

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE
ACADEMIC AFFAIRS

Course Number: OFFS-105 Class Hours: 3 Lab Hours: Lecture Hours: 3 Dept.: Information Technologies
 Course Title: Communications/Editing 1 Semester: Spring Year: 2013

Course Description, Prerequisite, Corequisite:

This course will prepare students for the production of professional written business communications. The course will emphasize the use of technology and collaboration in the proofreading, editing, and writing processes. In addition to improving information literacy, computer literacy, and English grammar skills student will also improve abilities that are essential in the workplace. Three lecture hours. Available to the entire STCC community.

PREREQUISITES: None

Course Objectives	Competencies
Identify and evaluate resources to improve proofreading, editing, and writing skills	<ol style="list-style-type: none"> 1. Use search engines to locate resources for proofreading and grammar usage 2. Use Web 2.0 tools to save and to share resources 3. Evaluate the credibility of printed and Internet resources
Correct and compose sentences in business documents so they are professional in content and grammar	<ol style="list-style-type: none"> 1. Develop strategies to improve spelling 2. Identify and correct misused words 3. Apply punctuation, capitalization, abbreviation, and number rules to written documents 4. Use proper subject/verb agreement 5. Choose pronouns in the correct case that agree with the antecedent in person, number, and gender 6. Place adjectives in the correct order in sentences 7. Form adverbs correctly and place them in sentences so they modify the intended word 8. Write using parallel structure and bias-free language 9. Correct fragments and run-on sentences
Use current software and Internet applications to edit written	<ol style="list-style-type: none"> 1. Use collaboration features of word processing software such

Course Objectives	Competencies
documents and to collaborate with teams	as comments, track changes, and compare and merge document versions 2. Share documents through Internet applications and communicate electronically 3. Learn techniques for proofreading on the computer screen
Improve abilities that are essential for an administrative professional	1. Develop strategies for following directions 2. Demonstrate the ability to pay attention to detail 3. Evaluate options when problem solving