



TENTATIVE—SUBJECT TO CHANGE

BUSN 2190—Business Document Proofreading and Editing HYBRID COURSE SYLLABUS Fall Semester 2020 (202112)

COURSE INFORMATION

Credit Hours/Minutes: 3/3000

Campus/Class Location: Swainsboro Campus, Room 2122, Building 2

Class Meets: 40% Hybrid /60% F2F Tuesday & Thursday (8:30 a.m. – 9:30 a.m.)

Course Reference Number (CRN): 20020

Preferred Method of Contact: email kmountain@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Karen H. Mountain

Email Address: [Karen H. Mountain \(kmountain@southeasterntech.edu\)](mailto:Karen.H.Mountain@southeasterntech.edu)

Campus/Office Location: Swainsboro Campus, Building 2, Room 2123

Office Hours: (Monday) 2:30 – 6 p.m.; (Tuesday) 2:30 – 6 p.m.; (Wednesday) 2:30 – 5 p.m.;
(Thursday) 11:15 a.m. – 12:15 p.m.

Phone: 478-289-2220

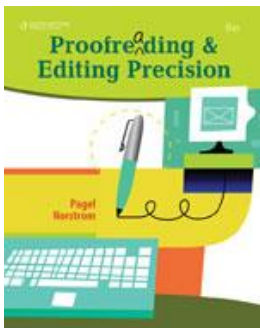
Fax Number: 478-248-6336

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT



Cengage Unlimited Printed Access Card

Semester Access (4 months) with ISBN: 978-0-357-70003-7. You can also purchase the one year or two year access card if you wish to do so. The Cengage Unlimited Printed Access Card is available at the Southeastern Technical College Bookstore stcbookstore@southeasterntech.edu or 478-289-2217 or online.

If you do not choose to purchase the Cengage Unlimited Printed Access Card, the book information is Proofreading & Editing Precision, 6th edition, Pagel, Larry G., CENGAGE Learning/South-Western. ISBN: 0-538-45045-2.

REQUIRED SUPPLIES & SOFTWARE

Students will be completing their work in Microsoft Word 2019.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Emphasizes proper proofreading and editing for 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

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

COVID-19 SELF-REPORTING REQUIREMENT

Students, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). Report all positive cases of COVID-19 to your instructor and Stephannie Waters, Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

PREREQUISITE(S)

ENGL 1010 or ENGL 1101

COURSE OUTLINE

1. Proofreading Techniques and Proofreader Marks for Business Documents
2. Content, Clarity, and Conciseness in Business Documents
3. Business Document Formatting.
4. Proper Grammar, Punctuation, and Sentence Structure in Business Documents

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

Assignments must be completed on the specified date. All work must be turned in at the beginning of class on the specified due dates. If a student is absent from class, all work must be turned in at the beginning of class the next day upon returning to class. If this is not done, then a grade of zero will be given on the work. Failure to take tests on the scheduled day will result in a grade of zero for the test not taken. The makeup test must be taken the next day upon returning to class. The zero assigned for the missed test will be replaced with the grade the student makes on the makeup exam. **STUDENTS WILL ONLY BE ALLOWED TO TAKE ONE MAKEUP TEST DURING THE SEMESTER!!!!** Students are responsible for policies and procedures included in the STC E-Catalog.

COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

ATTENDANCE GUIDELINES

HYBRID ATTENDANCE

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery MAY NOT be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

Failure to take tests on the scheduled day will result in a grade of zero for the test not taken. The makeup test must be taken the next day upon returning to class. The zero assigned for the missed test will be replaced with the grade the student makes on the makeup exam. **STUDENTS WILL ONLY BE ALLOWED TO TAKE ONE MAKEUP TEST DURING THE SEMESTER!!!!**

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (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.

GRADING POLICY

Assessment/Assignment	Percentage
Chapter Assignments	40%
Chapter Quizzes	40%
Final Exam	20%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

BUSN 2190—Business Document Proofreading and Editing Fall Semester 2020 Lesson Plan

Date/ Week	Chapter / Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 Tues Aug 18	Chapter 1	Course Introduction-Course Syllabus and Policies/Procedures for Lab Chapter 1: Errors! Errors! Errors!	In Class: Lecture/Review Chapter 1 Hybrid: Select Getting Started on the course menu in the Blackboard course to complete the Orientation Assignments, Pledge Acknowledgment Quiz, and Student Introduction.	1,2,3 a, b, c
Thurs Aug 20	Chapter 1 & Chapter 2	Chapter 2: Keyboarding Errors	In Class: Chapter 1 Quiz In Class: Lecture/Review of Chapter 2 Hybrid: Chapter 2 Assignments (Exercise 2-10, 2-15, 2-16)	1,2,3 a, c
Week 2 Tues Aug 25	Chapter 2	Chapter 2: Keyboarding Errors	In Class: Lecture/Review of Chapter 2 Hybrid: Chapter 2 Assignments (Exercise 2-10, 2-15, 2-16)	1,2,3 a, c
Thurs Aug 27	Chapter 2 & Chapter 3	Chapter 2: Keyboarding Errors Chapter 3: Proofreading and Editing on the Computer	In Class: Chapter 2 Quiz Chapter 2 Assignments due at the beginning of class In Class: Lecture/Review Chapter 3 Hybrid: Chapter 3 Assignments (Exercise 3-8, 3-11, 3-12)	1,2,3 a, c
Week 3 Tues Sept 1	Chapter 3	Chapter 3: Proofreading and Editing on the Computer	In Class: Lecture/Review Chapter 3 Hybrid: Chapter 3 Assignments (Exercise 3-8, 3-11, 3-12)	1,2,3 a, c
Thurs Sept 3	Chapter 3 & Chapter 4	Chapter 3: Proofreading and Editing on the Computer Chapter 4: Capitalization Errors	In Class: Chapter 3 Quiz Chapter 3 Assignments due at the beginning of class In Class: Lecture/Review Chapter 4 Hybrid: Chapter 4 Assignments (Exercises 4-10, 4-11, 4-12, 4-13)	1,2,3 a, c
Mon Sept 7		LABOR DAY HOLIDAY		
Week 4 Tues Sept 8	Chapter 4	Chapter 4: Capitalization Errors	In Class: Lecture/Review Chapter 4 Hybrid: Chapter 4 Assignments (Exercises 4-10, 4-11, 4-12, 4-13)	1,2,3 a, c
Thurs Sept 10	Chapter 5	Chapter 5: Abbreviation Errors and Rough Drafts	In Class: Chapter 4 Quiz Chapter 4 Assignments due at the	1,2,3 a, c

Date/ Week	Chapter / Lesson	Content	Assignments & Tests Due Dates	Competency Area
			beginning of class In Class: Lecture/Review Chapter 5 Hybrid: Chapter 5 Assignments (Exercises 5-10, 5-11, 5-13, 5-14)	
Week 5 Tues Sept 15	Chapter 5	Chapter 5: Abbreviation Errors and Rough Drafts	In Class: Lecture/Review Chapter 5 Hybrid: Chapter 5 Assignments (Exercises 5-10, 5-11, 5-13, 5-14)	1,2,3 a, c
Thurs Sept 17	Chapter 5 & Chapter 6	Chapter 5: Abbreviation Errors and Rough Drafts Chapter 6: Number Expression Errors	In Class: Chapter 5 Quiz Chapter 5 Assignments due at the beginning of class In Class: Lecture/Review Chapter 6 Hybrid: Chapter 6 Assignments (Exercises 6-9, 6-10, 6-11, 6-12)	1,2,3 a, c
Week 6 Tues Sept 22	Chapter 6	Chapter 6: Number Expression Errors	In Class: Lecture/Review Chapter 6 Hybrid: Chapter 6 Assignments (Exercises 6-9, 6-10, 6-11, 6-12)	1,2,3 a, c
Thurs Sept 24	Chapter 6 & Chapter 7	Chapter 6: Number Expression Errors Chapter 7: Subject-Verb Agreement	In Class: Chapter 6 Quiz Chapter 6 Assignments due at the beginning of class In Class: Lecture/Review Chapter 7 Hybrid: Chapter 7 Assignments (Exercises 7-13, 7-14, 7-15, 7-16)	1,2,3 a, c
Week 7 Tues Sept 29	Chapter 7	Chapter 7: Subject-Verb Agreement	In Class: Lecture/Review Chapter 7 Hybrid: Chapter 7 Assignments (Exercises 7-13, 7-14, 7-15, 7-16)	1,2,3 a, c
Thurs Oct 1	Chapter 7 & Chapter 8	Chapter 7: Subject-Verb Agreement Chapter 8: Pronoun Problems	In Class: Chapter 7 Quiz Chapter 7 Assignments due at the beginning of class In Class: Lecture/Review Chapter 8 Hybrid: Chapter 8 Assignments (Exercises 8-12, 8-13, 8-14, 8-15)	1,2,3 a, c
Week 8 Tues Oct 6	Chapter 8	Chapter 8: Pronoun Problems	In Class: Lecture/Review Chapter 8 Hybrid: Chapter 8 Assignments (Exercises 8-12, 8-13, 8-14, 8-15)	1,2,3 a, c
Thurs Oct 8	Chapter 8 & Chapter 9	Chapter 8: Pronoun Problems Chapter 9: Sentence Construction (Midterm – Monday, October 8)	In Class: Chapter 8 Quiz Chapter 8 Assignments due at the beginning of class In Class: Lecture/Review Chapter 9 Hybrid: Chapter 9 Assignments (Exercises 9-11, 9-12, 9-13, 9-14)	1,2,3 a, c

Date/ Week	Chapter / Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 9 Tues Oct 13	Chapter 9	Chapter 9: Sentence Construction	In Class: Lecture/Review Chapter 9 Hybrid: Chapter 9 Assignments (Exercises 9-11, 9-12, 9-13, 9-14)	1,2,3 a, c
Thurs Oct 15	Chapter 9 & Chapter 10	Chapter 9: Sentence Construction Chapter 10: Comma Errors	In Class: Chapter 9 Quiz Chapter 9 Assignments due at the beginning of class In Class: Lecture/Review Chapter 10 Hybrid: Chapter 10 Assignments (Exercises 10-13, 10-14, 10-15, 10-16)	1,2,3 a, c
Week 10 Tues Oct 20	Chapter 10	Chapter 10: Comma Errors	In Class: Lecture/Review Chapter 10 Hybrid: Chapter 10 Assignments (Exercises 10-13, 10-14, 10-15, 10-16)	1,2,3 a, c
Thurs Oct 22	Chapter 10 & Chapter 11	Chapter 10: Comma Errors Chapter 11: Other Punctuation Errors Returning Student Registration Begins Monday, October 26	In Class: Chapter 10 Quiz Chapter 10 Assignments due at the beginning of class In Class: Lecture/Review Chapter 11 Hybrid: Chapter 11 Assignments (Exercises 11-11, 11-12, 11-13, 11-14)	1,2,3 a, c
Week 11 Tues Oct 27	Chapter 11	Chapter 11: Other Punctuation Errors 65% Point	In Class: Lecture/Review Chapter 11 Hybrid: Chapter 11 Assignments (Exercises 11-11, 11-12, 11-13, 11-14)	1,2,3 a, c
Thurs Oct 29	Chapter 11 & Chapter 12	Chapter 11: Other Punctuation Errors Chapter 12: Format Errors: Letters and Memos	In Class: Chapter 11 Quiz Chapter 11 Assignments due at the beginning of class In Class: Lecture/Review Chapter 12 Hybrid: Chapter 12 Assignments (Exercises 12-11, 12-12, 12-13, 12-14)	1,2,3 a, c
Week 12 Tues Nov 3	Chapter 12	Chapter 12: Format Errors: Letters and Memos	In Class: Lecture/Review Chapter 12 Hybrid: Chapter 12 Assignments (Exercises 12-11, 12-12, 12-13, 12-14)	1,2,3 a, c
Thurs Nov 5	Chapter 12 & Chapter 13	Chapter 12: Format Errors: Letters and Memos Chapter 13: Format Errors: Reports and Job Search Documents	In Class: Chapter 12 Quiz Chapter 12 Assignments due at the beginning of class In Class: Lecture/Review Chapter 13 Hybrid: Chapter 13 Assignments (Exercises 13-8, 13-9, 13-10, 13-11)	1,2,3 a, c
Week 13	Chapter	Chapter 13: Format Errors: Reports and Job Search	In Class: Lecture/Review Chapter 13 Hybrid: Chapter 13 Assignments	1,2,3

Date/ Week	Chapter / Lesson	Content	Assignments & Tests Due Dates	Competency Area
Tues Nov 10	13	Documents <i>Returning Student Registration Ends</i>	(Exercises 13-8, 13-9, 13-10, 13-11)	a, c
Thurs Nov 12	Chapter 13 & Chapter 14	Chapter 13: Format Errors: Reports and Job Search Documents Chapter 14: Editing for Content, Clarity, and Conciseness <i>New Student Registration Begins Monday, November 9</i>	In Class: Chapter 13 Quiz Chapter 13 Assignments due at the beginning of class In Class: Lecture/Review Chapter 14 Hybrid: Chapter 14 Assignments (Exercises 14-12, 14-13, 14-14, 14-15)	1,2,3 a, c
Week 14 Tues Nov 17	Chapter 14	Chapter 14: Editing for Content, Clarity, and Conciseness	In Class: Lecture/Review Chapter 14 Hybrid: Chapter 14 Assignments (Exercises 14-12, 14-13, 14-14, 14-15)	1,2,3 a, c
Thurs Nov 19	Chapter 14	Chapter 14: Editing for Content, Clarity, and Conciseness Review <i>New Student Registration Ends</i>	In Class: Chapter 14 Quiz Chapter 14 Assignments due at the beginning of class In Class and Hybrid: REVIEW FOR FINAL EXAM	1,2,3 a, c
Week 15 Tues Nov 24		REVIEW	In Class and Hybrid: REVIEW FOR FINAL EXAM	1,2,3 a, c
Nov 25 - 27		THANKSGIVING HOLIDAYS		
Tues Dec 1		LAST DAY OF CLASS	In Class: FINAL EXAM	1,2,3 a, c

COMPETENCY AREAS:

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

GENERAL CORE EDUCATIONAL COMPETENCIES

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

BUSN 2190—Document Editing and Proofreading

Document Sheet

NOTE: Cumulative Application (CA)

CHAPTER 1—Errors! Errors! Errors!

_____ Chapter 1 Quiz

CHAPTER 2—Keyboarding Errors

_____ 2-10 _____ 2-15

_____ 2-16

_____ Chapter 2 Quiz

CHAPTER 3—Proofreading and Editing on the Computer

_____ 3-8 _____ 3-11

_____ 3-12

_____ Chapter 3 Quiz

CHAPTER 4—Capitalization Errors

_____ 4-10 _____ 4-11

_____ 4-12 _____ 4-13 (CA)

_____ Chapter 4 Quiz

CHAPTER 5—Abbreviation Errors and Rough Drafts

_____ 5-10 _____ 5-11

_____ 5-13 _____ 5-14 (CA)

_____ Chapter 5 Quiz

CHAPTER 6—Number Expression Errors

_____ 6-9 _____ 6-10

_____ 6-11 _____ 6-12 (CA)

_____ Chapter 6 Quiz

CHAPTER 7—Subject-Verb Agreement

_____ 7-13 _____ 7-14

_____ 7-15 _____ 7-16 (CA)

_____ Chapter 7 Quiz

CHAPTER 8—Pronoun Problems

_____ 8-12 _____ 8-13

_____ 8-14 _____ 8-15 (CA)

_____ Chapter 8 Quiz

CHAPTER 9—Sentence Construction

_____ 9-11 _____ 9-12

_____ 9-13 _____ 9-14 (CA)

_____ Chapter 9 Quiz

CHAPTER 10—Comma Errors

_____ 10-13 _____ 10-14

_____ 10-15 _____ 10-16 (CA)

_____ Chapter 10 Quiz

CHAPTER 11—Other Punctuation Errors

_____ 11-11 _____ 11-12

_____ 11-13 _____ 11-14 (CA)

_____ Chapter 11 Quiz

CHAPTER 12—Format Errors: Letters and Memos

_____ 12-11 _____ 12-12

_____ 12-13 _____ 12-14 (CA)

_____ Chapter 12 Quiz

CHAPTER 13—Format Errors: Reports and Job Search Documents

_____ 13-8 _____ 13-9

_____ 13-10 _____ 13-11 (CA)

_____ Chapter 13 Quiz

CHAPTER 14—Editing for Content, Clarity, and Conciseness

Exercises

_____ 14-12 _____ 14-13

_____ 14-14 _____ 14-15 (CA)

_____ Chapter 14 Quiz

_____ **Final Exam**

_____ Chapter Assignments & CA	40%
_____ Chapter Quizzes	40%
_____ Final Exam	20%
_____ Grade	