



**BUSN 2190
COURSE SYLLABUS
Lecture/Lab
Fall Semester 2015**

Semester: Fall 2015

**Course Title: Business Document
Proofreading and Editing**

Course Number: BUSN 2190

Credit Hours/ Minutes: 3/3750

Class Location: Building 8, Room 8111

Class Meets: 11:45 a.m. – 12:50 p.m./M - Th

CRN: 20023

Instructor: Karen H. Mountain

Office Hours: (M) 3:30 – 7:30 p.m.;
(T) 1:30 – 5:00 p.m.; (W) 3:30 – 5 p.m.; (Th) 1-2 p.m.

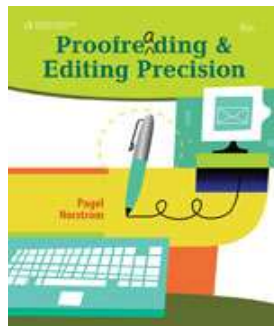
Office Location: Building 8, Room 8113

Email: kmountain@southeasterntech.edu

Phone: 478-289-2220

Fax Number: 478-248-6336

REQUIRED TEXT: Proofreading & Editing Precision, 6th edition, Pagel, Larry G., CENGAGE Learning/South-Western. ISBN: 0-538-45045-2.



REQUIRED SUPPLIES & SOFTWARE: Supplies to include pencils, pens, paper, highlighter, notebook, etc. Students will be required to use Microsoft Word.

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.

PREREQUISITE(S): ENGL 1010 or ENGL 1101

COREQUISITE(S): BUSN 1440

COURSE OUTLINE:

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

GENERAL EDUCATION CORE COMPETENCIES: STC 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.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

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!!!!**

Class attendance is a very important aspect of a student's success in this course. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected. Students are expected to complete all work required by the instructor. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

Unannounced quizzes/assignments will be given during the semester. No makeups are allowed for unannounced quizzes/assignments. A grade of zero will be given for all missed unannounced quizzes/assignments. Students are responsible for policies and procedures included in the STC Catalog and Student Handbook.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

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 advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

No Harm No Foul Policy: It is the student's responsibility to drop courses during the first three days by completing a withdrawal form with a Counselor in Student Affairs. If a student comes to class during the first three days or any day during this time, the student will be dropped with no penalty **only if** they have completed the Withdrawal Form with Student Affairs by the close of business on the third business day of the quarter. (For **FALL semester, that day will be August 19, 2015.**) **The student must formally withdraw from classes in order to receive the no harm-no foul benefit.** *If the student shows up the first day but does not return, the instructor will drop the student after the attendance period but that will not come under the no harm-no foul policy. The student will be charged for the class unless he/she formally withdraws.*

DROPPING COURSES BEFORE THE CLASS HAS BEGUN: Students wishing to withdraw from one or all courses prior to the first day of class need to go to Banner Web and drop their classes. Please note that a registration access number will be needed as well as a student's ID number and PIN. If the registration access number is unknown, the student will need to contact the registrar.

WITHDRAWING FROM A COURSE: Students wishing to officially withdraw from course(s) after the drop/add period and prior to the 65% portion of the semester (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" is assigned when the student completes the withdrawal form from the course(s). After the 65% portion of the semester, the student has earned the right to a letter grade and will receive a grade for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" being assigned.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (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" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

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. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

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

MAKEUP GUIDELINES: Assignments must be completed on the specified date. All worked 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 expected to attend class. Unannounced quizzes/assignments will be given during the semester. No makeups are allowed for unannounced quizzes/assignments. A grade of zero will be given for all missed unannounced quizzes/assignments.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *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 *STC Catalog and Student Handbook*.

Procedure for Academic Misconduct

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

--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.

--Second Offense--

Student is given a grade of "WF" 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.

--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 second 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: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb, via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

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

| | |
|---------------------------------|-----|
| Chapter Assignments | 35% |
| Chapter Quizzes | 35% |
| Unannounced Quizzes/Assignments | 10% |
| Final Exam | 20% |

GRADING SCALE

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

**BUSN 2190 – Business Document Proofreading & Editing
FALL SEMESTER 2015 LESSON PLAN**

****This Lesson Plan is Subject to Change****

| Date | Chapter / Lesson | Content | Assignments Tests Due Dates | *Competency Area **General Education Competency |
|---------------------------------------|-------------------------|---|---|--|
| Week 1 (August 17 – August 20) | | | | |
| Mon Aug 17 | Chapter 1 | Course Introduction-Course Syllabus and Policies/Procedures for Lab | | |
| Tues Aug 18 | Chapter 1 | Pre-Test | Pre-Test: Proofreading and Editing Precision (no grade will be assigned) | 1,2,3 a, c |
| Wed Aug 19 | Chapter 1 | Chapter 1: Errors! Errors! Errors! | Lecture/Review Chapter 1 | 1,2,3 a, c |
| Thurs Aug 20 | Chapter 2 | Chapter 2: Keyboarding Errors | Chapter 1 Quiz Lecture/Review of Chapter 2 Chapter 2 Assignments (Exercise 2-10, 2-15, 2-16) | 1,2,3 a, c |
| Week 2 (August 24 – August 27) | | | | |
| Mon Aug 24 | Chapter 2 | Chapter 2: Keyboarding Errors | Lecture/Review of Chapter 2 Chapter 2 Assignments (Exercise 2-10, 2-15, 2-16) | 1,2,3 a, c |
| Tues Aug 25 | Chapter 2 | Chapter 2: Keyboarding Errors | Lecture/Review of Chapter 2 Chapter 2 Assignments (Exercise 2-10, 2-15, 2-16) | 1,2,3 a, c |
| Wed Aug 26 | Chapter 2 | Chapter 2: Keyboarding Errors | Lecture/Review of Chapter 2 Chapter 2 Assignments (Exercise 2-10, 2-15, 2-16) Chapter 2 Quiz Chapter 2 Assignments due at the end of class | 1,2,3 a, c |
| Thurs Aug 27 | Chapter 3 | Chapter 3: Proofreading and Editing on the Computer | Lecture/Review Chapter 3 Chapter 3 Assignments (Exercise 3-8, 3-11, 3-12) | 1,2,3 a, c |

| Week 3 (August 31 – September 3) | | | | |
|--|-------------------------------------|---|--|---------------|
| Mon Aug 31 | Chapter 3 | Chapter 3: Proofreading and Editing on the Computer | Lecture/Review Chapter 3 Chapter 3 Assignments (Exercise 3-8, 3-11, 3-12) | 1,2,3 a, c |
| Tues Sept 1 | Chapter 3 | Chapter 3: Proofreading and Editing on the Computer | Lecture/Review Chapter 3 Chapter 3 Assignments (Exercise 3-8, 3-11, 3-12) | 1,2,3 a, c |
| Wed Sept 2 | Chapter 3 | Chapter 3: Proofreading and Editing on the Computer | Lecture/Review Chapter 3 Chapter 3 Assignments (Exercise 3-8, 3-11, 3-12) Chapter 3 Quiz Chapter 3 Assignments due at the end of class | 1,2,3 a, c |
| Thurs Sept 3 | Chapter 4 | Chapter 4: Capitalization Errors | Lecture/Review Chapter 4 Chapter 4 Assignments (Exercises 4-10, 4-11, 4-12, 4-13) | 1,2,3 a, c |
| Mon Sept 7 | LABOR DAY HOLIDAY – NO CLASS | | | |
| Week 4 (September 8 – September 14) | | | | |
| Tues Sept 8 | Chapter 4 | Chapter 4: Capitalization Errors | Lecture/Review Chapter 4 Chapter 4 Assignments (Exercises 4-10, 4-11, 4-12, 4-13) | 1,2,3 a, c |
| Wed Sept 9 | Chapter 4 | Chapter 4: Capitalization Errors | Lecture/Review Chapter 4 Chapter 4 Assignments (Exercises 4-10, 4-11, 4-12, 4-13) | 1,2,3 a, c |
| Thurs Sept 10 | Chapter 4 | Chapter 4: Capitalization Errors | Lecture/Review Chapter 4 Chapter 4 Assignments (Exercises 4-10, 4-11, 4-12, 4-13) Chapter 4 Quiz Chapter 4 Assignments due at the end of class | 1,2,3 a, c |
| Mon Sept 14 | Chapter 5 | Chapter 5: Abbreviation Errors and Rough Drafts | Lecture/Review Chapter 5 Chapter 5 Assignments (Exercises 5-10, 5-11, 5-13, 5-14) | 1,2,3 a, c |

| Week 5 (September 15 – September 21) | | | | |
|--------------------------------------|-----------|---|--|---------------|
| Tues Sept 15 | Chapter 5 | Chapter 5: Abbreviation Errors and Rough Drafts | Lecture/Review Chapter 5 Chapter 5 Assignments (Exercises 5-10, 5-11, 5-13, 5-14) | 1,2,3 a, c |
| Wed Sept 16 | Chapter 5 | Chapter 5: Abbreviation Errors and Rough Drafts | Lecture/Review Chapter 5 Chapter 5 Assignments (Exercises 5-10, 5-11, 5-13, 5-14) | 1,2,3 a, c |
| Thurs Sept 17 | Chapter 5 | Chapter 5: Abbreviation Errors and Rough Drafts | Lecture/Review Chapter 5 Chapter 5 Assignments (Exercises 5-10, 5-11, 5-13, 5-14) Chapter 5 Quiz Chapter 5 Assignments due at the end of class | 1,2,3 a, c |
| Mon Sept 21 | Chapter 6 | Chapter 6: Number Expression Errors | Lecture/Review Chapter 6 Chapter 6 Assignments (Exercises 6-9, 6-10, 6-11, 6-12). | 1,2,3 a, c |
| Week 6 (September 22 – September 28) | | | | |
| Tues Sept 22 | Chapter 6 | Chapter 6: Number Expression Errors | Lecture/Review Chapter 6 Chapter 6 Assignments (Exercises 6-9, 6-10, 6-11, 6-12). | 1,2,3 a, c |
| Wed Sept 23 | Chapter 6 | Chapter 6: Number Expression Errors | Lecture/Review Chapter 6 Chapter 6 Assignments (Exercises 6-9, 6-10, 6-11, 6-12). | 1,2,3 a, c |
| Thurs Sept 24 | Chapter 6 | Chapter 6: Number Expression Errors | Lecture/Review Chapter 6 Chapter 6 Assignments (Exercises 6-9, 6-10, 6-11, 6-12) Chapter 6 Quiz Chapter 6 Assignments due at the end of class | 1,2,3 a, c |
| Mon Sept 28 | Chapter 7 | Chapter 7: Subject-Verb Agreement | Lecture/Review Chapter 7 Chapter 7 Assignments (Exercises 7-13, 7-14, 7-15, 7-16) | 1,2,3 a, c |

| Week 7 (September 29 – October 5) | | | | |
|--|-----------|---|---|---------------|
| Tues Sept 29 | Chapter 7 | Chapter 7: Subject-Verb Agreement | Lecture/Review Chapter 7 Chapter 7 Assignments (Exercises 7-13, 7-14, 7-15, 7-16) | 1,2,3 a, c |
| Wed Sept 30 | Chapter 7 | Chapter 7: Subject-Verb Agreement | Lecture/Review Chapter 7 Chapter 7 Assignments (Exercises 7-13, 7-14, 7-15, 7-16) | 1,2,3 a, c |
| Thurs Oct 1 | Chapter 7 | Chapter 7: Subject-Verb Agreement | Lecture/Review Chapter 7 Chapter 7 Assignments (Exercises 7-13, 7-14, 7-15, 7-16) Chapter 7 Quiz Chapter 7 Assignments due at the end of class | 1,2,3 a, c |
| Mon Oct 5 | Chapter 8 | Chapter 8: Pronoun Problems | Lecture/Review Chapter 8 Chapter 8 Assignments (Exercises 8-12, 8-13, 8-14, 8-15) | 1,2,3 a, c |
| Week 8 (October 6 – October 12) | | | | |
| Tues Oct 6 | Chapter 8 | Chapter 8: Pronoun Problems | Lecture/Review Chapter 8 Chapter 8 Assignments (Exercises 8-12, 8-13, 8-14, 8-15) | 1,2,3 a, c |
| Wed Oct 7 | Chapter 8 | Chapter 8: Pronoun Problems | Lecture/Review Chapter 8 Chapter 8 Assignments (Exercises 8-12, 8-13, 8-14, 8-15) | 1,2,3 a, c |
| Thurs Oct 8 | Chapter 8 | Chapter 8: Pronoun Problems | Lecture/Review Chapter 8 Chapter 8 Assignments (Exercises 8-12, 8-13, 8-14, 8-15) Chapter 8 Quiz Chapter 8 Assignments due a the end of class | 1,2,3 a, c |
| Mon Oct 12 | Chapter 9 | Chapter 9: Sentence Construction Mid-Term-Students who withdraw on or before today receive a grade of “W” | Lecture/Review Chapter 9 Chapter 9 Assignments (Exercises 9-11, 9-12, 9-13, 9-14) | 1,2,3 a, c |

| Week 9 (October 13 – October 19) | | | | |
|--|---------------|---|--|---------------|
| Tues Oct 13 | Chapter 9 | Chapter 9: Sentence Construction | Lecture/Review Chapter 9 Chapter 9 Assignments (Exercises 9-11, 9-12, 9-13, 9-14) | 1,2,3 a, c |
| Wed Oct 14 | Chapter 9 | Chapter 9: Sentence Construction | Lecture/Review Chapter 9 Chapter 9 Assignments (Exercises 9-11, 9-12, 9-13, 9-14) | 1,2,3 a, c |
| Thurs Oct 15 | Chapter 9 | Chapter 9: Sentence Construction | Lecture/Review Chapter 9 Chapter 9 Assignments (Exercises 9-11, 9-12, 9-13, 9-14) Chapter 9 Quiz Chapter 9 Assignments due at the end of class | 1,2,3 a, c |
| Mon Oct 19 | Chapter 10 | Chapter 10: Comma Errors | Lecture/Review Chapter 10 Chapter 10 Assignments (Exercises 10-13, 10-14, 10- 15, 10-16) | 1,2,3 a, c |
| Week 10 (October 20 – October 26) | | | | |
| Tues Oct 20 | Chapter 10 | Chapter 10: Comma Errors | Lecture/Review Chapter 10 Chapter 10 Assignments (Exercises 10-13, 10-14, 10- 15, 10-16) | 1,2,3 a, c |
| Wed Oct 21 | Chapter 10 | Chapter 10: Comma Errors | Lecture/Review Chapter 10 Chapter 10 Assignments (Exercises 10-13, 10-14, 10- 15, 10-16) | 1,2,3 a, c |
| Thurs Oct 22 | Chapter 10 | Chapter 10: Comma Errors | Lecture/Review Chapter 10 Chapter 10 Assignments (Exercises 10-13, 10-14, 10- 15, 10-16) Chapter 10 Quiz Chapter 10 Assignments due at the end of class | 1,2,3 a, c |
| Mon Oct 26 | Chapter 11 | Chapter 11: Other Punctuation Errors <i>Returning Student Registration Begins</i> | Lecture/Review Chapter 11 Chapter 11 Assignments (Exercises 11-11, 11-12, 11- 13, 11-14) | 1,2,3 a, c |

| Week 11 (October 27 – November 2) | | | | |
|-----------------------------------|---------------|---|--|---------------|
| Tues Oct 27 | Chapter 11 | Chapter 11: Other Punctuation Errors | Lecture/Review Chapter 11 Chapter 11 Assignments (Exercises 11-11, 11-12, 11-13, 11-14) | 1,2,3 a, c |
| Wed Oct 28 | Chapter 11 | Chapter 11: Other Punctuation Errors | Lecture/Review Chapter 11 Chapter 11 Assignments (Exercises 11-11, 11-12, 11-13, 11-14) | 1,2,3 a, c |
| Thurs Oct 29 | Chapter 11 | Chapter 11: Other Punctuation Errors <i>Fall Activity Day</i> | Lecture/Review Chapter 11 Chapter 11 Assignments (Exercises 11-11, 11-12, 11-13, 11-14) Chapter 11 Quiz Chapter 11 Assignments due at the end of class | 1,2,3 a, c |
| Mon Nov 2 | Chapter 12 | Chapter 12: Format Errors: Letters and Memos | Lecture/Review Chapter 12 Chapter 12 Assignments (Exercises 12-11, 12-12, 12-13, 12-14) | 1,2,3 a, c |
| Week 12 (November 3 – November 9) | | | | |
| Tues Nov 3 | Chapter 12 | Chapter 12: Format Errors: Letters and Memos | Lecture/Review Chapter 12 Chapter 12 Assignments (Exercises 12-11, 12-12, 12-13, 12-14) | 1,2,3 a, c |
| Wed Nov 4 | Chapter 12 | Chapter 12: Format Errors: Letters and Memos | Lecture/Review Chapter 12 Chapter 12 Assignments (Exercises 12-11, 12-12, 12-13, 12-14) | 1,2,3 a, c |
| Thurs Nov 5 | Chapter 12 | Chapter 12: Format Errors: Letters and Memos <i>Returning Student Registration Ends</i> | Lecture/Review Chapter 12 Chapter 12 Assignments (Exercises 12-11, 12-12, 12-13, 12-14) Chapter 12 Quiz Chapter 12 Assignments due at the end of class | 1,2,3 a, c |
| Mon Nov 9 | Chapter 13 | Chapter 13: Format Errors: Reports and Job Search Documents <i>New Student Registration Begins</i> | Lecture/Review Chapter 13 Chapter 13 Assignments (Exercises 13-8, 13-9, 13-10, 13-11) | 1,2,3 a, c |

| Week 13 (November 10 – November 16) | | | | |
|--|---------------|---|--|---------------|
| Tues Nov 10 | Chapter 13 | Chapter 13: Format Errors: Reports and Job Search Documents | Lecture/Review Chapter 13 Chapter 13 Assignments (Exercises 13-8, 13-9, 13-10, 13-11) | 1,2,3 a, c |
| Wed Nov 11 | Chapter 13 | Chapter 13: Format Errors: Reports and Job Search Documents | Lecture/Review Chapter 13 Chapter 13 Assignments (Exercises 13-8, 13-9, 13-10, 13-11) | 1,2,3 a, c |
| Thurs Nov 12 | Chapter 13 | Chapter 13: Format Errors: Reports and Job Search Documents | Lecture/Review Chapter 13 Chapter 13 Assignments (Exercises 13-8, 13-9, 13-10, 13-11) Chapter 13 Quiz Chapter 13 Assignments due at the end of class | 1,2,3 a, c |
| Mon Nov 16 | Chapter 14 | Chapter 14: Editing for Content, Clarity, and Conciseness | Lecture/Review Chapter 14 Chapter 14 Assignments (Exercises 14-12, 14-13, 14-14, 14-15) | 1,2,3 a, c |
| Week 14 (November 17 – November 23) | | | | |
| Tues Nov 17 | Chapter 14 | Chapter 14: Editing for Content, Clarity, and Conciseness | Lecture/Review Chapter 14 Chapter 14 Assignments (Exercises 14-12, 14-13, 14-14, 14-15) | 1,2,3 a, c |
| Wed Nov 18 | Chapter 14 | Chapter 14: Editing for Content, Clarity, and Conciseness | Lecture/Review Chapter 14 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 | Lecture/Review Chapter 14 Chapter 14 Assignments (Exercises 14-12, 14-13, 14-14, 14-15) Chapter 14 Quiz Chapter 14 Assignments due at the end of class | 1,2,3 a, c |
| Mon Nov 23 | | Post-Test | Post-Test: Proofreading and Editing Precision (no grade will be assigned) | 1,2,3 a, c |

| Week 15 (November 24– December 2) | | | | |
|-----------------------------------|---|---|-----------------------|---------------|
| Tues Nov 24 | | Post-Test <i>New Student Registration Ends</i> | Review of Post-Test | 1,2,3 a, c |
| Wed Nov 25 | THANKSGIVING HOLIDAYS – NO CLASSES | | | |
| Thurs Nov 26 | | | | |
| Mon Nov 30 | | Review | REVIEW FOR FINAL EXAM | |
| Tues Dec 1 | | Review | REVIEW FOR FINAL EXAM | |
| Wed Dec 2 | | LAST DAY OF CLASS | FINAL EXAM | |

*** Business Doc Proofreading and Editing 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 Education 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.

***This lesson plan is subject to change at instructor's discretion.**

BUSN 2190—Document Editing and Proofreading

Document Sheet

NOTE: Cumulative Application = (CA)

CHAPTER 1—Errors! Errors! Errors!

_____ Chapter 1 Quiz

CHAPTER 2—Keyboarding Errors

Exercises

_____ 2-10 _____ 2-15

_____ 2-16

_____ Chapter 2 Quiz

CHAPTER 3—Proofreading and Editing on the Computer

Exercises

_____ 3-8 _____ 3-11

_____ 3-12

_____ Chapter 3 Quiz

CHAPTER 4—Capitalization Errors

Exercises

_____ 4-10 _____ 4-11

_____ 4-12 _____ 4-13 (CA)

_____ Chapter 4 Quiz

CHAPTER 5—Abbreviation Errors and Rough Drafts

Exercises

_____ 5-10 _____ 5-11

_____ 5-13 _____ 5-14 (CA)

_____ Chapter 5 Quiz

CHAPTER 6—Number Expression Errors

Exercises

_____ 6-9 _____ 6-10

_____ 6-11 _____ 6-12 (CA)

_____ Chapter 6 Quiz

CHAPTER 7—Subject-Verb Agreement

Exercises

_____ 7-13 _____ 7-14

_____ 7-15 _____ 7-16 (CA)

_____ Chapter 7 Quiz

CHAPTER 8—Pronoun Problems

Exercises

_____ 8-12 _____ 8-13

_____ 8-14 _____ 8-15 (CA)

_____ Chapter 8 Quiz

CHAPTER 9—Sentence Construction

Exercises

_____ 9-11 _____ 9-12

_____ 9-13 _____ 9-14 (CA)

_____ Chapter 9 Quiz

CHAPTER 10—Comma Errors

Exercises

_____ 10-13 _____ 10-14

_____ 10-15 _____ 10-16 (CA)

_____ Chapter 10 Quiz

CHAPTER 11—Other Punctuation Errors

Exercises

_____ 11-11 _____ 11-12

_____ 11-13 _____ 11-14 (CA)

_____ Chapter 11 Quiz

CHAPTER 12—Format Errors: Letters and Memos

Exercises

_____ 12-11 _____ 12-12

_____ 12-13 _____ 12-14 (CA)

_____ Chapter 12 Quiz

CHAPTER 13—Format Errors: Reports and Job Search Documents

Exercises

_____ 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

Unannounced Quizzes/Assignments

| | |
|---------------------------------------|------------|
| _____ Chapter Assignments & CA | 35% |
| _____ Chapter Quizzes | 35% |
| _____ Unannounced quizzes/Assignments | 10% |
| _____ Final Exam | 20% |
| _____ Grade | |