

Administrative Office Technology Department
Editing Skills for Office Communication II

OFTD-1280-700 (Hybrid Format)

Spring 2010

Tuesday 6-8:30

Professor Sandra Johnson – sjohnson@ccri.edu

<u>Class Meeting Dates</u>	<u>Section</u>	<u>Basic Worksheets</u>	<u>Comprehensive Worksheets</u>
1/26	Week 1 <u>on-campus</u> Orientation to on-line class Handouts: Parts of Speech and Sentence Structure— class review		
	Introduction: Section 10 – Grammar – GRM rules 1001-1088		
	Homework: _____	Section 10	BWS: 17, 18, and 19 CWS: 21 and 22
2/2	Week 2 <u>home</u>	Section 10	BWS answers released – Web CT
2/9	Week 3 <u>home</u>	Section 10	CWS answers released – Web CT
2/16	Week 4 <u>on-campus</u>	30-min--questions	Grammar Test
	Introduction: Section 1 – Period, Question Mark, Exclamation – GRM rules 101-121		
	Homework: _____	Section 1	BWS: 2 CWS: 2
2/23	Week 5 <u>home</u>		
3/2	Week 6 <u>on-campus</u>	Check: BWS 2 and CWS 2	Period, Question, and Exclamation Mark Test
	Handout: Basic Comma Rules— class review		
	Introduction: Section 1 – The Comma – GRM rules 122-175		
	Homework: _____	Section 1	BWS: 3 and 4 CWS: 3 and 4
3/9	Week 7 <u>home</u>	Section 1	BW answers released – Web CT
3/16	Week 8 <u>home</u>	Section 1	CW answers released – Web CT
3/23		Spring Break	
3/30	Week 9 <u>on-campus</u>	30-min. questions	Comma Test
	Introduction: Section 1 - Semicolon and Colon		
	Homework: _____	Section 1	BWS: Nos. 1 – 13 CWS: 5

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4/6	Week 10 <u>home</u>		
4/13	Week 11 <u>on-campus</u>	Check: BWS Nos. 1 – 13 and CWS 5 Semicolon and Colon Test	
	Introduction: Section 2 – Other Marks of Punctuation Homework:	Section 2	BWS: 5 Nos. 14 --- CWS: 6
4/20	Week 12 home		
4/27	Week 13 <u>on-campus</u>	Check: BWS: 5 Nos. 14 --- and CWS 6 Other Marks of Punctuation Test	
5/4	Week 14 <u>home</u>	Study Time	
5/11	Week 15 <u>on-campus</u>	Final Examination	