

Virginia Western Community College

AST 107

Editing and Proofreading Skills

Prerequisites

none

Course Description

Develops skills essential to creating and editing business documents. Covers grammar, spelling, diction, punctuation, capitalization, and other usage problems.

Semester Credits: 3 Lecture Hours: 3 Lab/Clinical/Internship Hours: 0

Required Materials

Textbook:

REQUIRED: Business English, Digital Access + Print + MindTap. 13th edition. Dr. Mary Ellen Guffey. ISBN: 9781337910811. Cengage.

Other Required Materials:

- In addition to a windows-based computer, Microsoft Office 2019/365 ([VWCC free full online version located here](#)) is required to complete these courses. Chromebooks and Apple MacBooks are not compatible with the software required in these courses. Note: AST/ITE courses are required in all [Business and Professional Services programs](#) and ITE 115 is a required course in almost all Virginia Western transfer programs.
- USB Key

Course Outcomes

At the completion of this course, the student should be able to:

- A. Use acceptable grammar including nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, and interjections.
- B. Punctuate sentences with commas, semicolons, colons, and other marks of punctuation correctly.
- C. Capitalize words and letters appropriately.
- D. Express numbers correctly.
- E. Spell abbreviations and contractions properly.
- F. Spell frequently misspelled words correctly.
- G. Use and interpret proofreaders' marks; use proofreading skills to compare written material for errors.
- H. Write grammatically correct sentences.
- I. Use the Internet for research.
- J. Learn and use word division rules.

AST 107
PROOFREADING AND EDITING

16-Week Calendar		
Date	Lessons	Notes
1/21	Orientation to Textbook, Syllabus, Required Videos	Read Chapter 1 and be prepared to discuss.
1/28	Chapter 1 Discussion	Review parts of speech and Chapter 1 contents to include FAQs.
2/4	Registration into digital MindTap Chapter 2 Discussion	Lessons 1 Reinforcement Activities due. Lesson 2 digital MindTap activities assigned.
2/11	Chapter 3 Discussion	Lesson 3 digital MindTap activities assigned.
2/18	Chapter 4 Discussion Test 1: Chapters 1-4 next class	Lesson 4 digital MindTap activities assigned. Test 1 next week.
2/25	Test 1: Chapters 1 - 4	Chapter 5 reading assigned.
3/3	Chapter 5 Discussion	Lesson 5 digital MindTap activities assigned.
3/10	Chapter 6 Discussion	Digital activities assigned.
3/17	Spring Break	
3/24	Chapter 7 Discussion Intro to Badging	Digital activities assigned.

3/31	Chapters 8 and 9 Discussion Badging Activity	Digital activities assigned.
4/7	Test 2: Chapters 5 - 9	Chapters 10/11 reading assigned. Badging module assigned for homework.
4/14	Chapters 10/11 Discussion	Digital activities assigned. Badging module assigned for homework.
4/21	Chapter 12/Proofreading Symbols	Digital activities assigned. Badging module assigned for homework.
4/28	Chapters 13 and 14	Digital activities assigned. Badging module assigned for homework.
5/5	Final Test Review Final Badging	Final Test on Chapters 10 - 14
Week of 5/12	Final Test Chapters 10 - 14	Day and time to be determined by exam schedule.

Notes to Instructors