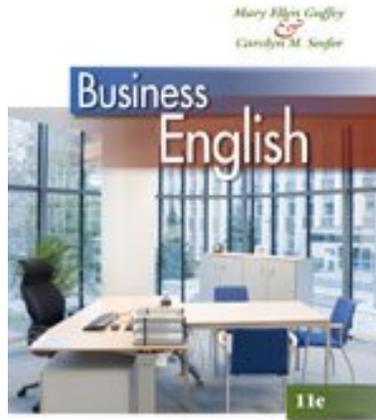


# CAOT 31 BUSINESS ENGLISH



## SYLLABUS FALL 2013, T/TH 10:35 AM -12:00 PM (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  
**Instructor Web Page:** [www.lamission.edu/~floodpt](http://www.lamission.edu/~floodpt)  
**E-Mail:** [floodpt@lamission.edu](mailto:floodpt@lamission.edu)  
**Textbook:** *Business English, 11th Edition*, Guffey and Seefer, Cengage Learning; ISBN 9781285335230, includes access code to student website plus partial student key. Go to <http://academic.cengage.com/login> to create your CengageNow account (see attached detailed instructions).

**Textbook Web Page:** [www.cengagebrain.com](http://www.cengagebrain.com) provides access to chapter interactive quizzes and the Ms. Grammar interactive exercises. These self-paced tutorials review nearly all the concepts presented in *Business English, 11e*. Each Ms. Grammar exercise includes a chapter synopsis and a 30-point quiz with immediate feedback explaining all answers; quizzes may be retaken until you achieve 100 percent and are submitted online. Also included are PowerPoint chapter slides, a glossary and flashcards of key terms from the textbook, plus links to grammar and writing resources. Tip to succeed: do both the Ms. Grammar exercises and the chapter interactive quizzes

### **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 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. 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. Note cards
5. 6 Scantron forms #882
6. Flash drive
7. A print card – can be purchased at the Business Office or Learning Resource Center.
8. 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 to reinforce the concepts presented. It is important to conscientiously complete assignments, as practice is the best way to learn these important building blocks of effective writing.

Tip to succeed: attend all classes and be 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.

14 Chapter Quizzes 12 points each (lowest one dropped)	= 156 pts
5 unit tests 100 points each (lowest score dropped)	= 400 pts
Final exam	= 100 pts
Written assignments	= 100 pts
Ms. Grammar Exercises	= 70 pts
Class Participation	= 50 pts
Total Points Possible for Class = 876 points	
A = 90% and above of total points	
B = 80-89%	
C = 70-79%	
D = 60-69%	
F = Below 60%	

\*Note: These points may vary slightly.

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: take a few moments after each class to review the material covered.

Tip to succeed: practice makes perfect.

### **Important Dates:**

**September 6** - last day to drop a class without having a "W" appear on your permanent record and receive a refund of fees.

**November 17** - 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. 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 the educator. If a student is absent for three classes, he/she may be dropped**  
Tip to succeed: take responsibility for your learning.

2. Assignments are due on the date scheduled (see Class Calendar with Assignments and Due Dates). **Late written 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.** .  
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:

<p>#00 Calvin Klein August 27, 2013</p>
---

6. **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. 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: \_\_\_\_\_

Valuable Resource: <http://owl.english.purdue.edu/>

### **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)

<b>CLASS CALENDAR WITH ASSIGNMENTS AND DUE DATES</b>		
Week 1:	8/27, 8/29 Chapter 1	Introduction to course; syllabus overview Pretest, <b>Writing Assignment #1 - Do Writing Application 1.1 p. 43, due 8/29 (10 pts.)</b>
Week 2:	9/3, 9/5 Chapter 1 Chapter 2	Unit 1 Review Chs. 1-2 Ms. Grammar exercises Chs. 1 and 2 <i>9/6 is the last day to add a class</i> <i>9/8 -Last day to drop ONLINE ONLY without incurring fees or with a refund and without a "W"</i>
Week 3:	9/10, 9/12 Chapter 3	<b>Writing Assignment #2 – Do Sentence Writing Exercise as assigned in class, due 9/17 (20 pts.)</b> Ms. Grammar exercise Ch. 3 <b>UNIT TEST 1 – Chapters 1 and 2</b>
Week 4:	9/17, 9/19 Chapter 3 Chapter 4	<b>Writing Assignment #3 – Do Possessives Exercise as assigned in class, due 9/24 (20 pts.)</b> Ms. Grammar exercises Chs. 3 and 4
Week 5:	9/24, 9/26	Unit 2 Review Chs. 3-4 Writer's Workshop 2, pp. 100-104 <b>UNIT TEST 2 – Chapters 3 and 4</b>
Week 6:	10/1, 10/3 Chapter 5 Chapter 6	Ms. Grammar exercises Chs. 5 and 6
Week 7:	10/8, 10/10	Unit 3 Review Chs. 5-6 Writer's Workshop 3, pp. 160-164 <b>UNIT TEST 3 – Chapters 5 and 6</b>
Week 8:	10/15, 10/17 Chapter 7 Chapter 8	Ms. Grammar exercises Chs. 7 and 8 <b>Writing Assignment #4 – Paragraph 1:</b> Following the directions discussed in class, write a paragraph; 1 <sup>st</sup> typed draft due Thurs., 10/17; final copy due Thurs., 10/24 (25 pts.)
Week 9:	10/22, 10/24 Chapter 9	Unit 4 Review Chs. 7, 8, 9 Ms. Grammar exercise Ch. 9
Week 10:	10/29, 10/31 Chapter 10	<b>UNIT TEST 4 – Chapters 7, 8, 9</b> Ms. Grammar exercise Ch. 10 <b>Writing Assignment #5 – Paragraph 2:</b> Following the directions discussed in class, write a Paragraph; 1 <sup>st</sup> typed draft due Thurs, 11/7; final copy due Thurs., 11/14 (25 pts.)
Week 11:	11/5, 11/7 Chapter 10 Chapter 11	Ms. Grammar exercise Ch. 11
Week 12:	11/12, 11/14 Chapter 12	Unit 5 Review Chs. 10, 11, 12 Ms. Grammar exercise Ch. 12 <i>11/17 is the last day to drop with a "W"</i>

Week 13:	11/19, 11/21 Chapter 13	<b>UNIT TEST 5 – Chapters 10, 11, 12</b> Ms. Grammar exercise Ch. 13
Week 14:	11/26, 11/28 Chapter 14	(No class 11/28 – Thanksgiving) Ms. Grammar Ch. 14
Week 15:	12/3, 12/5	Chapter 14 Review for final exam
Week 16:	12/12 <b>FINAL EXAM</b> <b>10:00 a.m. -</b> <b>12:00 p.m.</b>	If you wish to know your grade in the class as soon as possible, send the instructor an e-mail at <a href="mailto:floodpt@lamission.edu">floodpt@lamission.edu</a> . You may also check your grade online as soon as the class grades are entered.

**Holidays (College CLOSED):**

September 2 – Labor Day

November 11 – Veteran’s Day

November 28 to December 1 – Thanksgiving

Note: For each Unit Test, you will need a Scantron form #882, No. 2 pencil, and an eraser.

Your text is a combination workbook/text/reference source. Write your answers for the homework in your text, which will be checked periodically. Do the pretest and posttest for each chapter. Do all the reinforcement exercises at the end of the chapter and the FAQs. Check your answers using the Student Key for Reinforcement Exercises that is bundled with your textbook. Make a list of questions about anything of which you are unsure for discussion in class.

At the completion of the discussion of each chapter, do the online Ms. Grammar exercises and the Web exercises to check your understanding.

*Tip to Succeed: Never give up!*