



## MASTER COURSE OUTLINE

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## COURSE TITLE

Proof & Edit

## GENERAL COURSE INFORMATION

Dept.: BIM

Course Num: 112

(Formerly: OFF112 )

CIP Code: 11.0602

Intent Code: 21

Program Code: 547

Credits: 1-3

Total Contact Hrs Per Qtr.: 22-66

Lecture Hrs:

Lab Hrs: 22-66

Other Hrs:

Distribution Designation: General Elective (GE)

## COURSE DESCRIPTION (as it will appear in the catalog)

This course gives students the opportunity to learn different proofreading techniques and emphasizes practice using those techniques.

## PREREQUISITES

BUS121, BIM102

## TEXTBOOK GUIDELINES

Proofreading text as decided by BIM Faculty (Example: *Proofreading at the Computer 2ed*, by Norstrom and Cole)

## COURSE LEARNING OUTCOMES

*Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:*

1. Detect and correct errors in business documents
2. Apply spelling and capitalization rules
3. Apply punctuation, number, and grammar rules
4. Write clear, concise, and complete sentences

## INSTITUTIONAL OUTCOMES

IO1 **Communication:** Students will write, speak, and present information effectively by creating professional documents that would be used in an office or medical office environment

IO3 **Human Relations/Workplace Skills:** Students will be able to demonstrate teamwork, professionalism, and/or workplace specific skills.

## COURSE CONTENT OUTLINE

1. Keyboarding and Spelling Errors
2. Comparative and Team Proofing
3. Numbers
4. Punctuation
5. Grammar
6. Mechanical Errors

7. Consistency
8. Format

**DEPARTMENTAL GUIDELINES** *(optional)*

The syllabus must contain evaluation/grading guidelines, class environment/expectations/rules, course learning outcomes, and a disability services statement. A schedule must be provided to students that contains content covered (text chapters, topics, etc.), tentative test dates (to include final date/time). If an LMS or similar site is used for the course, it must be created following the Quality Matters (QM) principals outlined in the QM workbook questions. These documents should be reviewed with the BIM instructor at least two weeks prior to class start.

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**DIVISION CHAIR APPROVAL**

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**DATE**