

OFFI-102 Editing Skills

After successful completion of this course, the student will improve his or her proofreading and spelling skills and develop a business vocabulary. This will include learning proofreading techniques and capitalization, grammar, punctuation, spelling, and word usage principles. An intensive study of spelling rules is included. This course does not take the place of an English course. It is a review (brush-up) of previously acquired skills. All of the work (except tests) may be done outside of class.

Credits 3

Prerequisites OFFI-177 Grammar for Your Job

Fees This course has fees totaling \$30.00.

Instructor Cathy Sutton

Office ELB-301
Technology Classroom

Phone (410) 772-4876

Email csutton@howardcc.edu

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Registered Students

Immediately after enrolling, send Cathy Sutton an e-mail at csutton@howardcc.edu; include your name, the semester, the course and section. You will receive specific course instructions the week classes start.

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Overall Course Objectives

This course is for students who have completed OFFI-177 Grammar for Your Job and who have good English skills but need a refresher course in grammar and spelling.

Once you have completed this course you will be able to:

- Correctly use proofreader's marks to edit letters and manuscripts.
- Apply capitalization, grammar, punctuation, word usage and spelling rules when editing various types of business documents.
- Recognize inconsistencies in documents.

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Major Course Topics

- Spelling
 - Consonants
 - Vowels
 - Plurals
 - Possessives
 - Suffixes and prefixes
 - Homonyms
 - Confusing Words

- Commonly Misspelled Words
- Vocabulary Enrichment
- Proofreading Techniques
 - Proofreading Techniques
 - Abbreviations
 - Word Division
 - Numbers
 - Document Formats
 - Grammar Review
 - Punctuation Review
 - Capitalization Review
 - Conciseness and Clarity

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Course Format

This course:

- Is not self-paced. However, you may accelerate your pace so that you may finish the course in fewer than 14 weeks.
- Does not require on-campus meetings. However, this course does require on-campus attendance for tests. Tests may be taken during any open hours in the Office Technology classroom. Please note, however, that all OFFI-102 online students are welcome to come to the Office Technology classroom to do classwork and/or to get personal help from an instructor.
- Does not require real-time chats.
- Uses email for communication.

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Orientation

This course does not have a face-to-face orientation. You will receive detailed course information the week classes start.

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Course Requirements

- Review the [“Checklist for Registered Students”](#) section of the Distance Learning Homepage.
- Come to the college periodically to take written tests, which have deadlines for completion.

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Materials

Required:

Pagel, Larry; Jones, Ellis; and Kane, David. *Proofreading and Editing Precision*. South-Western Educational Publishing, 2001.

McCauley, Rosemarie and Slocum, Keith. *Business Spelling and Word Power*. Glencoe/McGraw Hill, 1995.

- Buy your textbooks from our online [Bookstore](#), or visit our [Bookstore](#). ([Maps](#))

Technical Requirements:

Review the Technical Requirements link above. The course requires

- Internet Explorer or
- Netscape

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Exams

For purposes of verification and assessing learning outcomes, this course has twelve written exams, which have deadlines for completion. The exams must be taken at the college during any open hours in the Office Technology classroom.

If you have any questions or comments about this course, please send a message to Cathy Sutton, csutton@howardcc.edu.

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