Course Syllabus – OAT 132
Applied Business Language Skills

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Course Description
Fundamental course in proofreading and editing skills. Develops skills in proofreading to detect errors in grammar, punctuation, capitalization, number usage, content, format, and spelling and in business documents.

Textbooks and Resources
- Contact ECC Bookstore: http://www.elginbookstore.com; 847-214-7395; eccbookstore@elgin.edu;
- Must have a Portable Storage Device (USB or flash drive)
- Must have access to the Internet

Learning Objectives
Upon completion of this course, the student will be able to:
- proofread documents for professionalism;
- apply basic spelling rules correctly in business and electronic documents;
- format correctly memos, letters, and reports;
- identify and correct errors in business documents using proofreaders' marks (grammar, capitalization, numbers, abbreviations, plurals and possessives, etc.).

Online Guidelines:
On a weekly basis, you should spend between **6-10** hours of preparation and online time.

Extra Credit/Bonus Points are available.

Discussion Forums:
You will be required to participate in **five** Discussion Forums.

Quizzes:
Eight quizzes will be completed using Desire2Learn. The quizzes will be released for an entire week. All your quizzes and your Final Learning Experience have a multiple-choice format, and you will be given **one attempt** to complete every quiz.

Final Learning Experience:
At end of the semester, you will complete a final exam applying all the rules you learned during the semester regarding grammar, punctuation, capitalization, number usage, content, format, and spelling in business documents.

Complete Final Learning Experience:
Students will complete a comprehensive-final exam.

Methods of Evaluation:

Grading Policy: The final grade will be based on:

- Challenges
- Discussion Forums
- Quizzes
- Applications/Real-life Exercises
- Final Learning Experience (Final Exam)