



## DEPARTMENT OF OFFICE ADMINISTRATION

### COURSE OUTLINE – FALL 2014

#### OA 2110 BUSINESS EDITING AND PROOFREADING – 1.5 (3-0-0) 22.5

**Instructor** Garth Finlay

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or by appointment

#### **PREREQUISITES:**

OA1030 or equivalent.

#### **REQUIRED TEXT/RESOURCE MATERIALS:**

Developing Proofreading and Editing Skills, Sue C. Camp, McGraw-Hill, Irwin

#### **CALENDAR DESCRIPTION:**

This course will hone and improve the proofreading and editing skills of the office administrator. Students will be taught how to recognize and correct common errors. Students will also learn how to edit documents so they are clear, concise, and complete. Special focus will be put on typically produced business documents; from correcting common keyboarding errors to formatting letters, memos, and reports.

#### **CREDIT/CONTACT HOURS:**

1.5 credits (3-0-0) 22.5 contact hours

#### **DELIVERY MODE(S):**

Lecture/Lab

#### **Objectives:**

The student will be able to confidently find common errors in business documents. Where to look for and find these errors will become very familiar.

## GRADING CRITERIA:

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A <sup>+</sup>	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B <sup>-</sup>	2.7	70 – 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C <sup>-</sup>	1.7	60 – 62	
D <sup>+</sup>	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

## EVALUATIONS:

Chapter Assignments	50%
Group Project	20%
Final Exam	30%

## STUDENT RESPONSIBILITIES:

All assignments must be submitted for successful completion of the course.

## STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at

<http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at [www.gprc.ab.ca/about/administration/policies/\\*\\*](http://www.gprc.ab.ca/about/administration/policies/**)

\*\*Note: all Academic and Administrative policies are available on the same page.

## COURSE SCHEDULE/TENTATIVE TIMELINE:

<u>Week</u>	<u>Content</u>	<u>Assignment</u>
Sept. 8-12	Chapters 1 & 2 - Keyboarding and Spelling Errors Chapters 3 & 4 - Capitalization, Plurals, Possessives	Applications 1 A, C, D, F 2 A, B, E, F 3 A, C, E, F 4 B, C
15-19	Chapters 5, 6, & 7 - Correct Punctuation, Grammar	Applications 5 A, C, E 6 B, C, F 7 A, E
22-26	Chapters 12 & 13 - Accuracy and Consistency	Applications 12 A, C, D, F 13 A, B, C
29-Oct. 3	Chapters 14 & 15 - Editing for Content	Applications 14 A, B 15 A, B, D
6-10	Group Project	
13-17	Group Project	Group project Groups will provide a formal presentation to the class using their choice of presentation software. The written components of the presentation will be error free based on the content covered through the course.
20-24	Final Exam	