

**TECH VOCABULARY DEVELOPMENT
SYLLABUS**

INSTRUCTOR: Veronica Studards, Instructor
CLASS MEETS: MW—11:10 a.m. to 12:30 p.m.—Room 207
Course Number: BUS 1603
OFFICE HOURS: MW-9:30-11:00
12:30-2:00
TH—11:00-1:00
Course Title: TECH VOCABULARY DEVELOPMENT—TECH
KEYBOARDING 1203 RECOMMENDED

Credit Hours: 3

Course Description: College Vocabulary Building is designed to develop vocabulary skills and spelling and work usage abilities -- the command of words necessary to succeed in today's job market. This application text-workbook focuses on how to use a dictionary; how to spell, define, and understand words; and how to use words correctly in business communication.

Course Text: College Vocabulary Building 10th Edition

STUDENT LEARNING OUTCOMES:

Upon completion of this course the student should know and be able to:

1. Identify word roots
2. Define terms accurately
3. Spell words accurately
4. Use terms correctly in sentences

Evaluation: Student grades are calculated according to the following scale:

- 15% Chapter exercises, worksheets, writing assignments
- 60% Chapter tests
- 25% Final Exam—WRITTEN FINAL EXAM

Grading Scale:	Percent	Grade	Quality
Points	100% - 90%	A	4
	89% - 80%	B	3
	79% - 70%	C	2
	69% - 60%	D	1
	59% - Below	F	0
	Withdrawal	W	W's & I's are
	Incomplete	I	disregarded
			when calculating
			grade point averages.

Students with Disabilities:

It is the policy of the UAM College of Technology – McGehee to accommodate individuals with disabilities pursuant to federal law and the University's commitment to equal educational opportunities. It is the responsibility of the student to inform the instructor of any necessary accommodations at the beginning of the course. Any student requiring accommodations should

contact the Office of Special Student Services representative on campus; phone 870-222-5360; fax 870-222-1105.

Absences: The only excused absences consist of being called for jury duty or being officially summoned to appear in court.

Tardiness: Classroom door will be closed and locked at the official starting time for the class, and you will be counted absent for that class period. The clock in the room will be used for the official start time—not the clock in the student center area.

MAKE UP TEST:

No make-up test will be given. A missed test will be awarded a “0” and will be counted as the dropped grade for this course. The final exam cannot be dropped—it is 25% of your final grade.

Disorderly Conduct: Any behavior which disrupts the regular or normal functions of the University community, including behavior that breaches the peace or violates the rights of others. Disorderly conduct includes, but is not limited to, violent, noisy, or drunken behavior, and/or the use of abusive or obscene language on university-controlled property or while representing the University, or attending a university function. Any verbal abuse, physical abuse or endangerment may result in expulsion from the University of Arkansas College of Technology McGehee (See 2009-2011 Catalog, Page 45, Item #7).

Cell Phones: Cell phones are to be turned off when entering the classroom. If a student leaves the classroom for a phone call during class time, the student will not be allowed to return to the class for that period. Leaving the classroom is considered disorderly conduct and disruptive behavior and will not be tolerated. During testing, cell phones must be turned off and not visible to the student or instructor. A student using a phone during testing will receive a zero on that test.

**Holidays: JANUARY 16, 2012—MARTIN LUTHER KING
 MARCH 19-23—SPRING BREAK**

UAM will no longer mail grade reports to all students. You may access your grades through Campus Connect on the UAM homepage, <http://www.uamont.edu/>. To have your grades mailed to you, complete the grade request form available in the Registrar’s Office in Monticello or the Student Services offices in Crossett and McGehee.

A UAM student has access to their course syllabus by going to this web site <http://www.uamont.edu/mcgehee/faculty.com>.

Academic dishonesty:

1. Cheating: Students shall not give, receive, offer, or solicit information on examinations, quizzes, etc. This includes but is not limited to the following classes of dishonesty:
 - a. Copying from another student’s paper;
 - b. Use during the examination of prepared materials, notes, or texts other than those specifically permitted by the instructor;
 - c. Collaboration with another student during the examination;

- d. Buying, selling, stealing, soliciting, or transmitting an examination or any material purported to be the unreleased contents of coming examinations or the use of any such material;
 - e. Substituting for another person during an examination or allowing such substitutions for oneself.
2. Collusion: Collusion is defined as obtaining from another party, without specific approval in advance by the instructor, assistance in the production of work offered for credit to the extent that the work reflects the ideas of the party consulted rather than those of the person whose name is on the work submitted.
 3. Duplicity: Duplicity is defined as offering for credit identical or substantially unchanged work in two or more courses, without specific advanced approval of the instructors involved.
 4. Plagiarism: Plagiarism is defined as adopting and reproducing as one's own, to appropriate to one's use, and to incorporate in one's own work without acknowledgement the ideas or passages from the writings or works of others.

For any instance of academic dishonesty that is discovered by the instructor, whether the dishonesty is found to be cheating, collusion, duplicity, or plagiarism, the result for the student(s) involved will receive an "F" in the course.

**TECH VOCABULARY
ASSIGNMENTS AND TEST SCHEDULE**

The following is a tentative schedule of assignments and tests which can/may be changed at the discretion of the instructor.

The graded Exercises for this course will be found on the Business Lab Server in the Veronica folder, file name--Exercises. All Exercises are to be worked for each chapter and turned in on the designated dates below. All exercises from the server must be typed and instructions followed for each Exercise.

JAN 11-13

Chapter 1—Using the Dictionary

Exercises 1-8 Pages 9-16 Textbook—to be worked in class

JAN 16-20—JANUARY 16—MARTIN LUTHER KING

Exercises 1-1 through 1-6 for Chapter 1 from server—Due FRIDAY

Review for Chapter 1 Test

JAN 23-27

Chapter 1 test—WEDNESDAY SEPT 7

Chapter 2—The Vocabulary of English

Writing assignments—to be worked in class

JAN 30-FEB 3

Exercises 9-19—Pages 20-30—in class

Exercises for Chapter 2—2-1 through 2-8—from server

Review for Chapter 2 test

FEB 6-10

Complete above worksheets and Exercises from server—Due FRIDAY

Chapter 2 Test--FRIDAY

FEB 13-17

Chapter 3—The Composition of Words

Exercises 3—3-1 through 3-3-9 from server

Exercises 20-37 Pages 33-54

FEB 20-24

Complete worksheet and Exercises—due FRIDAY

Review for Chapter 3 test

Chapter 3 test

FEB 27-MAR 2

Chapter 4—Plurals and Possessives

Exercises 4—4-1 through 4-6 from server

Exercises 39-61 Pages—56-78

MAR 5-9

**Complete worksheets and Exercises—due FRIDAY
Review for Chapter 4 test
Chapter 4 test**

MAR 12-16

**Chapter 5—Adding a Suffix
Writing assignments from server
Exercises 62-81 Pages 82-102**

MARCH 19-23—SPRING BREAK

MAR 26-30

**Writing assignments—from server—due FRIDAY
Review Chapter 5 test
Chapter 5 test**

APR 2-6

**Chapter 6—Prefixes
Writing assignments—from server
Exercises 82-114 Pages 105-138**

APR 9-13

**Complete worksheets and Exercises from server—due FRIDAY
Review Chapter test
Chapter 6 test**

APR 16-20

**Chapter 7-Suffixes
Exercises 115-138 Pages 141-164—due FRIDAY**

NOV 23-NOV 25--THANKSGIVING

APR 23-27

**Chapter 7 Test
Chapter 8—Suffixes Applied
Exercises—139-174 Pages 165-200—due FRIDAY
Chapter 9—Synonyms
Exercises 175-208 Pages 203-236
Chapter 9 Exercises—due Tuesday
Writing Assignments from server**

APR 30-MAY 1

Review for Final Exam

FINAL EXAM—MONDAY, MAY 7 10:30 A.M. 12:30 P.M.

UAM College of Technology – McGehee
BUSINESS TECHNOLOGY Program Syllabus Agreement
Tech Vocabulary

January 2012

I, _____ do enter into an agreement
with the Instructor of the course listed below.

PLEASE PRINT YOUR NAME

- I have viewed (at <http://www.uamont.edu/facultyweb/studards>) a copy of the syllabus for the course:
- I have read and do understand the requirements of the course, specifically the grading and attendance policies.
- I understand that all tests including the final are to be taken on the date and during the time given.
- **MAKE UP TEST**
No make-up test will be given. A missed test will be awarded a “0” and will be counted as the dropped grade for this course. The final exam cannot be dropped—it is 25% of your final grade.
- I understand that I am responsible for any information presented in orientations, syllabus, lectures, study guides, textbook(s), videos, student handbook, UAM catalog, other readings or assignments whether I am present for the dissemination of this information or not.
- I understand that my Instructor will report on my attendance to any office or agency as required by UAM or Federal Financial Aid regulations.
- I understand that I must complete the appropriate information permission paperwork and turn in to the Student Services Department if I want any information shared with family, financial aid agency, employer or other entity and that I will inform these entities to direct their inquiries to the Student Services Department only.
- I understand that while I may seek assistance and advising from UAM faculty and staff, I am ultimately responsible for my progress in this course and in my program of study, and that I must be an informed consumer and apply due diligence in choosing courses and following the laws, regulations, policies and procedures of my program of study, UAM, and the Federal Government.
- I understand that the final for this class will be held on Monday, May 7, at 10:30-12:30 p.m.

Student’s signature

Date