COURSE DESCRIPTION:

This course provides the learner with techniques used in proofreading office documents from both hard copy and soft copy (computer screen). Learners will incorporate the use of office reference manuals.

COURSE OBJECTIVES:

1. Use proofreader’s marks.
2. Punctuate sentences.
4. Use numbers in sentences.
5. Capitalize items in sentences.
6. Abbreviate items.
7. Evaluate documents for format.
9. Utilize the dictionary.
10. Utilize additional resources.
11. Locate errors in documents.
12. Edit (correct) copy.

REQUIRED TEXT AND MATERIALS

Text  Communication Skills for the Processing of Words
Author  Reiff
Publisher  South-Western Educational Publishing
Edition  5th
ISBN: 0-538-43954-8

GRADING PROCEDURES:

As you work through each unit, there is a self-check guide available in the Flex Lab for the non-graded work done within the chapter. Please self-check the unit work and get help for any questions you have before you go on to do the graded assignments at the end of the unit. Graded assignments may only be submitted once.

The percentage grade is based on standards in the WITC Handbook.

90% - 100% = A
80% - 89% = B
70% - 79% = C
60% - 69% = D
Below 60% = F

Unit Assignments  40%
6 Achievement Tests  60%
<table>
<thead>
<tr>
<th>Read</th>
<th>Assignment</th>
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| Unit 1 – Commas | • Complete and Self-Check Exercises and Dictionary Usage  
• Complete and Submit On the Alert, Documents 1 & 2  
• Complete and Submit Proof of Mastery, Documents 3 & 4 |
| Unit 2 – Commas Continued | • Complete and Self-Check Exercises and Dictionary Usage  
• Complete and Submit On the Alert, Documents 1 & 2  
• Complete and Submit Proof of Mastery, Documents 3 & 4 |
| Unit 3 – Commas Concluded | • Complete and Self-Check Exercises and Dictionary Usage  
• Complete and Submit On the Alert, Documents 1 & 2  
• Complete and Submit Proof of Mastery, Documents 3 & 4 |
| Take Achievement Test 1 on Units 1-3 | |
| Unit 4 – Semicolons | • Complete and Self-Check Exercises and Dictionary Usage  
• Complete and Submit On the Alert, Documents 1 & 2  
• Complete and Submit Proof of Mastery, Documents 3 & 4 |
| Unit 5 – Apostrophes | • Complete and Self-Check Exercises and Dictionary Usage  
• Complete and Submit On the Alert, Documents 1 & 2  
• Complete and Submit Proof of Mastery, Documents 3 & 4 |
| Unit 6 – Apostrophes Concluded | • Complete and Self-Check Exercises and Dictionary Usage  
• Complete and Submit On the Alert, Documents 1 & 2  
• Complete and Submit Proof of Mastery, Documents 3 & 4 |
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<tr>
<th>Take Achievement Test 2 on Units 4-6</th>
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</table>
| Unit 7 – Colons                    | • Complete and Self-Check Exercises and Dictionary Usage  
                                          • Complete and Submit On the Alert, Documents 1 & 2  
                                          • Complete and Submit Proof of Mastery, Documents 3 & 4  
                                          • Unit 8 – Quotation Marks  
                                          • Complete and Self-Check Exercises and Dictionary Usage  
                                          • Complete and Submit On the Alert, Documents 1 & 2  
                                          • Complete and Submit Proof of Mastery, Documents 3 & 4  |
| Unit 9 – Homonyms                  | • Complete and Self-Check Exercises and Dictionary Usage  
                                          • Complete and Submit On the Alert, Documents 1 & 2  
                                          • Complete and Submit Proof of Mastery, Documents 3 & 4  |
| Tale Achievement Test 3 on Units 7-9 |                                      |
| Unit 10 – Numbers                  | • Complete and Self-Check Exercises and Dictionary Usage  
                                          • Complete and Submit On the Alert, Documents 1 & 2  
                                          • Complete and Submit Proof of Mastery, Documents 3 & 4  |
| Unit 11 – Numbers concluded        | • Complete and Self-Check Exercises and Dictionary Usage  
                                          • Complete and Submit On the Alert, Documents 1 & 2  
                                          • Complete and Submit Proof of Mastery, Documents 3 & 4  |
| Unit 12 – Capitalization           | • Complete and Self-Check Exercises and Dictionary Usage  
                                          • Complete and Submit On the Alert, Documents 1 & 2  
                                          • Complete and Submit Proof of Mastery, Documents 3 & 4  |
| Take Achievement Test 4 on Units 10-12 |                                      |
| Unit 13 – Capitalization Concluded | • Complete and Self-Check Exercises and Dictionary Usage  
• Complete and Submit On the Alert, Documents 1 & 2  
• Complete and Submit Proof of Mastery, Documents 3 & 4 |
| --- | --- |
| Unit 14 – Misused Words | • Complete and Self-Check Exercises and Dictionary Usage  
• Complete and Submit On the Alert, Documents 1 & 2  
• Complete and Submit Proof of Mastery, Documents 3 & 4 |
| Unit 15 – Misused Words Concluded | • Complete and Self-Check Exercises and Dictionary Usage  
• Complete and Submit On the Alert, Documents 1 & 2  
• Complete and Submit Proof of Mastery, Documents 3 & 4 |
| **Take Achievement Test 5 on Units 13-15** |  |
| Unit 16 – Troublesome Pronouns | • Complete and Self-Check Exercises and Dictionary Usage  
• Complete and Submit On the Alert, Documents 1 & 2  
• Complete and Submit Proof of Mastery, Documents 3 & 4 |
| Unit 17 – Troublesome Pronouns Concluded | • Complete and Self-Check Exercises and Dictionary Usage  
• Complete and Submit On the Alert, Documents 1 & 2  
• Complete and Submit Proof of Mastery, Documents 3 & 4 |
| Unit 18 – Subject and Verb Agreement | • Complete and Self-Check Exercises and Dictionary Usage  
• Complete and Submit On the Alert, Documents 1 & 2  
• Complete and Submit Proof of Mastery, Documents 3 & 4 |
| **Take Achievement Test 6 on Units 16-18** |  |