0-538-71762-5 **Publisher:** South Western Publishing

Course SLOs (Student Learning Outcomes): As a result of taking CAOT 34, students will demonstrate the ability to:

1. Assimilate new words by reading in context and using words (business terminology) in complete sentences as well as in conversation.
2. Differentiate between similar words and make appropriate word choices to complete sentences.
3. Produce work that uses correct spelling of words in sentences and paragraphs.

ACADEMIC HONESTY: Academic honesty is highly valued at Los Angeles Mission College, just as it is at all colleges and universities. A student must always submit work that represents his or her original words or ideas. If any words or ideas are used that do not represent the student's original words or ideas, the student must cite all relevant sources. The student should also make it clear to what extent such source(s) was used. In this class interaction is encouraged and some assignments include group work. In this setting though, each person must develop his or her own solutions to the assigned projects assignments or tasks. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own.

ATTENDANCE: Coming to class is crucial to your learning experience. The expectation is that you will be present at every class session. Students who are 15 minutes late or later to class can be considered absent unless an emergency has arisen to cause the tardiness. Please make an effort to contact me if you will not be able to make class, I will work with you.

STANDARDS OF STUDENT CONDUCT: Students who cause disruptions during class will be dismissed from the class where the disruption occurred and will be marked as absent for that class. A disruption is any argument with another student or other behavior that is disruptive according to the student handbook/course catalog. Some other examples are: cell phone disruptions or those found to be "on" during class, or students listening to music on headphones. No iPods are allowed in class, any cell phone brought to class must be powered off during class unless it is being used to access an online resource like an e-dictionary. Any student wishing to make a call must make the call prior to or after class ...no exceptions.

GRADING AND EVALUATION:

This class is comprised of chapter readings, chapter exercises, classroom group exercises, exams/quizzes homework assignments attendance and classroom lectures.

A=900 points or more, B=800-899 points, C=700-799 points, D=600-699 points, F=599 points or below

COURSE ASSIGNMENTS: Midterm exam (200 pts), final exam/comprehensive (200 points), attendance, 10 Quizzes (200 points), classroom participation (150 pts), homework (250). Assignments are due on the date scheduled. No make-up quizzes or exams will be given. The lowest quiz grade will be dropped. All class writing assignments must be typed and be Microsoft Word compatible if sending an electronic file of the work. If the assignment is to be handed in and is more than one page, all pages need to be stapled together (top left corner).

INCOMPLETE: Students will not be given an “incomplete” grade for this course without a credible reason as defined in the course College Catalog. In any case, for a student to receive an “incomplete”, he or she must be passing the course at the time of the request and have completed 75% of the course work.

GRADES: The final grade will be determined by adding points received for attendance, quizzes, exams, and all work required during the semester. See above for description of point values for grades A-F.

OTHER RESOURCES:

- **LAMC Bookstore**, for hours of operation, book availability, buybacks, and other information call 818-364-7798 or 7768
- **Counseling Department**, for appointments and information call 818-364-7655 or access this site > <http://www.lamission.edu/counseling>
- **Disabled Students Programs and Services:** For appointments and information call 818-364-7732 or visit <http://www.lamission.edu/dsps>
- **Extended Opportunity Programs and Services:** For appointments and information call 818-364-7645 or visit <http://www.lamission.edu/eops>
- **Financial Aid:** For information and applications call 818-364-7648 or <http://www.lamission.edu/financialaid>
- **Library:** For information on library hours, resources, workshops, and other services contact 818-364-7105 or 7106 or <http://www.lamission.edu/library>

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| Feb 5th -Feb 7th | Week 1 | (Detailed/course overview/pretest) |
| Feb 12th -Feb 14th | Week 2 | (Chapter 1) (Quiz 1) |
| Feb 19th -Feb 21st | Week 3 | (Chapter 2) (Quiz 2) Homework assignment due |
| Feb 26th -Feb 28th | Week 4 | (Chapter 3) Homework assignment due |
| Mar 5th -Mar 7th | Week 5 | (Chapter 3) (Quiz 3) Homework assignment due |
| Mar 12th-Mar 14th | Week 6 | (Chapter 4) Homework assignment due |
| Mar 19th-Mar 21st | Week 7 | (Chapter 4) (Quiz 4) |
| Mar 26th | Week 8 | (Chapter 5) Homework assignment due (Review for Midterm) |
| SPRING BREAK | Week 9 | |
| Apr 9th -Apr 11th | Week 10 | (Chapter 6) (Quiz on 5 and Mid Term) |
| Apr 16th-Apr 18th | Week 11 | (Chapter 6) (Quiz 6) |
| Apr 23 rd -Apr 25th | Week 12 | (Chapter 7) (Homework Assignment due) |
| Apr 30th-May 2nd | Week 13 | (Chapter 7) (Quiz 7) |
| May 7th -May 9th | Week 14 | (Chapter 8) (Quiz 8) |
| May 13th -May 15th | Week 15 | (Chapter 8) (Homework Assignment due) |
| May 21st -May 23rd | Week 16 | (Chapter 9) (Quiz on 9 and Review for Final) |
| May 28th | | (Final Exam) |

***IMPORTANT DATES:**

No Classes March 28th, April 2 and 4 (Spring Break)

ADA Reasonable Accommodations: In support of the Americans with Disabilities Act (ADA), reasonable accommodation will be provided to any student needing assistance of any kind. If you will need assistance, please notify me as soon as possible.