COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Proofreading
COURSE NUMBER	BUSN 2203
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Business
CIP CODE	52.0401
CREDIT HOURS	1
CONTACT HOURS/WEEK	Class:1
PREREQUISITES	None
COURSE PLACEMENT	Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION
Students develop proofreading skills through ability to spell; to use fundamentals of word division, capitalization, expressions of numbers, punctuation, and grammar; and to read for meaning.

Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program

PROGRAM LEARNING OUTCOMES
Office Assistant PLOs
1. Perform basic essential office tasks using a variety of office equipment and technology.
2. Display basic quality written and oral communication skills in a variety of settings.

Administrative Office Professional Certificate PLOs
1. Perform advanced essential office tasks using a variety of office equipment and technology
2. Display advanced quality written and oral communication skills in a variety of settings.

Administrative Office Professional AAS PLOs
2. Use critical thinking skills to analyze, prioritize, develop, write, and create business documents.

TEXTBOOKS
http://kckccbookstore.com/

METHODS OF INSTRUCTION
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE
   I.   Chapter 1 Errors! Errors! Errors!
   II.   Chapter 2 Keyboarding Errors
   III.   Chapter 3 Proofreading and Editing on the Computer
   IV.   Chapter 4 Capitalization Errors
   V.   Chapter 5 Abbreviation Errors and Rough Drafts
   VI.   Chapter 6 Number Expression Errors
   VII.   Chapter 7 Subject-Verb Agreement
   VIII.   Chapter 8 Pronoun Problems
   IX.   Chapter 9 Sentence Construction
   X.   Chapter 10 Comma Errors
   XI.   Chapter 11 Other Punctuation Errors
   XII.   Chapter 12 Format Errors: Letters and Memos
   XIII.   Chapter 13 Format Errors: Reports and Job Search Documents
   XIV.   Chapter 14 Editing for Content, Clarity, and Conciseness
   XV.   Chapter 15 Proofreading and Editing on Computer (delete)

COURSE LEARNING OUTCOMES AND COMPETENCIES
Upon successful completion of this course, the student will:
A. Learn to proofread using proper techniques as covered in the text.
    1. Be able to identify the most common types of errors when proofreading and apply the principles of on-screen proofreading.

B. Learn to proofread using acceptable basic rules of grammar and usage as covered in the text.
    2. Be able to understand the basic rules for capitalization, common abbreviation rules, and the expression of numbers.
    3. Be able to find and mark errors in subject-verb agreement.
    4. Be able to locate and correct errors in pronoun-antecedent agreement and case.
    5. Be able to understand the significance of phrases and clauses.
    6. Be able to identify and correct errors in the use of commas as they apply to compound sentences, introductory elements, and series.

C. Learn to proofread using acceptable style as covered in the text.
    7. Be able to understand the basic rules for capitalization and apply common abbreviation rules.
    8. Be able to recognize errors in the expression of numbers and punctuation marks.

D. Learn to proofread using proper formats as covered in the text.
    9. Be able to identify errors in letter and interoffice memorandums formats.
    10. Be able to recognize format errors in reports and job search documents.

E. Learn to proofread for content, clarity, and conciseness as covered in the text.
    11. Be able to edit for content, clarity, and conciseness.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES
Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES
Student Handbook
https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf

College Catalog
https://www.kckcc.edu/academics/catalog/index.html

College Policies and Statements
https://www.kckcc.edu/about/policies-statements/index.html

Accessibility and Accommodations
https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html.