

COURSE SYLLABUS

BUS 148 – Business Document Proofreading and Editing

COURSE LENGTH AND CREDIT:

50 clock hours, 3 credit hours

PREREQUISITE:

BUS 101 and ENG 111 or ENG 101 or ENG 191

REQUIRED TEXTS:

Proofreading & Editing Precision, 5th Edition, SOUTH-WESTERN CENGAGE Learning.

ISBN: 10-digit 0-538-44248-4

ISBN: 13-digit 978-0-538-44248-0

COURSE DESCRIPTION:

This course emphasizes proper proofreading and editing as applied to business documents. Topics include: applying proofreading techniques and proofreader's marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

MAJOR COURSE COMPETENCIES:

Applying Proofreading Techniques and Proofreader Marks with Business Documents; Proper Content, Clarity, and Conciseness in Business Documents; and Business Document Formatting.

COURSE OBJECTIVES:

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| <ul style="list-style-type: none">• Demonstrate the kinds of errors which are most common.• Demonstrate the methods of proofreading.• Be able to utilize resources for proofreading.• Utilize proofreader marks to correct documents.• Demonstrate interpreting proofreader marks to correct an edited document.• Demonstrate how to edit for content.• Demonstrate how to edit for clarity.• Demonstrate how to edit for conciseness.• Demonstrate the basic rules for capitalization.• Demonstrate the rules for abbreviations in personal and professional titles.• Demonstrate the rules for abbreviations in company names.• Demonstrate the rules for abbreviations in addresses.• Demonstrate the rules for abbreviations when expressing time.• Demonstrate the rules for expressing numbers as words.• Demonstrate the rules for expressing numbers as figures.• Demonstrate identifying proper sentence elements.• Recognize and correct incomplete sentences.• Recognize and correct errors regarding subject-verb agreement.• Recognize and correct errors regarding pronoun-antecedent agreement. | <ul style="list-style-type: none">• Recognize and correct errors regarding pronoun case usage.• Recognize and correct errors regarding phrases and clauses.• Recognize and correct errors regarding dangling and misplaced modifiers.• Use bias-free language.• Identify and correct errors in the use of commas as they apply to compound sentences, introductory elements, and series.• Identify and correct errors in comma usage as they apply to nonessential elements, consecutive adjectives, direct quotations, dates, addresses and titles.• Identify and correct errors in end-of-sentence punctuation.• Identify and correct errors in the use of semicolons and colons.• Identify and correct errors when using quotation marks with other punctuation marks.• Be able to differentiate between words which sound alike.• Be able to correctly spell commonly misspelled words.• Identify errors in block and modified block format.• Identify format errors in interoffice memorandums.• Identify format errors in reports.• Identify format errors in job search documents. |
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COURSE OUTLINE:

This course covers Chapters 1-15.

STUDENT REQUIREMENTS:

Students are expected to submit all assigned work by the dates scheduled on the course calendar. Students will receive grades of "0" for any assigned work (lab assignment, tests, research assignment, etc.) that is not submitted by the due date outlined on the calendar unless the student has an extenuating circumstance. If an extenuating circumstance prevents submission of course work on time or from taking a test on a scheduled date, the student must notify the instructor PRIOR to the date or class period the assignment or test is due with a valid reason for missing the deadline. Students will follow specific guidelines for submission of all assignments and/or tests. Failure to complete ALL of the required work will result in the student receiving a final course grade of "F". Students are responsible for policies and procedures included in the HGTC *Catalog and Student Handbook*. Students must maintain a minimum grade of "C" in this course if it is a prerequisite for other classes.

ATTENDANCE POLICY:

Class attendance is required for successful completion of the course. Absences in excess of 10% of scheduled class periods will subject the student to dismissal. Refer to HGTC *Catalog and Student Handbook* for explanation of the attendance policy. It is the student's responsibility to obtain notes, handouts, etc. should a class be missed and to schedule outside work time, makeup exams, etc. with the instructor. Students are expected to contact the instructor prior to class if they must be absent.

ACADEMIC DISHONESTY:

All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, and falsification of information, will call for discipline.

INSTRUCTIONAL TECHNIQUES:

Teacher-directed discussion and student interaction will be used in reaching the course objectives in addition to group discussion. Supplemental instruction will be provided as needed on an individualized basis.

SPECIAL SERVICES:

Students with special needs, whether the needs are learning, physical, or other, are strongly encouraged to talk with the course instructor. The instructor can refer the student to the Special Needs Facilitator or can consult with the Special Needs Facilitator on behalf of the student. The student may contact the Special Needs Facilitator, Mrs. Lydia Barfoot, at (478) 274-7652 or lbarfoot@heartofgatech.edu

TUTORING:

To ensure that students have every opportunity for success in their studies, tutoring is available for any students enrolled in certificate, diploma, and degree programs. Students interested in tutoring should talk with their instructor or contact Mrs. Lydia Barfoot at (478) 274-7652 or lbarfoot@heartofgatech.edu.

GRADING POLICY:

Daily Work	17%
Assessment tests (written & production)	50%
Final Exam	20%
Galileo Project	3%
Spelling Tests	10%

GRADING SCALE

A	(90-100)
B	(80-89)
C	(70-79)
D	(60-69)
F	(0-59)

GRADING:

Graded lab assignment and production tests will be graded according to the following scale:

0 errors = 100 1 error=85 2 errors=75 3 errors=65 4 errors=50 5 errors=25 6+ errors = 0

SUBMISSION OF WORK:

Students will submit work as directed by the instructor. Students will be completing Chapter Exercises and Proofreading at the Computer Exercises.

CHAPTER WORK:

All chapter work will be instructor-led. Some of the work will be completed in class, and some of the work will be completed as homework. Students are required to complete all assigned work in order to receive a final grade for this course.

GRADED LAB ASSIGNMENTS:

Any assigned work that has an error must be corrected and resubmitted to the instructor. However, the original grade will not change. When submitting corrections, the student must name the file with the word revision added to the original file name. Students are required to complete all lab assignments in order to receive a final grade.

WRITTEN TESTS AND PRODUCTION TESTS:

All written tests and production tests must be completed in the assigned class time specified by the instructor. Students are required to complete all written and production tests in order to receive a final grade.

GALILEO PROJECT:

Students are required to complete a Galileo assignment in order to receive a final grade. The class calendar indicates when the Galileo assignment will be completed in class.

FINAL EXAM:

The final exam must be completed once all graded lab assignments, written tests, and production tests have been completed. The final exam must be completed in the assigned class time specified by the instructor. Students are required to complete the final exam in order to receive a final grade.

WITHDRAWING FROM CLASS:

Students needing to withdraw from class should contact their instructor or program advisor. Financial aid and academic penalties may apply to any withdrawal after the first three days of the quarter. It is the student's responsibility to gain clarification of these penalties before they withdraw from a class.

FACILITIES:

Standard lab/classroom with microcomputers.

EQUAL OPPORTUNITY INSTITUTION: As set forth in its student catalog, Heart of Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, **political affiliation or belief**, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Please contact Cecile Miller, Director of Career Services, 560 Pinehill Road, Dublin, GA 31021, 478-274-7643 or Francine Shuman at fshuman@tcsq.edu for clarification.

TCSG GUARANTEE/WARRANTY STATEMENT:

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.