I. INTRODUCTION
   A. Instruction in proofreading and editing skills necessary to assure accuracy in business documents.
   B. This course, in conjunction with other appropriate courses, prepares students to enter legal and other business career fields.
   C. Prerequisite: Knowledge of document formatting or current enrollment in a keyboarding course.
   D. Alphanumeric coding used throughout this syllabus denotes integration of SCANS occupational competencies (C1, etc.) and foundation skills (F1, etc.).

II. LEARNING OUTCOMES

Upon successful completion of PROOFREADING AND EDITING, the student will:

A. Utilize proofreader’s marks.
B. Edit documents for content and mechanical accuracy.

III. INSTRUCTIONAL MATERIALS

Instructional materials for this course may be found at www.ctcd.edu/books
IV. COURSE REQUIREMENTS

A. Reading Assignments. The student reads required or provided material as assigned by the instructor. The student must read and understand the material in order to participate in class and answer questions on quizzes.

B. Written Assignments. Certain office applications/projects will be assigned to be submitted to the instructor on the due date. The student will receive a grade for these assignments. No late work will be accepted.

C. Mailability Evaluation of Typed Assignments. The student will key and turn in to the instructor certain types of communications: business letters, memorandums, and reports. Assignments will be graded on the basis of mailability, that is, quality that is acceptable by the business community. These assignments will be due on the due date given. No late work will be accepted.

V. EXAMINATIONS

A. Unit examinations will be given throughout the course. Each of these exams is graded on the basis of a perfect score of varying points. There will be no makeup exams for this course.

B. The final exam will be given during the final exam week. The final exam will include material covered since the beginning of the course. The student must take the final exam in order to pass the course. If the student does not take the final exam, he or she will receive an F for the course grade.

VI. SEMESTER GRADE COMPUTATION

A. Grades will be computed as follows:

1. Discussion Boards 100 points
2. Assignments 550 points
3. Exams 350 points

When grades are submitted to the student's permanent records, letter grades will be assigned as follows:

A = 1000-900
B = 899-800
C = 799-700
D = 699-600
F= 599-000
For this course to be used to satisfy the requirements for an Office Technology certificate, the student must make at least a grade of C. The student may repeat the course until he or she achieves a grade of C or better.

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR

A. Course Withdrawal: It is the student's responsibility to officially drop a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file an Application for Withdrawal or an Application for Refund. The withdrawal form must be signed by the student.

Application for Withdrawal will be accepted at any time prior to Friday of the 12th week of classes during the 16 week fall and spring semesters. The deadline for sessions of other lengths is as follows.

Friday of 3rd week for 5-week courses
Friday of 4th week for 6-week courses
Friday of 6th week for 8-week courses
Friday of 7th week for 10-week courses
Friday of 9th week for 12-week courses
Friday of 12th week for 16-week courses

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

Students who officially withdraw will be awarded a grade of "W", provided the student's attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the college before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance.

B. Administrative Withdrawal: An administrative withdrawal may be initiated when the student fails to meet the College attendance requirements. The instructor will assign the appropriate grade on the Administrative Withdrawal Form for submission to the registrar.

Under Section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any
course a transfer student has dropped at another institution of higher education.” This statue was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later.

C. **Incomplete Grade:** In keeping with College policy, the instructor may grant an incomplete grade in cases in which the student has completed the majority of the course work, but because of extenuating circumstances, is unable to complete the requirements for the course. Prior approval from the instructor is required before the grade of “IP” is recorded. Deadline for changing the IP grade is 110 days after the scheduled end of the course. An IP grade can be replaced with the student’s actual grade, including an F; but it may not be replaced with a W. At the end of the 110 calendar days if the student has not completed the remaining coursework as required by the instructor, the “IP” will be converted to an “FI” and appear as an “F” on the student’s official transcript.

D. **Cellular Phones and Beepers:** Cellular phones and beepers will be turned off while the student is in the classroom or laboratory.

E. **American’s with Disabilities Act (ADA):** Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

F. **Instructor Discretion:** The instructor reserves the right of final decision in course requirements.

G. **Civility:** Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

H. **Scholastic Honesty:** All students of the Office Technology program are required and expected to maintain the highest standards of scholastic honesty in the preparation of all work and in examinations. Each student should avoid:

a. Plagiarism: the taking of passages or ideas from writings of others without giving proper credit to the source.

b. Collusion: working together with another person in the preparation of work unless such joint preparation is specifically approved in advance by the instructor.

c. Cheating: giving or receiving information on an examination, homework, or projects. Students found guilty of scholastic dishonesty
are subject to the Office Technology Department’s disciplinary action and CTC’s disciplinary committee; in addition, students are subject to having credit for courses canceled.

VIII. COURSE OUTLINE

A. **Unit One**: Discussion Board

1. **Learning Outcomes**: Upon completion of this unit, the student will achieve the following outcomes with at least 70% accuracy on a unit assessment.

   a. Identify online learning skills.
   b. Identify learning styles.
   c. Discuss online learning skills.
   d. Discuss learning styles.

2. **Learning Activities**:

   a. Reading assignment (C1, C5, C6, C7, C8, C10) (F1, F2, F7, F8, F9, F10, F11, F12)
   b. Thinking skills (F1, F2, F7, F8, F9, F10, F11, F12)
   c. Post to discussion board (C1, C5, C6, C8, C9, C10) (F1, F2, F7, F8, F9, F10, F11, F12, F13, F14, F15, F16)

3. **Unit Outline**: Follow the sequence of the Learning Outcomes.

B. **Unit Two**: Proofreading and Editing and Tips

1. **Learning Outcomes**: Upon completion of this unit, the student will achieve the following outcomes with at least 70% accuracy on a unit assessment.

   a. Distinguish the differences between proofreading and editing.
   b. Recognize best tips to use.
   c. Apply various forms of proofreading techniques to documents.

2. **Learning Activities**:

   a. Reading assignment (C1, C5, C6, C7, C8, C10) (F1, F2, F7, F8, F9, F10, F11, F12)
   b. Assigned applications (F1, F2, F7, F8, F9, F10, F11, F12)
   c. Post to discussion board (C1, C5, C6, C8, C9, C10) (F1, F2, F7, F8, F9, F10, F11, F12)
   d. Test your knowledge (F1, F2, F7, F8, F9, F10, F11, and F12)

3. **Unit Outline**: Follow the sequence of the Learning Outcomes.
C. **Unit Three**: What to Proofread for

1. **Learning Outcomes**: Upon completion of this unit, the student will achieve the following outcomes with at least 70% accuracy on a unit assessment.
   a. Identify what to proofread for in documents.
   b. Apply rules for proofreading names, dates, spacing, transpositions, etc.
   c. Prepare documents for mailability.

2. **Learning Activities**:
   a. Reading assignment (C1, C5, C6, C7, C8, C10) (F1, F2, F7, F8, F9, F10, F11, F12)
   b. Assigned applications (F1, F2, F7, F8, F9, F10, F11, F12)
   c. Test your knowledge (F1, F2, F7, F8, F9, F10, F11, F12)

3. **Unit Outline**: Follow the sequence of the Learning Outcomes.

D. **Unit Four**: Grammar Review

1. **Learning Outcomes**: Upon completion of this unit, the student will achieve the following outcomes with at least 70% accuracy on a unit assessment.

   a. Identify parts of speech.
   b. Demonstrate knowledge of grammar.
   c. Ability to self-correct grammar structures.

2. **Learning Activities**:
   a. Reading assignment (C1, C5, C6, C7, C8, C10) (F1, F2, F7, F8, F9, F10, F11, F12)
   b. Assigned applications (F1, F2, F7, F8, F9, F10, F11, F12)
   c. Test your knowledge (F1, F2, F7, F8, F9, F10, F11, F12)

3. **Unit Outline**: Follow the sequence of the Learning Outcomes.

E. **Unit Five**: Proofreader Marks

1. **Learning Outcomes**: Upon completion of this unit, the student will achieve the following outcomes with at least 70% accuracy on a unit assessment.

   a. Identify proofreader marks.
   b. Apply proofreader marks when correcting work.
   c. Demonstrate the ability to write proofreader marks.
   d. Ability to read and interpret proofreader marks.
2. **Learning Activities:**
   a. Reading assignment (C1, C5, C6, C7, C8, C10) (F1, F2, F7, F8, F9, F10, F11, F12)
   b. Assigned applications (F1, F2, F7, F8, F9, F10, F11, F12)
   c. Test your knowledge (F1, F2, F7, F8, F9, F10, F11, F12)

3. **Unit Outline:** Follow the sequence of the Learning Outcomes.

**F. Unit Six:** Paralegal Practice Documents (Only for Paralegal Degree students.)

1. **Learning Outcomes:** Upon completion of this unit, the student will achieve the following outcomes with at least 70% accuracy on a unit assessment.
   a. Demonstrate knowledge of proofreader’s marks and use in legal documents.
   b. Apply rules of proofreading to legal documents.
   c. Compare (side-by-side) proofreading documents.
   d. Produce error-free work.

2. **Learning Activities:**
   a. Reading assignment (C1, C5, C6, C7, C8, C10) (F1, F2, F7, F8, F9, F10, F11, F12)
   b. Assigned applications (F1, F2, F7, F8, F9, F10, F11, F12)

3. **Unit Outline:** Follow the sequence of the Learning Outcomes.

**G. Unit Six:** Other Degree Practice Documents (Only for degrees other than Paralegal.)

1. **Learning Outcomes:** Upon completion of this unit, the student will achieve the following outcomes with at least 70% accuracy on a unit assessment.
   a. Demonstrate knowledge of proofreader’s marks and use in business documents.
   b. Apply rules of proofreading to business documents.
   c. Compare (side-by-side) proofreading documents.
   d. Produce error-free work.

2. **Learning Activities:**
   a. Reading assignment (C1, C5, C6, C7, C8, C10) (F1, F2, F7, F8, F9, F10, F11, F12)
F11, F12)
b. Assigned applications (F1, F2, F7, F8, F9, F10, F11, F12)

3. **Unit Outline**: Follow the sequence of the Learning Outcomes.