



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: Lab 806, Gillis Medical Building
Class Meets: 10:15 a.m. – 11:20 a.m. / Mon - Thur
CRN: 20026

Instructor: Linda Whitfield
Office Hours: 2:00 p.m. – 4:30 p.m. Monday - Thursday
Office Location: 804, Gillis Medical Building
Email Address: lwhitfield@southeasterntech.edu
Phone: 912-538-3158
Fax Number: 912-538-3106

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

COREQUISITES: 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:

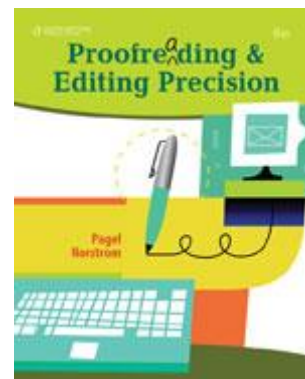
1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

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:

Students are required to save all assignments to their student folder. Students are responsible for policies and procedures included in the STC E-Catalog.

ATTENDANCE GUIDELINES: 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 also 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 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.

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.

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 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.

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: 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!!!!**

Assignments must be completed on the specified date. All work must be turned in at the end 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.

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.

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

**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.

**BUSN 2190
FALL SEMESTER 2015 LESSON PLAN**

Date	Chapter / Lesson	Content	Assignments Tests Due Dates	*Competency Area **General Education Competency
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 **1,3
Wed Aug 19	Chapter 1	Chapter 1: Errors! Errors! Errors!	Lecture/Review Chapter 1	*1,2,3 **1,3
Thur 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 **1,3
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 **1,3
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 **1,3
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 **1,3
Thur 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 **1,3
Mon Aug 31	Chapter 3	Chapter 3: Proofreading and Editing on the Computer	Lecture/Review Chapter 3 Chapter 3 Assignments	*1,2,3 **1,3

			(Exercise 3-8, 3-11, 3-12)	
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 **1,3
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 **1,3
Thur 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 **1,3
Mon Sept 7	HOLIDAY-NO CLASS			
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 **1,3
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 **1,3
Thur 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 **1,3
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 **1,3
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 **1,3
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,	*1,2,3 **1,3

			5-14)	
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 **1,3
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 **1,3
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 **1,3
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 **1,3
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 **1,3
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 **1,3
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 **1,3
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 **1,3
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	*1,2,3 **1,3

			Chapter 7 Assignments due at the end of class	
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 **1,3
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 **1,3
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 **1,3
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 at the end of class	*1,2,3 **1,3
Mon Oct 12	Chapter 9	Chapter 9: Sentence Construction Semester Mid-Term	Lecture/Review Chapter 9 Chapter 9 Assignments (Exercises 9-11, 9-12, 9-13, 9-14)	*1,2,3 **1,3
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 **1,3
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 **1,3
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 **1,3
Mon Oct 19	Chapter 10	Chapter 10: Comma Errors	Lecture/Review Chapter 10 Chapter 10 Assignments	*1,2,3 **1,3

			(Exercises 10-13, 10-14, 10-15, 10-16)	
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 **1,3
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 **1,3
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 **1,3
Mon Oct 26	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 **1,3
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 **1,3
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 **1,3
Thurs Oct 29	Chapter 11	Chapter 11: Other Punctuation Errors	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 **1,3
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 **1,3
Tues Nov 3	Chapter 12	Chapter 12: Format Errors: Letters and Memos	Lecture/Review Chapter 12 Chapter 12 Assignments	*1,2,3 **1,3

			(Exercises 12-11, 12-12, 12-13, 12-14)	
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 **1,3
Thurs Nov 5	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) Chapter 12 Quiz Chapter 12 Assignments due at the end of class	*1,2,3 **1,3
Mon Nov 9	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 **1,3
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 **1,3
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 **1,3
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 **1,3
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 **1,3

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 **1,3
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 **1,3
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 **1,3
Mon Nov 23		Post-Test	Post-Test: Proofreading and Editing Precision (no grade will be assigned)	*1,2,3 **1,3
Tues Nov 24		Post-Test	Review of Post-Test	*1,2,3 **1,3
Mon Nov 30		Review	REVIEW FOR FINAL EXAM	
Tues Dec 1		Review	REVIEW FOR FINAL EXAM	
Wed Dec 2		Review	REVIEW FOR FINAL EXAM	
Thurs Dec 3		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:**

- (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.

***This lesson plan is subject to change at instructor's discretion. Students will be notified of any changes during the semester if needed.**