



## **BUSN 2190 BUSINESS DOCUMENT PROOFREADING AND EDITING**

### **COURSE SYLLABUS**

**Online**

**Spring Semester 2020**

#### **COURSE INFORMATION**

Credit Hours/Minutes: 3/3000

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 40080

Preferred Method of Contact: email [lwhitfield@southeasterntech.edu](mailto:lwhitfield@southeasterntech.edu)

#### **INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Linda Whitfield

Email Address: [Linda Whitfield](mailto:Linda_Whitfield@lwhitfield@southeasterntech.edu) ([lwhitfield@southeasterntech.edu](mailto: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

#### **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>).

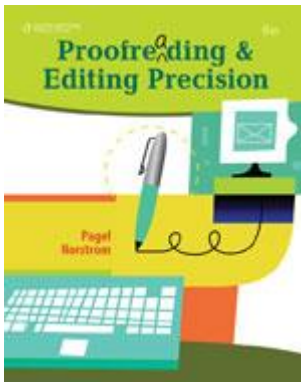
#### **REQUIRED TEXT**

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](mailto: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**

For this online class, there are no specific supplies required. Students are required to use Microsoft Word for 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

## **PREREQUISITE**

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**

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 (ONLINE)**

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Monday of each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard. A grade of zero will automatically be assigned for any work submitted past the due date.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 50 hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

### **ONLINE ATTENDANCE**

It is the student's responsibility to be academically engaged each week doing course related 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" (Failing 0-59) in a course.

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. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Monday of each week. 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.

### **STUDENTS WITH DISABILITIES**

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

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

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

### **SPECIFIC ABSENCES**

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

### **PREGNANCY**

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

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

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

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests

made after delivery MAY NOT be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

### **WITHDRAWAL PROCEDURE**

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

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which 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.

### **ONLINE PROCTORED EVENT WITHDRAWALS**

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an “F” for the course.

### **PROCTORED EVENT REQUIREMENT**

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case).

Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor’s discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and**

**do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

### **PROCTORING FEES**

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

**The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, April 22, 2020, 11 a.m., Room 806 located in the Gillis Medical Building and Swainsboro Campus, April 23, 2020, 11 a.m., Room 2122 located in Building 2. Please choose either day that is convenient for you.**

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

Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Monday of each week. Failure to take chapter tests will result in a grade of zero. No makeup exams are allowed. If Internet or browser failure occurs while taking an exam, contact instructor immediately. A decision will be made at that time if the exam will be reset. The instructor reserves the right to deduct points from exam scores for exceeding the scheduled time limit on the exams and/or requiring student to come to campus to take the exam. **ASSIGNMENTS WILL NOT BE ACCEPTED LATE FOR THIS CLASS. THIS INCLUDES BOOK WORK, DISCUSSION BOARDS, AND/OR TESTS. IF WORK IS NOT COMPLETED BY THE DUE DATES, A GRADE OF ZERO WILL BE GIVEN. NO EXCEPTIONS.**

### **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 and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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 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).

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

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

## 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**

<b>Assessment/Assignment</b>	<b>Percentage</b>
Chapter Assignments	35%
Chapter Quizzes	40%
Proctored Exam	20%
Discussion Boards	5%
Total	100%

**GRADING SCALE**

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

# BUSN 2190 Business Document Proofreading and Editing

## Spring Semester 2020 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Tuesday January 7	First Day of Class		Orientation Assignments: Select Getting Started on the course menu in the Blackboard course to complete the Orientation Assignments, Pledge Acknowledgment Quiz, and Student Introduction. You will need to complete the Blackboard Online Orientation along with the Online Orientation Quiz. Make contact with instructor via email for attendance to ensure intent on completing the course.  Due midnight January 9	
Week 1 January 8 - 13	Chapter 1	Chapter 1: Errors! Errors! Errors!	Read Chapter 1  Chapter 1 Test in Blackboard due by midnight January 13	1,2,3 a,b,c



Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 2 January 14 – 20	Chapter 2  <b>NO CLASS            JANUARY 20            HOLIDAY</b>	Chapter 2: Keyboarding Errors  Exercise 2-10 is an exercise that must be have proofreaders' marks placed on the document. After you make the appropriate proofreaders' marks on the document, you can submit this document to me in a couple of ways: <ol style="list-style-type: none"> <li>1. Scan the document and upload to Blackboard (LIBRARY HAS SCANNER FOR STUDENT USE)</li> <li>2. Take a photo, save the file, and upload to Blackboard</li> </ol>	Read Chapter 2  Chapter 2 Assignments (Exercise 2-10, 2-15, 2-16) submitted in Blackboard due by midnight January 20  Chapter 2 Test in Blackboard due by midnight January 20  Discussion Board 1 due by midnight January 20	1,2,3  a,b,c
Week 3 January 21 – 27	Chapter 3	Chapter 3: Proofreading and Editing on the Computer	Read Chapter 3  Chapter 3 Assignments (Exercise 3-8, 3-11, 3-12) submitted in Blackboard due by midnight January 27  Chapter 3 Test in Blackboard due by midnight January 27	1,2,3  a,b,c
Week 4 January 28 – February 3	Chapter 4	Chapter 4: Capitalization Errors  Exercise 4-13 is an exercise that must be have proofreaders' marks placed on the document. After you make the appropriate proofreaders' marks on the document, you can submit this document to me in a couple of ways: <ol style="list-style-type: none"> <li>1. Scan the document and upload to Blackboard (LIBRARY HAS SCANNER FOR STUDENT USE)</li> <li>2. Take a photo, save the file, and upload to Blackboard</li> </ol>	Read Chapter 4  Chapter 4 Assignments (Exercises 4-10, 4-11, 4-12, 4-13) submitted in Blackboard due by midnight February 3  Chapter 4 Test in Blackboard due by midnight February 3  Discussion Board 2 due in Blackboard by midnight February 3	1,2,3  a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 5 February 4 – February 10</p>	<p>Chapter 5</p>	<p>Chapter 5: Abbreviation Errors and Rough Drafts</p> <p>Exercise 5-14 is an exercise that must be have proofreaders' marks placed on the document. After you make the appropriate proofreaders' marks on the document, you can submit this document to me in a couple of ways:</p> <ol style="list-style-type: none"> <li>1. Scan the document and upload to Blackboard (LIBRARY HAS SCANNER FOR STUDENT USE)</li> <li>2. Take a photo, save the file, and upload to Blackboard</li> </ol>	<p>Read Chapter 5</p> <p>Chapter 5 Assignments (Exercises 5-10, 5-11, 5-13, 5-14) submitted in Blackboard due by midnight February 10</p> <p>Chapter 5 Test in Blackboard due by midnight February 10</p>	<p>1,2,3 a,b,c</p>
<p>Week 6 February 11 – February 17</p>	<p>Chapter 6</p>	<p>Chapter 6: Number Expression Errors</p> <p>Exercise 6-12 is an exercise that must be have proofreaders' marks placed on the document. After you make the appropriate proofreaders' marks on the document, you can submit this document to me in a couple of ways:</p> <ol style="list-style-type: none"> <li>1. Scan the document and upload to Blackboard (LIBRARY HAS SCANNER FOR STUDENT USE)</li> <li>2. Take a photo, save the file, and upload to Blackboard</li> </ol>	<p>Read Chapter 6</p> <p>Chapter 6 Assignments (Exercises 6-9, 6-10, 6-11, 6-12) submitted in Blackboard due by midnight February 17</p> <p>Chapter 6 Test in Blackboard due by midnight February 17</p> <p>Discussion Board 3 due in Blackboard by midnight February 17</p>	<p>1,2,3 a,b,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 7 February 18 – 24	Chapter 7	<p>Chapter 7: Subject-Verb Agreement</p> <p>Exercise 7-16 is an exercise that must be have proofreaders' marks placed on the document. After you make the appropriate proofreaders' marks on the document, you can submit this document to me in a couple of ways:</p> <ol style="list-style-type: none"> <li>1. Scan the document and upload to Blackboard (LIBRARY HAS SCANNER FOR STUDENT USE)</li> <li>2. Take a photo, save the file, and upload to Blackboard</li> </ol>	<p>Read Chapter 7</p> <p>Chapter 7 Assignments (Exercises 7-13, 7-14, 7-15, 7-16) submitted in Blackboard by midnight February 24</p> <p>Chapter 7 Test in Blackboard due by midnight February 24</p>	1,2,3 a,b,c
Week 8 February 25 – March 2	Chapter 8	<p>Chapter 8: Pronoun Problems</p> <p>Exercise 8-15 is an exercise that must be have proofreaders' marks placed on the document. After you make the appropriate proofreaders' marks on the document, you can submit this document to me in a couple of ways:</p> <ol style="list-style-type: none"> <li>1. Scan the document and upload to Blackboard (LIBRARY HAS SCANNER FOR STUDENT USE)</li> <li>2. Take a photo, save the file, and upload to Blackboard</li> </ol>	<p>Read Chapter 8</p> <p>Chapter 8 Assignments (Exercises 8-12, 8-13, 8-14, 8-15) submitted in Blackboard by midnight March 2</p> <p>Chapter 8 Test in Blackboard due by midnight March 2</p> <p>Discussion Board 4 due in Blackboard by midnight March 2</p>	1,2,3 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 9 March 3 – 9	Chapter 9	<p>Chapter 9: Sentence Construction</p> <p>Exercise 9-14 is an exercise that must be have proofreaders' marks placed on the document. After you make the appropriate proofreaders' marks on the document, you can submit this document to me in a couple of ways:</p> <ol style="list-style-type: none"> <li>1. Scan the document and upload to Blackboard (LIBRARY HAS SCANNER FOR STUDENT USE)</li> <li>2. Take a photo, save the file, and upload to Blackboard</li> </ol>	<p>Read Chapter 9</p> <p>Chapter 9 Assignments (Exercises 9-11, 9-12, 9-13, 9-14) submitted in Blackboard by midnight March 9</p> <p>Chapter 9 Test in Blackboard due by midnight March 9</p>	1,2,3 a,b,c
Week 10 March 10 – 16	Chapter 10	<p>Chapter 10: Comma Errors</p> <p>Exercise 10-16 is an exercise that must be have proofreaders' marks placed on the document. After you make the appropriate proofreaders' marks on the document, you can submit this document to me in a couple of ways:</p> <ol style="list-style-type: none"> <li>1. Scan the document and upload to Blackboard (LIBRARY HAS SCANNER FOR STUDENT USE)</li> <li>2. Take a photo, save the file, and upload to Blackboard</li> </ol>	<p>Read Chapter 10</p> <p>Chapter 10 Assignments (Exercises 10-13, 10-14, 10-15, 10-16) submitted in Blackboard by midnight March 16</p> <p>Chapter 10 Test in Blackboard due by midnight March 16</p> <p>Discussion Board 5 due in Blackboard by midnight March 16</p>	1,2,3 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 11 March 17 – 23	Chapter 11	<p>Chapter 11: Other Punctuation</p> <p>Exercise 11-14 is an exercise that must be have proofreaders' marks placed on the document. After you make the appropriate proofreaders' marks on the document, you can submit this document to me in a couple of ways:</p> <ol style="list-style-type: none"> <li>1. Scan the document and upload to Blackboard (LIBRARY HAS SCANNER FOR STUDENT USE)</li> <li>2. Take a photo, save the file, and upload to BlackboardErrors</li> </ol>	<p>Read Chapter 11</p> <p>Chapter 11 Assignments (Exercises 11-11, 11-12, 11-13, 11-14) submitted in Blackboard by midnight March 23</p> <p>Chapter 11 Test in Blackboard by midnight March 23</p>	1,2,3 a,b,c
Week 12 March 24 – March 30	Chapter 12	<p>Chapter 12: Format Errors: Letters and Memos</p> <p>Exercise 12-14 is an exercise that must be have proofreaders' marks placed on the document. After you make the appropriate proofreaders' marks on the document, you can submit this document to me in a couple of ways:</p> <ol style="list-style-type: none"> <li>1. Scan the document and upload to Blackboard (LIBRARY HAS SCANNER FOR STUDENT USE)</li> <li>2. Take a photo, save the file, and upload to Blackboard</li> </ol>	<p>Read Chapter 12</p> <p>Chapter 12 Assignments (Exercises 12-11, 12-12, 12-13, 12-14) submitted in Blackboard by midnight March 30</p> <p>Chapter 12 Test in Blackboard by midnight March 30</p>	1,2,3 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 13 March 31 – April 6	Chapter 13  <b>Spring Break April 6 – April 9</b>	Chapter 13: Format Errors: Reports and Job Search Documents  Exercise 13-11 is an exercise that must be have proofreaders' marks placed on the document. After you make the appropriate proofreaders' marks on the document, you can submit this document to me in a couple of ways: <ol style="list-style-type: none"> <li>1. Scan the document and upload to Blackboard (LIBRARY HAS SCANNER FOR STUDENT USE)</li> <li>2. Take a photo, save the file, and upload to Blackboard</li> </ol>	Read Chapter 13  Chapter 13 Assignments (Exercises 13-8, 13-9, 13-10, 13-11) submitted in Blackboard by midnight April 6  Chapter 13 Test in Blackboard by midnight April 6	1,2,3  a,b,c
Week 14 April 14 - 20	Chapter 14	Chapter 14: Editing for Content, Clarity, and Conciseness  Exercise 14-15 is an exercise that must be have proofreaders' marks placed on the document. After you make the appropriate proofreaders' marks on the document, you can submit this document to me in a couple of ways: <ol style="list-style-type: none"> <li>1. Scan the document and upload to Blackboard (LIBRARY HAS SCANNER FOR STUDENT USE)</li> <li>2. Take a photo, save the file, and upload to Blackboard</li> </ol>	Read Chapter 14  Chapter 14 Assignments (Exercises 14-12, 14-13, 14-14, 14-15) submitted in Blackboard by midnight April 20  Chapter 14 Test in Blackboard by midnight April 20	1,2,3  a,b,c
Week 15 April 21 - 29	Proctored Exam	Proctored Exam Dates: Vidalia Campus Wednesday, April 22, 2020 Room 806 Gillis Medical Building 11 a.m. OR Swainsboro Campus Thursday, April 23, 2020 Room 2122 Building 2 11 a.m.	Proctored Exam  Comprehensive Objective Based Exam  Chapters 1 - 14	1,2,3  a,b,c

**COMPETENCY AREAS:**

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

**GENERAL CORE EDUCATIONAL COMPETENCIES**

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

## GRADING SCALE RUBRIC

Number of discussion posts	Number of discussion replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	Students who post their initial discussion board response to the discussion board topic and reply to at least one other students' post will be given a 100 on the assignment if the post is turned in by the due date, contain 4-5 sentences and free of grammatical and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in both their response and reply. A 10 point deduction will be given for any response or reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is an answer of "yes/no" or "I agree/disagree."
1	0	70	Any student that does not respond to at least one other students' post will not receive a grade above 70. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their response. A 10 point deduction will be given for any response that is not 4-5 sentences in length.
0	1	50	Students who only respond to a classmate's discussion post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their reply. A 10 point deduction will be given for any reply that is not 4-5 sentences in length.
0	0	0	Students will receive a 0 on the discussion topic if the student does not post an answer or response to one other students' post by the due date.