



BUSN 2190 Business Document Proofreading and Editing

COURSE SYLLABUS

Hybrid

Fall Semester 2019

COURSE INFORMATION

Credit Hours/Minutes: 3/3000

Campus/Class Location: Vidalia Campus/Room 806, Gillis Medical Building

Class Meets: 10:30 a.m. – 11:30 a.m./Monday and Wednesday/60% F2F and 40% hybrid

Course Reference Number (CRN): 20054

Preferred Method of Contact: email lwhitfield@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Linda Whitfield

Email Address: lwhitfield@southeasterntech.edu

Campus/Office Location: Room 804, Gillis Medical Building, Vidalia Campus

Office Hours: 2:00 p.m. – 4:30 p.m. Monday - Thursday

Phone: 912-538-3158

Fax Number: 912-538-3106

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 (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>).

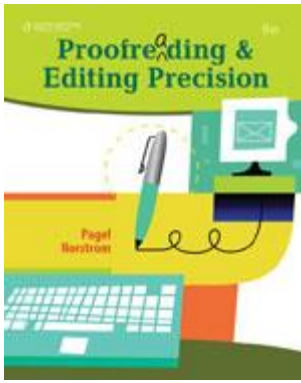
REQUIRED TEXT

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 912-538-3129 or online.

If you do not choose to purchase the Cengage Unlimited Printed Access Card

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



REQUIRED SUPPLIES & SOFTWARE

Students will use the SAM 2016 software to complete their assignments.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

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.

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 (HYBRID)

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 Catalog and Student Handbook.

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, 478-289-2274, Building 1, Room 1210

Vidalia Campus: Helen Thomas 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, 478-289-2274, Building 1, Room 1210

Vidalia Campus: Helen Thomas 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.)

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!!!!**

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:

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus</p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus</p>

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
3001 East 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	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's 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

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Fall Semester 2019 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Wed Aug 14	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. Assignments due August 15 Midnight	1-6 a,b,c
Mon Aug 19	Chapter 2	Chapter 2: Keyboarding Errors	In Class Chapter 1 Quiz Lecture/Review of Chapter 2 Hybrid Chapter 2 Assignments (Exercise 2-10, 2-15, 2-16)	1-6 a,c
Wed Aug 21	Chapter 2	Chapter 2: Keyboarding Errors	In Class Lecture/Review of Chapter 2 Hybrid Chapter 2 Assignments (Exercise 2-10, 2-15, 2-16)	1-6 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Mon Aug 26	Chapter 3	Chapter 3: Proofreading and Editing on the Computer	In Class Chapter 2 Quiz Chapter 2 Assignments due at the beginning of class Lecture/Review Chapter 3 Hybrid Chapter 3 Assignments (Exercise 3-8, 3-11, 3-12)	1-6 a,c
Wed Aug 28	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)	1-6 a,c
Mon Sept 2		Labor Day Holiday	No Class	
Wed Sept 4	Chapter 4	Chapter 4: Capitalization Errors	In Class Chapter 3 Quiz Chapter 3 Assignments due at the beginning of class Lecture/Review Chapter 4 Hybrid Chapter 4 Assignments (Exercises 4-10, 4-11, 4-12, 4-13)	1-6 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Mon Sept 9	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)	1-6 a,c
Wed Sept 11	Chapter 5	Chapter 5: Abbreviation Errors and Rough Drafts	In Class Chapter 4 Quiz Chapter 4 Assignments due at the beginning of class Lecture/Review Chapter 5 Hybrid Chapter 5 Assignments (Exercises 5-10, 5-11, 5-13, 5-14)	1-6 a,c
Mon Sept 16	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)	1-6 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Wed Sept 18	Chapter 6	Chapter 6: Number Expression Errors	In Class Chapter 5 Quiz Chapter 5 Assignments due at the beginning of class Lecture/Review Chapter 6 Hybrid Chapter 6 Assignments (Exercises 6-9, 6-10, 6- 11, 6-12).	1-6 a,c
Mon Sept 23	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).	1-6 a,c
Wed Sept 25	Chapter 7	Chapter 7: Subject-Verb Agreement	In Class Chapter 6 Quiz Chapter 6 Assignments due at the beginning of class Lecture/Review Chapter 7 Hybrid Chapter 7 Assignments (Exercises 7-13, 7-14, 7-15, 7-16)	1-6 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Mon Sept 30	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)	1-6 a,c
Wed Oct 2	Chapter 8	Chapter 8: Pronoun Problems	In Class Chapter 7 Quiz Chapter 7 Assignments due at the beginning of class Lecture/Review Chapter 8 Hybrid Chapter 8 Assignments (Exercises 8-12, 8-13, 8-14, 8-15)	1-6 a,c
Mon Oct 7	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)	1-6 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Wed Oct 9	Chapter 9	Chapter 9: Sentence Construction	In Class Chapter 8 Quiz Chapter 8 Assignments due at the beginning of class Lecture/Review Chapter 9 Hybrid Chapter 9 Assignments (Exercises 9-11, 9-12, 9-13, 9-14)	1-6 a,c
Mon Oct 14	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)	1-6 a,c
Wed Oct 16	Chapter 10	Chapter 10: Comma Errors	In Class Chapter 9 Quiz Chapter 9 Assignments due at the beginning of class Lecture/Review Chapter 10 Hybrid Chapter 10 Assignments (Exercises 10-13, 10- 14, 10-15, 10-16)	1-6 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Mon Oct 21	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)	1-6 a,c
Wed Oct 23	Chapter 11	Chapter 11: Other Punctuation Errors	In Class Chapter 10 Quiz Chapter 10 Assignments due at the beginning of class Lecture/Review Chapter 11 Hybrid Chapter 11 Assignments (Exercises 11-11, 11-12, 11-13, 11-14)	1-6 a,c
Mon Oct 28	Chapter 11	Chapter 11: Other Punctuation Errors	In Class Lecture/Review Chapter 11 Hybrid Chapter 11 Assignments (Exercises 11-11, 11-12, 11-13, 11-14)	1-6 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Wed Oct 30	Chapter 12	Chapter 12: Format Errors: Letters and Memos	In Class Chapter 11 Quiz Chapter 11 Assignments due at the beginning of class Lecture/Review Chapter 12 Hybrid Chapter 12 Assignments (Exercises 12-11, 12-12, 12-13, 12-14)	1-6 a,c
Mon Nov 4	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)	1-6 a,c
Wed Nov 6	Chapter 13	Chapter 13: Format Errors: Reports and Job Search Documents	In Class Chapter 12 Quiz Chapter 12 Assignments due at the beginning of class Lecture/Review Chapter 13 Hybrid Chapter 13 Assignments (Exercises 13-8, 13-9, 13-10, 13-11)	1-6 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Mon Nov 11	Chapter 13	Chapter 13: Format Errors: Reports and Job Search Documents	In Class Lecture/Review Chapter 13 Hybrid Chapter 13 Assignments (Exercises 13-8, 13-9, 13-10, 13-11)	1-6 a,c
Wed Nov 13	Chapter 14	Chapter 14: Editing for Content, Clarity, and Conciseness	In Class Chapter 13 Quiz Chapter 13 Assignments due at the beginning of class Lecture/Review Chapter 14 Hybrid Chapter 14 Assignments (Exercises 14-12, 14- 13, 14-14, 14-15)	1-6 a,c
Mon Nov 18	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)	1-6 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Wed Nov 20	Chapter 14	Chapter 14: Editing for Content, Clarity, and Conciseness Review	In Class Chapter 14 Quiz Chapter 14 Assignments due at the beginning of class In Class and Hybrid REVIEW FOR FINAL EXAM	1-6 a,b,c
Mon Nov 25		Review	In Class and Hybrid REVIEW FOR FINAL EXAM	1-6 a,b,c
Mon Dec 2		LAST DAY OF CLASS	In Class FINAL EXAM	1-6 a,b,c

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

1. Reinforcing Correct Keyboarding Technique English
2. Building Speed and Accuracy problems
3. Formatting Business Documents information
4. Language Arts
5. Proofreading
6. Work Area Management

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.