



## BUSN 2190 COURSE SYLLABUS Lecture/Lab Fall Semester 2016

**Semester:** Fall 2016  
**Course Title:** Business Document Proofreading and Editing  
**Course Number:** BUSN 2190  
**Credit Hours/ Minutes:** 3 / 3000  
**Class Location:** Lab 806, Gillis Medical Building  
**Class Meets:** 10:15 a.m. – 11:05 a.m. / Mon - Thur  
**CRN:** 20010

**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\*  
\*This is my preferred method of contact.  
**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.
4. Proper Grammar, Punctuation, and Sentence Structure in Business Documents

**GENERAL EDUCATION CORE COMPETENCIES:** STC has identified the following general education core competencies that graduates will attain:

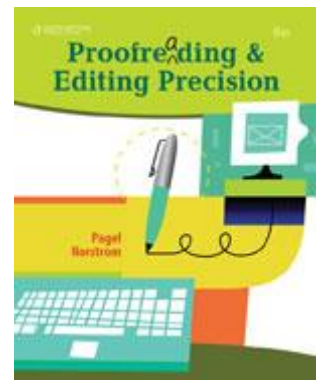
1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

### 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 Helen Thomas, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 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 Helen Thomas, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu).

**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 Blackboard, 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](http://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 2016 LESSON PLAN**

<b>Date</b>	<b>Chapter / Lesson</b>	<b>Content</b>	<b>Assignments Tests Due Dates</b>	<b>*Competency Area **General Education Competency</b>
Mon Aug 15	Chapter 1	Course Introduction-Course Syllabus and Policies/Procedures for Lab		
Tues Aug 16	Chapter 1	Pre-Test	Pre-Test: Proofreading and Editing Precision (no grade will be assigned)	*1,2,3 **1,2,3
Wed Aug 17	Chapter 1	Chapter 1: Errors! Errors! Errors!	Lecture/Review Chapter 1	*1,2,3 **1,3
Thur Aug 18	Chapter 2	Chapter 2: Keyboarding Errors	<b>Chapter 1 Quiz</b> Lecture/Review of Chapter 2 Chapter 2 Assignments (Exercise 2-10, 2-15, 2-16)	*1,2,3 **1,3
Mon Aug 22	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 23	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 24	Chapter 2	Chapter 2: Keyboarding Errors	Lecture/Review of Chapter 2 Chapter 2 Assignments (Exercise 2-10, 2-15, 2-16) <b>Chapter 2 Quiz</b> <b>Chapter 2 Assignments due at the end of class</b>	*1,2,3 **1,3
Thur Aug 25	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 29	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
Tues Aug 30	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 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) <b>Chapter 3 Quiz</b> <b>Chapter 3 Assignments due at the end of class</b>	*1,2,3 **1,3
Thur Sept 1	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 5	<b>HOLIDAY-NO CLASS</b>			
Tues Sept 6	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 7	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 8	Chapter 4	Chapter 4: Capitalization Errors	Lecture/Review Chapter 4 Chapter 4 Assignments (Exercises 4-10, 4-11, 4-12, 4-13) <b>Chapter 4 Quiz</b> <b>Chapter 4 Assignments due at the end of class</b>	*1,2,3 **1,3
Mon Sept 12	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 13	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 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
Thurs 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)  <b>Chapter 5 Quiz</b> <b>Chapter 5 Assignments due at the end of class</b>	*1,2,3 **1,3
Mon Sept 19	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 20	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 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
Thurs 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)  <b>Chapter 6 Quiz</b> <b>Chapter 6 Assignments due at the end of class</b>	*1,2,3 **1,3
Mon Sept 26	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 27	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 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

Thurs 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)  <b>Chapter 7 Quiz</b> <b>Chapter 7 Assignments</b> <b>due at the end of class</b>	*1,2,3 **1,3
Mon Oct 3	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 4	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 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
Thurs Oct 6	Chapter 8	Chapter 8: Pronoun Problems	Lecture/Review Chapter 8 Chapter 8 Assignments (Exercises 8-12, 8-13, 8-14, 8-15)  <b>Chapter 8 Quiz</b> <b>Chapter 8 Assignments</b> <b>due at the end of class</b>	*1,2,3 **1,3
Mon Oct 10	Chapter 9	Chapter 9: Sentence Construction <b>Semester Mid-Term</b>	Lecture/Review Chapter 9 Chapter 9 Assignments (Exercises 9-11, 9-12, 9-13, 9-14)	*1,2,3 **1,3
Tues Oct 11	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 12	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 13	Chapter 9	Chapter 9: Sentence Construction	Lecture/Review Chapter 9 Chapter 9 Assignments (Exercises 9-11, 9-12, 9-13, 9-14) <b>Chapter 9 Quiz</b> <b>Chapter 9 Assignments due at the end of class</b>	*1,2,3 **1,3
Mon Oct 17	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
Tues Oct 18	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 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 **1,3
Thurs Oct 20	Chapter 10	Chapter 10: Comma Errors	Lecture/Review Chapter 10 Chapter 10 Assignments (Exercises 10-13, 10-14, 10- 15, 10-16) <b>Chapter 10 Quiz</b> <b>Chapter 10 Assignments due at the end of class</b>	*1,2,3 **1,3
Mon Oct 24	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 25	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 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



Thurs 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) <b>Chapter 11 Quiz</b> <b>Chapter 11 Assignments due at the end of class</b>	*1,2,3 **1,3
Mon Oct 31	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 1	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
Wed 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
Thurs 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) <b>Chapter 12 Quiz</b> <b>Chapter 12 Assignments due at the end of class</b>	*1,2,3 **1,3
Mon Nov 7	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 8	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 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

Thurs 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) <b>Chapter 13 Quiz</b> <b>Chapter 13 Assignments due at the end of class</b>	*1,2,3 **1,3
Mon Nov 14	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 15	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 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
Thurs 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) <b>Chapter 14 Quiz</b> <b>Chapter 14 Assignments due at the end of class</b>	*1,2,3 **1,3
Mon Nov 21		Post-Test	Post-Test: Proofreading and Editing Precision (no grade will be assigned)	*1,2,3 **1,3
Tues Nov 22		Post-Test	Review of Post-Test	*1,2,3 **1,3
Wed Nov 23 - Thurs Nov 24	<b>HOLIDAY-NO CLASS</b>			
Mon Nov 28		Review	REVIEW FOR FINAL EXAM	
Tues Nov 29		Review	REVIEW FOR FINAL EXAM	
Wed Nov 30		LAST DAY OF CLASS	<b>FINAL EXAM</b>	

**\* 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.**