

Northcentral Technical College
106-104 Business Proofreading & Editing
Spring 2010

Instructor: Kalynn Pempek

Office Hours: Tuesdays (11 a.m. – 1 p.m.); and Thursdays (10 a.m. – 1 p.m.)
Or by appointment

Office Location: Wausau Campus – A110

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Location: Room A162
Dates & Times: January 20 – May 12, 2009
Wednesdays 10:00 a.m. – 12:50 p.m.

COURSE DESCRIPTION

This three-credit course implements a continuous learning cycle of English principles, examples, assessment and reinforcement activities; utilizes a variety of learning materials to help you achieve language skills needed to communicate effectively in educational, professional and social environments. In addition, you will also learn to use a reference manual effectively.

COURSE PREREQUISITES/COREQUISITES

Keyboarding or equivalent background. There are no corequisites for this course.

REQUIRED TEXTBOOK

Title: *Developing Proofreading and Editing Skills* (Fifth Edition)
Author: Sue C. Camp
Publisher: Irwin/McGraw-Hill Publishing
Copyright: 2005 **ISBN #:** 978-0-07-293798-5

Title: *The Gregg Reference Manual* (10th Edition)
Author: William A. Sabin
Publisher: Glencoe/McGraw-Hill Publishing
Copyright: 2005 **ISBN #:** 0-07-293653-3

OTHER MATERIAL

1. One USB flash drive
2. Dictionary

COURSE COMPETENCIES

Upon completion of this course you will be able to:

1. Identify and use the parts of speech correctly.
2. Use punctuation, capitalization, and numbers correctly.
3. Proofread, edit and write effectively.
4. Use a reference manual effectively.

CORE ABILITIES

NTC has worked with representatives from business and industry to identify seven skills that are essential to your success in obtaining and keeping a job. You will work toward obtaining and improving these skills in all your courses. By helping you develop the core abilities and holding you responsible for their application, your instructors will help you increase the likelihood of career success. Core abilities give you an added value in the labor market because employers prefer to hire and promote individuals who (1) communicate clearly, (2) act responsibly, (3) work productively, (4) work cooperatively, (5) value self positively, (6) think critically and creatively, and (7) develop global awareness.

PERFORMANCE-BASED LEARNING

You as the learner are the most important part of instruction. As a result, performance-based tasks will identify what you must be able to do as a result of your learning. The tasks you are asked to do will determine how you can show that you have learned these skills. This performance-based course is designed around the competencies and abilities mentioned above. Your grade will be based on your performance of all of those competencies.

GRADING

Your grade will be based on completion of assigned in-class activities, homework assignments and projects, chapter exams, and a cumulative final examination. Grades will be posted on Blackboard, and I encourage you to check BlackBoard each week to monitor your points and to be sure I have posted your grades accurately.

Grading Scale: All graded activities, assessments, and discussions must be completed to receive a final grade in the course. NOTE: If you are enrolled in a program for which this is a required course, you must generate a grade of at least a "C" in this course in order to graduate.

Grade	Percentage
A	= 97% - 100%
A-	= 93% - 96%
B+	= 90% - 92%
B	= 88% - 89%
B-	= 85% - 87%
C+	= 81% - 84%
C	= 78% - 80%
D	= 70% - 77%
F	= 69.9% or below

STUDENT INTEGRITY

Employers will expect you to be honest, demonstrate ethical/professional behavior, follow work policies/procedures, respect people and property, and take appropriate action when presented with ethical dilemmas. The same is expected in this course. You are preparing for a position of responsibility dealing with confidential material, and it is extremely important for you to exhibit high personal integrity. Cheating on tests or handing in another student's work will not be tolerated. If you cheat, your grade for that test or assignment will be a zero.

LATE WORK

Five (5) points will be deducted from the total score for graded activities, assessments, and discussions that are not submitted by the due date. Late work will be accepted if it is turned in within one week of the due date.

ATTENDANCE & ABSENCE BUDDIES

Responsible attendance means that you will plan your schedule so that you can be present for scheduled class sessions and manage your time so that you can complete your assignments/assessments on or before the date they are due.

If you do miss a class session unexpectedly, it is your responsibility to keep up with any assignments and to contact a classmate, your **absence buddy**, for notes on the day's lesson and assignment. You will select your absence buddy on the first day of class. Students should not give out their classmate's email address and should use it only if they have missed a class session. If a situation arises in which a student uses an absence buddy as a class notetaker, I will deal with it on a case-by-case basis.

QUESTIONS

I encourage you to ask questions in this course and ask about concepts you don't know or understand. I will respond to your questions, and if I don't know the answer, I will do my best to get your questions answered.

SYLLABUS REVISIONS

I have provided a syllabus with a schedule listing class sessions. I will work to keep the course on the published schedule. However, if alterations to the schedule are necessary, I reserve the right to make changes when I believe it is to your benefit to do so. I will communicate those changes to you in a timely manner to avoid any surprises and help you continue to do well in the course.

ACCOMMODATIONS FOR SPECIAL NEEDS

If you have a documented disability and believe that you could benefit from academic accommodations, please visit the Student Success Center or call (715)675-3331 x.1085. For more information please visit our website <http://www.ntc.edu/students/studentservicesdisability.htm>

THE LEARNING CENTER

The Learning Center provides individualized and group instruction to help students achieve their personal, academic and vocational goals. To inquire about academic help whether you attend classes at the Wausau campus or at a regional campus, call Northcentral Technical College at 715.675.3331 or 1.888.NTC.7144, Ext. 4970. Or, stop in at NTC's Learning Center, Room A101 on the Wausau campus, 1000 W. Campus Drive, Wausau, WI 54401

STUDENT HELP DESK INFORMATION

NTC has a Student Help Desk to provide technical support for our online students. Requests for help may include login and password problems, software technical problems, and browser questions. If you have questions or need assistance when you are working on your course, you can contact the NTC Student Help Desk via e-mail at studenthelpdesk@ntc.edu or call 1-888-682-7144 ext 4660 or 675-3331 ext 4660. Please provide the following information: name of course, your student ID number, what you were trying to do, any error messages you may have received, and how to contact you.

NTC EMAIL

If I need to contact you via email, the message will be sent to your NTC e-mail address. Please check your NTC email account on a regular basis.

CELL PHONES

As a courtesy to me and your fellow students, please turn off your cell phone or set your phone to vibrate when you enter the classroom.

COMPTER USE POLICY

Successful learners must practice acceptable computer etiquette. To be successful in this course, please use your time online wisely so that you do not get behind. Read more about NTC's Computing, Networking and Information Resource "Acceptable Use" at http://www.ntc.edu/ntclibrary/policies_infosecurity.htm

NTC POLICIES

For policies regarding affirmative action, equal opportunity, harassment, computer use, and many other NTC policies, please refer to the current NTC catalog or student handbook available in Student Services. You may also visit the following Web site for information:

<http://www.ntc.edu/about/policies.htm>

COURSE SCHEDULE

You will use the knowledge gained from this class throughout your entire career and life. Best wishes for a successful semester!

The activities for each learning plan for this semester will be listed in learning plans distributed in class and posted on BlackBoard.

LP #	Learning Plan (LP)	Classroom Dates	Assignment Due Dates
0	Introductory Learning Plan	January 20	January 26
1	Chapter 1 – Keyboarding Errors	January 27	February 2
2	Chapter 2 – Spelling & Word Usage	February 3	February 9
3	Chapter 3 – Capitalization	February 10	February 16
4	Chapter 4 – Plurals and Possessives	February 17	February 23
5	Chapter 5 – Comma Usage	February 24 and March 3	March 2
6	Chapter 6- Other Punctuation	March 10 and March 17	March 23
7	Chapter 7 – Grammar	March 24	April 6
	Spring Break	March 29 – April 4	
	Chapter 7 – Grammar	April 7	April 13
8	Chapter 8 – Sentence Structure	April 14	April 20
9	Chapter 9 – Number Style	April 21	April 27
10	Grammar Challenge	April 28	May 4
	Final Exam	May 5	
	Final Day of Class	May 12	