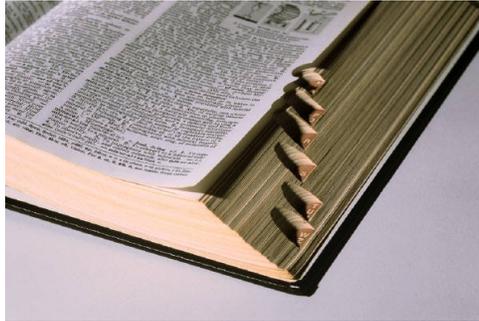


CAOT 34 – BUSINESS TERMINOLOGY



SYLLABUS

Spring 2014, T/Th 10:30 a.m. – 11:25 a.m.
(Section 7006)

Educator: Mrs. Pat Flood Moreno
Office: Instructional Bldg. Office #7
Phone Number: 818-364-7715
Office Hours: Tuesday and Thursday 11:30-12:00 p.m.
and by appointment
E-Mail: floodpt@lamission.edu
Web Page: www.lamission.edu/~floodpt

TEXT: Perry, *College Vocabulary Building*, (ISBN 978-0-538-71762-5), 10th Edition.

Each student must have his/her own textbook.

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 the words in a written sentence or in general conversation.
2. Differentiate between similar words and choose appropriate words to complete the meaning of a sentence.
3. Use correct spelling for words in sentences.



Assessment will include word usage tests, sentence writing assignments, and spelling tests.

Course Overview:

This course increases vocabulary and comprehension of business terminology; it emphasizes the spelling and meanings of words including words that sound alike but are spelled differently and comprehension of business terminology. Methods for improving vocabulary will be covered,

including online resources. Tip to succeed: the best way to learn something is to practice it.

Etudes Web site: <https://myetudes.org/portal>

Announcements, quizzes, lecture notes, and other important information will be posted on this site. You can use the Etudes site to take quizzes, monitor grades, and communicate with your instructor and each other, as well as ask/answer questions about classes and assignments. If you already have used an Etudes account, sign in using your userid and password. If you have never used an Etudes account before you can go to <https://myetudes.org/portal> to set up your account. Detailed instructions, tutorials, and support for online students can be viewed at <http://www.lamission.edu/online/>

Recommended Websites: Tip to succeed: look up words you don't know.

Merriam-Webster's Online www.m-w.com

Google Dictionary <https://www.google.com/>

Number 2's "Word of the Day" www.number2.com

Wiktionary www.wiktionary.org

Dictionary.com <http://dictionary.reference.com/>



Required Supplies:

College Dictionary such as *Merriam-Webster's Collegiate Dictionary*, pocket dictionary (for class use), thesaurus, Scantron forms #882 (1 package), #2 pencils, a print card (can be purchased at the Business Office or Learning Resource Center), flash drive, index cards, E-mail address and access to the Internet. *Tip to succeed: check your e-mail frequently..*

Course Procedures:

It is important to conscientiously complete your assignments, as practice is the best way to learn new vocabulary. Some homework assignments will be corrected in class and all assignments will be turned in on the test dates. Tip to succeed: The harder you work, the more success you will have.

It is important to come to all classes and to be on time. Turn off your cell phones while in class or put them on vibrate.

Evaluation:

There will be five exams and a final examination, which will be objective in nature (i.e., multiple choice and matching) and a spelling quiz each week. Students must also complete the homework assignments in the textbook as assigned, practice sheets, and sentence writing exercises.

All assignments, quizzes, and tests will be graded on a point basis and the final grade will be determined using a standard grading scale: Tip to succeed: study for the quizzes and tests.
90% and above = A; 80-89% = B; 70-79% = C; 60-69% = D.

Vocabulary Journal: Keep a journal of new words (in addition to the ones in the textbook), a minimum of 5 each week, their definition, and use each one in a sentence. These words will be collected each Thursday.

Important Dates:

February 23 - last day to drop a class and receive a refund of fees

March 2 - last day to drop a class without having a “W” appear on your permanent record.

May 11 - last day to drop classes with a “W” on your permanent record. (Letter grade is required from this date forward.)

Final Exam – Thursday, June 5, 10:00 a.m. – 12:00 p.m.

Students should not rely on the instructor to exclude them. If you stop attending the class and fail to drop officially through the Admissions and Records Office, you will receive a final grade of “F” in the course. This is a college policy. Tip to succeed: do not drop the class.

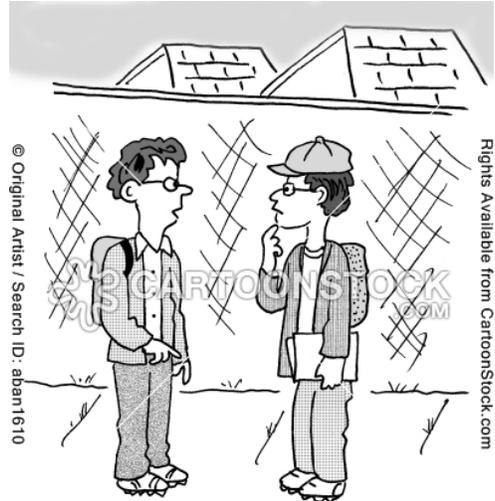
Note: A new state policy in effect as of Summer 2012 limits students to 3 attempts per course. Receiving a grade or “W” for a course counts as an attempt, regardless of when the course was taken. Withdrawal by February 23, 2014 will avoid a “W” and will not count as an attempt.

Incomplete Policy: Students will not be given an incomplete grade in the course without sound reason as described in the College Catalog. In any case, for a student to receive an incomplete, he or she must be passing and must have completed 75% of the course.

Need for Assistance: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as outlined, or which will require academic accommodations, please notify me as soon as possible. Tip to succeed: communicate with your instructor about any special needs you have.

Academic Honesty: In education, business, and personal life, ethics are of utmost importance. Therefore, academic honesty is expected. Any instance of academic *dishonesty* (cheating) will significantly affect the grade of all individuals involved, and disciplinary action will be taken.

In this class interaction is encouraged and some assignments will be done as a group. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not “work together” on graded assignments but are encouraged to offer help and advice. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own.



"Don't worry if you fail the spelling test. Nobody spells when they text."



Additional Notes:

1. **Regular** and **prompt** class attendance is extremely important. Doing the assignments helps you improve your business terminology skills; contributing to the class discussions also helps your learning and makes the class a more lively and interesting place to work; however, you cannot make a contribution to class if you are not here.

Your attendance will influence your final grade for the semester. Tip to succeed: we miss you when you are not in class.

If you miss a class, it is your responsibility to find out what was missed and to obtain copies of any handouts distributed. Tip to succeed: take responsibility for your learning.



2. Assignments are due on the date scheduled (see Schedule of Assignments). Tip to succeed: it is easier to keep up than to make up—turn things in on time.
3. There will be quizzes, exams and a final exam based on the reading material. The final exam will be comprehensive. **No make-up quizzes or exams will be given.** The lowest quiz grade and the lowest test grade will be dropped. Tip to succeed: form study groups.
4. All outside class writing assignments must be typed and Microsoft Word compatible. Assignments of more than one page should be stapled together in the upper left-hand corner. Tip to succeed: listen and follow directions.
5. **Label all work in the upper right-hand corner with your class number (to be assigned), name and current date.** Ex:

#10
Calvin Klein
February 11, 2014

6. Keep all notes, handouts and graded assignments in a 3-ring binder for ease of reference. **Keep all graded assignments until the end of the semester.** Tip to succeed: being organized will save you time, reduce your stress, and keep you calmer.
7. If we are to get through this material each session, you need to be prepared. Please read assigned material before class discussions and before attempting an assignment. If you are unprepared, you will be penalizing the entire class, not just yourself. Tip to succeed: be prepared.



8. Ask questions when you are unsure about something—that is part of your responsibility as a student. Tip to succeed: one of the best ways to learn something is to ask a question about it.

9. Write the name and contact information for two students in the class: Tip to succeed: keep this syllabus somewhere you can find it.

Name _____ Phone No. _____ e-mail: _____

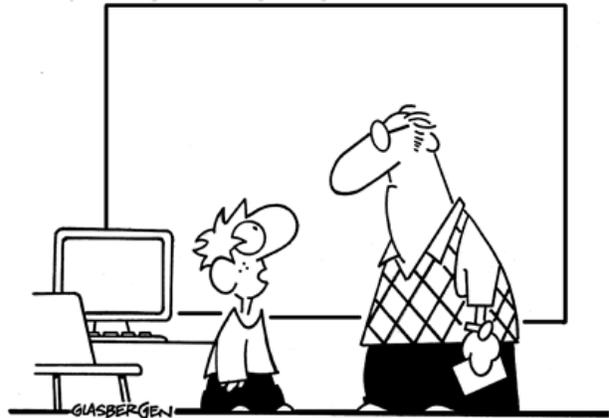
Name _____ Phone No. _____ e-mail: _____

Student Resources at Los Angeles Mission College

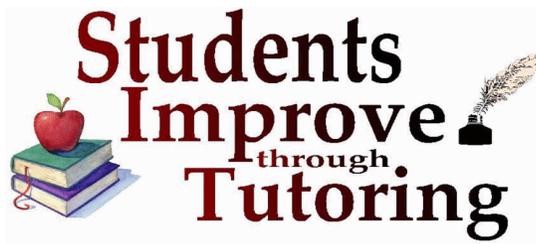
These are some of the resources available to students on campus: Tip to succeed: take advantage of these.

- **Admissions and Records:** Students can register for classes, request transcripts, file petitions for graduation, and drop classes at this office. For more information call 818-833-3322 or visit: <http://www.lamission.edu/admissions/>
- **Assessment Center:** Offers student assessments in English, English-as-a-Second-Language (ESL) and Mathematics. Please contact the Assessment Center at (818) 364-7613 for more information or visit <http://www.lamission.edu/assessment/>
- **Bookstore:** For hours of operation, book availability, buybacks, and other information call 818-364-7767 or 7768 or visit <http://eagleslanding.lamission.edu/default.asp>
- **Counseling Department:** For appointments and information call 818-364-7655 or visit <http://www.lamission.edu/counseling/>
- **Disabled Students Programs and Services (DSP&S):** For appointments, eligibility, services, and information call 818-364-7732 or visit <http://www.lamission.edu/dsps/>
- **Extended Opportunity Programs and Services (EOPS):** For appointments, eligibility and information call 818-364-7645 or visit <http://www.lamission.edu/eops/>
- **Financial Aid:** For information and applications call 818-364-7648 or visit <http://www.lamission.edu/financialaid/>
- **Library:** For information on hours, resources, workshops, and other services contact 818-364-7106 or visit <http://www.lamission.edu/library/>

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"I don't have my homework. My dog deleted it."



- **Tutoring Services in Learning Center:** Laboratories for Learning, Writing, & Math. Walk-in and appointments. Call 818-364-7754 or visit www.lamission.edu/learningcenter/

Tip to succeed: never give up.

