JEFFERSON COLLEGE

COURSE SYLLABUS

BIT150

PROOFREADING/EDITING ESSENTIALS

1 Credit Hours

Prepared by:
Judy Larson
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Career & Technical Education
Dr. John R. Keck, Dean
Brenda Russell, Associate Dean
BIT150 PROOFREADING/EDITING ESSENTIALS

I. CATALOG DESCRIPTION

A. Prerequisite: BIT 105 Business Language Skills or Instructor permission

B. 1 semester hour credit

C. Proofreading/Editing Essentials is designed to assist the Administrative Professional in controlling the quality of business communication through proofreading for accuracy in mechanics, correctness in spelling, grammar, punctuation, word usage, conciseness in professional tone, and clarity in writing. (F, S)

II. EXPECTED LEARNING OUTCOMES/ASSESSMENT MEASURE

<table>
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<tr>
<th>Students will recognize and correct errors of mechanics and format on business documents.</th>
<th>Students will develop a manual that will contain all their assignments for class that demonstrate the student’s ability to format and correct business documents.</th>
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<tr>
<td>Students will recognize and correct grammar, spelling, punctuation, and other similar errors in business documents.</td>
<td>Students will complete in-class exams.</td>
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<td>Students will proofread documents for consistency.</td>
<td>Students will work in a simulated environment where they will proofread documents for each other and offer critique of the work.</td>
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<td>Students will use the tools in Microsoft Word for proofreading of business documents.</td>
<td>Students will complete homework assignments using Microsoft Word for proofreading.</td>
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III. COURSE OUTLINE WITH UNIT OBJECTIVE

A. Use the tools in Microsoft Word for proofreading

1. Learn to use the “track changes” tool in Microsoft Word
2. Utilize the tool for proofreading documents

B. Comparative Proofreading

1. Compare and correct paragraphs
2. Compare a flyer to a proof copy
3. Check a flyer against a calendar
4. Proofread a news release against marked-up copy
5. Check a memo against a phone list
C. Proofread numbers
1. Check a check register
2. Check invoices against a price list
3. Check a monthly report against receipts
4. Compare a registration list to cards
5. Check zip code

D. Use the spelling checker
1. Spelling checker stumpers
2. Get help with confusing works
3. Proofread an e-mail
4. Spell-check and proofread newsletter articles

E. Use the Grammar checker
1. Proofread for run-ons and sentence fragments
2. Proofread for parallel sentence parts
3. Proofread for subject-verb agreement
4. Proofread for pronoun case
5. Proofread for plurals and possessives

F. Make the Punctuation Check
1. Apply six basic punctuation rules
2. Proofread for all punctuation marks
3. Check paragraphs for punctuation errors
4. Proofread paragraphs for all punctuation marks

G. Proofread for Mechanical Errors
1. Find capitalization and italics error
2. Find abbreviation, italics, and number errors
3. Proofread variety of documents for mechanical error

H. Proofread for consistency
1. Proofread sentences
2. Proofread paragraphs
3. Proofread a memo
4. Proofread Board minutes
5. Proofread merged letters
IV. METHOD OF INSTRUCTION

A. Lecture

B. Discussion

C. Computer simulations

V. REQUIRED TEXTBOOK(S) WITH PUBLICATION INFORMATION


VI. REQUIRED MATERIALS (STUDENT) Three-ring binder, flash drive, pen, pencil, and paper.

VII. SUPPLEMENTAL

REFERENCES Internet websites

VIII. METHOD OF EVALUATION (basis for determining grade)

A. Homework 20%

B. Quizzes 20%

C. Tests 60%

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-797-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website, http://www.jeffco.edu).
XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.