

Montgomery County Community College
OFM 250
Proofreading and Editing
3-3-0

COURSE DESCRIPTION:

This course develops proficiency in proofreading and editing skills for the workplace. Students develop skills to detect and correct spelling, punctuation, and grammatical errors and to ensure the use of audience-appropriate language in written communications including memos, letters, reports, email messages, databases, presentation slides, advertisements, and spreadsheets. Students will learn correct formatting of documents from business, health care, finance, and education.

REQUISITES:*Previous Course Requirements*

□ ENG 010A Basic Writing or ENG 011 Basic Writing II, or ESL 011 Basic Writing II

Concurrent Course Requirements

None

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
1. Describe and practice multiple approaches to proofreading documents.	Lecture Homework Assignments Discussion Readings	Quizzes Exams Projects Reports Wiki
2. Recognize and correct spelling, grammatical, and keyboarding errors using an online dictionary, reference manual, spell checker and grammar.	Lecture Homework Assignments Discussion Readings	Quizzes Exams Projects Reports Wiki

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
3. Use an online thesaurus to find synonyms and antonyms for vague and overused words.	Lecture Homework Assignments Discussion Readings	Quizzes Exams Projects Reports Wiki
4. Apply basic capitalization rules, rules for forming plurals and possessives, and rules of punctuation including commas, colons, semicolons.	Lecture Homework Assignments Discussion Readings	Quizzes Exams Projects Reports Wiki
5. Find and correct errors in sentence structure, and edit for clarity, conciseness, completeness and audience-appropriate language in business documents, e-mail messages, presentations, and policy manuals.	Lecture Homework Assignments Discussion Readings	Quizzes Exams Projects Reports Wiki
6. Describe the standard and optional parts of memos and letters, and recognize and explain the differences among various letter formats.	Lecture Homework Assignments Discussion Readings	Quizzes Exams Projects Reports Wiki
7. Apply techniques to verify data in spreadsheets, databases, tables, income statements and invoices.	Lecture Homework Assignments Discussion Readings	Quizzes Exams Projects Reports Wiki

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
8. Use voice-recognition technology, and identify the types of errors not easily recognized by voice-recognition technology.	Lecture Homework Assignments Discussion Readings	Quizzes Exams Projects Reports Wiki

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria.*

SEQUENCE OF TOPICS:

1. Keyboarding Errors and Spelling Errors
2. Correct Capitalization, Plurals, Possessives, and Word Division
3. Correct Punctuation
4. Correct Grammar, Sentence Structure, and Number Style
5. Correct Formatting of Memos and Letters, Reports and Multiple-Page Documents
6. Proofreading for Accuracy and Consistency of Statistical and Technical Documents
7. Editing for Clarity, Conciseness, and Completeness in Business Documents
8. Editing for Appropriate Language Use Including for Multiple Audiences

LEARNING MATERIALS:

Sullivan and Eggleston. (2006). *The McGraw-Hill Desk Reference for Editors, Writers, and Proofreaders*. McGraw-Hill, ISBN: 978-0-07-147000-1.

Other learning materials, including Open Educational Resources (OER) may be required and made available directly to the student and/or via the College's Libraries and/or course management system.

COURSE APPROVAL:

Prepared by: Kimberly Mangan and Theresa Sullivan

Date: 11/2013

VPAA/Provost or designee Compliance Verification:

Victoria L. Bastecki-Perez, Ed.D.

Date: 3/5/2014

Revised by: Kimberly Mangan

Date: 7/2015

VPAA/Provost or designee Compliance Verification:

Victoria L. Bastecki-Perez, Ed.D.

Date: 8/3/2015

Revised by: Theresa Sullivan

Date: 3/5/2020

Provost or designee Compliance Verification:

Date: 3/6/2020



This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College