

# CAOT 31 BUSINESS ENGLISH



## SYLLABUS FALL 2012, T/TH 10:40-12:05 AM (SECTION 8005)

**Educator:** Mrs. Pat Flood Moreno  
**Office:** Instructional Bldg. Office #7  
**Phone Number:** 818-364-7715  
**Student Office Hours:** Tuesday, Thursday 12:05-12:40 p.m.  
and by appointment  
**E-Mail:** [floodpt@lamission.edu](mailto:floodpt@lamission.edu)  
**Web Page:** [www.lamission.edu/~floodpt](http://www.lamission.edu/~floodpt)  
**Textbook Web Page:** [www.meguffey.com](http://www.meguffey.com) (Click on the text icon and *student companion site* tab for a wealth of materials to assist you with your learning.) Site includes chapter review quizzes, PowerPoint slides of lessons, e-lectures, reinforcement exercises, flashcards of key terms from the textbook, Ms. Grammar exercises, plus links to grammar and writing resources. Tip to succeed: Do the chapter review quizzes and Ms. Grammar exercises.

### **Course Description:**

This course covers the fundamentals of English grammar, punctuation, sentence structure, and paragraph writing.

### **Student Learning Outcomes:**

As a result of taking CAOT 31, students will demonstrate the ability to

1. Use English grammar (parts of speech) and punctuation correctly. Assessment will include pretests and posttests; writing assignments; grammar, punctuation, and capitalization quizzes and tests.
2. Demonstrate the ability to write effective sentences and construct well-structured (logically organized, concise, and coherent) paragraphs which utilize correct grammar, punctuation, and capitalization. Assessment will include sentence and paragraph writing assignments.

Tip to succeed: have a positive attitude.

### **Objectives:**

Students will learn the following skills in this course, which are all important building blocks of effective writing:

- Correctly use the parts of speech—nouns, pronouns, verbs, adverbs, adjectives, prepositions, conjunctions, and interjections—in constructing sentences.
- Use commas, semicolons, colons, dashes, periods, question marks, and exclamation marks correctly in punctuating sentences.
- Identify grammar and punctuation errors in sentences.
- Integrate correct grammar, punctuation, and style usage in constructing clear, coherent, and complete sentences.
- Use simple, compound, and complex sentences effectively in written composition.
- Write logical, clear, coherent paragraphs.

### **Required Supplies:**

1. **Textbook:** *Business English, 10th Edition*, Guffey and Seefer, South-Western/Cengage Learning, 2011; ISBN-0-324-789742, includes electronic study guide. Tip to succeed: Read the assigned chapters in advance of class discussion.  
**IMPORTANT: Each student must have his or her own textbook.**
2. E-mail address and access to the Internet. Tip to succeed: check your e-mail frequently.
3. Pens, pencils, paper, and notebook to take notes and organize work. A 3-ring loose-leaf notebook with dividers is preferred. Tip to succeed: keep your papers organized.
4. Scantron forms #882 (4 packages)
5. Flash Drive
6. A print card – can be purchased at the Business Office or Learning Resource Center.
7. A current Merriam Webster Pocketbook Dictionary, American Heritage Dictionary, or Webster's Collegiate Dictionary Tip to succeed: look up words you don't know.

### **Class Requirements:**

Students are expected to attend all class sessions. Concepts will be presented that will be applied to class assignments. Homework will be assigned regularly to reinforce the concepts presented. The completed homework will be corrected and discussed in class. It is important to conscientiously complete your assignments, as practice is the best way to learn these important building blocks of effective writing. Tip to succeed: attend all classes.

Completing all assigned exercises is necessary in order to **SUCCESSFULLY** complete this course. **Prompt and regular attendance is extremely important.** Tip to succeed: come to every class on time.

Turn off your cell phone while in class or put it on vibrate.

**Evaluation:**

Chapter Quizzes, five unit exams and a final examination will be given during the semester. The final grade in the class will be determined as follows: Tip to succeed: The harder you work, the more success you will have.

15 Chapter Quizzes 12 points each (lowest score dropped)	= 180 pts
5 unit tests 100 points each (lowest score dropped)	= 400 points
Final exam	= 100 points
Written assignments	= 50 points
Ms. Grammar Practice Exercise for each Chapter	= 50 points
Total Points Possible for Class = 780 points	
A = 90% and above of total points	
B = 80-89%	
C = 70-79%	
D = 60-69%	
F = Below 60%	

Exams must be taken on the date and at the time scheduled by your instructor. **No make up exams are allowed.** The lowest exam score will be dropped. Tip to succeed: study for the quizzes and tests.

For each chapter, complete the electronic Ms. Grammar interactive self-directed exercises provided on the authors' website at [www.cengage.com/login](http://www.cengage.com/login) (**The Access Code to use this website is printed on the card inside the cover of your new book. If you did not buy a new book, you can purchase access to the authors' website at [www.meguffey.com](http://www.meguffey.com).**) It is important that these chapter exercises be completed before each unit test. After completing each Ms. Grammar chapter exercise, print a report; turn the reports in on each test day (see course assignment schedule for dates). Tip to succeed: practice makes perfect.

**Important Dates:**

**September 7** - last day to drop a class without having a "W" appear on your permanent record and receive a refund of fees.

**November 16** - last day to drop classes with a "W" on your permanent record. (Letter grade is required from this date forward.)

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.

**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.

**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. Tip to succeed: be honest at all times.

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.

**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 the instructor as soon as possible. Tip to succeed: communicate with your instructor about any special needs you have.

**Additional Notes:**

1. **Regular** and **prompt** class attendance is extremely important. Doing the assignments helps you improve your business English and writing 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. **If you miss more than one class, please e-mail me. If I do not see you or hear from you for three classes, I may drop you.**  
Tip to succeed: take responsibility for your learning.

2. Assignments are due on the date scheduled (see Schedule of Assignments). Late assignments are accepted **within one week** of the due date; however, the grade on the assignment grade is lowered one grade level. 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:

#00 <b>Calvin Klein</b> <b>August 28, 2012</b>
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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. To enable us to complete all necessary chapters, you need to be prepared for each class session. 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: read chapters before coming to class.
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.

- **LAMC Bookstore:** For hours of operation, book availability, buybacks, and other information call 818-364-7798 or 364-7768 or visit: <http://www.lamissionbookstore.com/>
- **Counseling Department:** For appointments and information call 818-364-7655 or visit <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 visit <http://www.lamission.edu/financialaid/>
- **Library:** For information on library hours, resources, workshops, and other services contact 818-364-7105 or 364-7106 or <http://www.lamission.edu/library/>
- **Tutoring Services in Learning Center:** Laboratories for Learning, Writing, Math & Science. Walk-in and appointment services offered. Call 818-364-7754 or visit [www.lamission.edu/learningcenter](http://www.lamission.edu/learningcenter)

Tip to succeed: never give up.