

COURSE OUTLINE

OFFI-102

Editing Skills

3 Credits

HOWARD COMMUNITY COLLEGE

Description

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. This course may be completed in fewer than 14 weeks and may be started at any time during the fall, winter, and spring semesters. All of the work for this course (except tests) may be done outside of class. Prerequisite: OFFI-177.

Overall Course Objectives

Upon completion of this course, the student will be able to:

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

Major Topics

- I. Spelling
 - A. Consonants
 - B. Vowels
 - C. Plurals
 - D. Possessives
 - E. Suffixes and Prefixes
 - F. Homonyms
 - G. Confusing Words
 - H. Commonly Misspelled Words
- II. Vocabulary Enrichment
- III. Proofreading
 - A. Proofreading Techniques
 - B. Abbreviations
 - C. Word Division
 - D. Numbers
 - E. Document Formats
 - F. Grammar Review
 - G. Punctuation Review
 - H. Capitalization Review
 - I. Conciseness and Clarity

Course Requirements

Grading/exams: Specific assignments and procedures for evaluating student performance in the class will be described in the individual class syllabus, but will include the following:

- Written tests
- Homework assignments

Other Course Information

Call 443-518-4876 between 9 a.m. and 3 p.m. for more information about this course.

This course is a business elective.