

Department:

Business

Course Description:

This course is designed to assist students in identifying and correcting errors in abbreviations, formats, grammar, punctuation, word division, capitalization, and number expression. The course also covers reviewing and applying the rules of written language to business documents, such as letters, memos, reports, resumes, agendas, and itineraries.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Use reference sources to verify information.
2. Recognize and correct transposition errors, added and omitted copy errors, incorrect letters, and numerical errors.
3. Apply word division, hyphenation, capitalization, and numerical rules correctly.
4. Recognize and correct incomplete sentences.
5. Recognize and correct errors in sentence structure and punctuation.
6. Edit a document for completeness, clarity, conciseness, correctness, and consistency.

Course Content:

- A. Errors, Errors, Errors
- B. Keyboarding Errors
- C. Word Division Errors
- D. Capitalization Errors
- E. Abbreviation Errors
- F. Rough Drafts
- G. Number Expression Errors
- H. Sentence Construction Errors
- I. Comma Errors
- J. Other Punctuation Errors
- K. Format Errors: Letters and Memos
- L. Format Errors: Reports and Job Search Documents
- M. Editing for Content, Clarity, and Conciseness
- N. Proofreading and Editing on the Computer

Learning Assessments:

Course competencies will be assessed by use of discussion questions, graded assignments, comprehensive assignments, quizzes, and exams.

Instructional Materials:

Textbook: Proofreading & Editing Precision, Pagel, 6th Ed., Thomson/SW.
ISBN: 978-0-538-45045-4

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

On-Campus Students: At enrollment, any on campus student may complete a form that will allow them to self-identify any disability.

Off-Campus Regional Students: Self-identify your disability and accommodation needs with the Regional Coordinator and/or instructor, preferably prior to the first class meeting.

Online Students: Self-identify your disability and accommodation needs by contacting the Disabilities Coordinator. Students must provide their own programs to allow accessibility on their home computer.

Any student may also identify their disability by completing an online form located on the HCC homepage under Students Services/Resources/Disabilities. Questions should be directed to the Disabilities Coordinator.