I. **OVERVIEW**

The following information will appear in the 2010 - 2011 catalog

**OFADM 366 Proofreading Techniques**  
1 Unit

*Recommended for Success:* Before enrolling in this course, students are strongly advised to have successfully completed OFADM 304.

Self-paced course addressing the skills needed to identify mechanical and content errors in handwritten or printed text by using proofreader's marks. Grammar, punctuation, and spelling rules will be reviewed.

Field trips are not required. (A-F Only) Lecture /Lab

II. **LEARNING CONTEXT**

Given the following learning context, the student who satisfactorily completes this course should be able to achieve the goals specified in Section III, Desired Learning:

A. **COURSE CONTENT**

1. **Required Content:**

   a. Explanation and demonstration of the 33 commonly used proofreader's marks.

   b. Explanation of the traditional grammar terms of noun, pronoun, subject, object, verb, clause, singular, plural, past, and present.

   c. Explanation of the techniques of finding errors of subject-verb agreement, misuse of personal and possessive pronouns, excessive or inadequate punctuation, and misspellings.

2. **Required Lab Content:**

   a. Explanation and demonstration of the 33 commonly used proofreader's marks.

   b. Explanation of the traditional grammar terms of noun, pronoun, subject, object, verb, clause, singular, plural, past, and present.

   c. Explanation of the techniques of finding errors of subject-verb agreement, misuse of personal and possessive pronouns, excessive or inadequate punctuation, and misspellings.

B. **ENROLLMENT RESTRICTIONS**

1. **Advisories**

   Before enrolling in this course, students are strongly advised to have successfully completed OFADM 304.

2. **Requisite Skills**

   *Before entering the course, the student will be able to:*

   a. Understanding of basic grammar.
C. **HOURS AND UNITS**

<table>
<thead>
<tr>
<th>INST METHOD</th>
<th>TERM HOURS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lect</td>
<td>9</td>
<td>0.50</td>
</tr>
<tr>
<td>Lab</td>
<td>27</td>
<td>0.50</td>
</tr>
<tr>
<td>Disc</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

D. **METHODS OF INSTRUCTION (TYPICAL)**

Instructors of the course might conduct the course using the following method:

1. Individualized instruction of unit material.
2. Assigned study of units/lesson topics.

E. **ASSIGNMENTS (TYPICAL)**

1. **EVIDENCE OF APPROPRIATE WORKLOAD FOR COURSE UNITS**
   
   Time spent on coursework in addition to hours of instruction (lecture hours)

   a. Study of weekly quizzes
   b. Daily reading of course material
   c. Weekly completion of end-of-chapter material
   d. Daily completion of unit assignments

2. **EVIDENCE OF CRITICAL THINKING**

   Assignments require the appropriate level of critical thinking

   a. Given a document the student will explain, give examples, and perform proofreading exercises.
   b. Given a document each student will critically analyze copy and show corrections by correctly using proofreader's marks.

F. **TEXTS AND OTHER READINGS (TYPICAL)**


III. **DESIRED LEARNING**

A. **COURSE GOAL**

   As a result of satisfactory completion of this course, the student should be prepared to:

   identify mechanical and content errors in handwritten or printed text by using proofreader's marks.

B. **STUDENT LEARNING GOALS**

   Mastery of the following learning goals will enable the student to achieve the overall course goal.

   1. **Required Learning Goals**

      Upon satisfactory completion of this course, the student will be able to:
a. Illustrate and define commonly used proofreader’s marks.

b. Describe techniques for finding errors of subject-verb agreement, misuse of personal and possessive pronouns, excessive or inadequate punctuation, and misspellings.

c. Draw correctly and identify 33 proofreader’s marks.

d. Given text-containing errors, proofread and edit, using correct proofreader’s marks.

e. Spell correctly an orally given list of words that reflect spelling rules.

2. **Lab Learning Goals**
   
   **Upon satisfactory completion of the lab portion of this course, the student will be able to:**
   
   a. Demonstrate the ability to identify/define traditional grammar terms of noun, pronoun, subject, object, verb, clause, singular, plural, past and present.

IV. **METHODS OF ASSESSMENT (TYPICAL)**

A. **FORMATIVE ASSESSMENT**

   1. Homework assignments
   2. Exams

B. **SUMMATIVE ASSESSMENT**

   1. Comprehensive exam