Virginia Western Community College
AST 107
Editing and Proofreading

Prerequisites

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:
- Access to a personal computer and internet are required for this online course. For information on the required minimum computer specifications visit: https://www.virginiawestern.edu/online/computer-access/ This course may require proctored testing as described in the course syllabus. A student may request an alternative proctoring method, but the student will be responsible for any additional fees associated with the alternative method. In addition to a windows-based computer, Microsoft Office 2019/365 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 152 is a required course in almost all Virginia Western transfer programs.

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

TENTATIVE EDITING AND PROOFREADING

(Example: May vary for 8-week and 16-week sections.)

Lessons	Notes
Orientation to Textbook, Syllabus, Required Videos	Read Chapter 1 and be prepared to discuss.
Chapter 1 Discussion	Review parts of speech and Chapter 1 contents to include FAQs.
Registration into digital MindTap Chapter 2 Discussion	Lessons 1 Reinforcement Activities due. Lesson 2 digital MindTap activities assigned.
Chapter 3 Discussion	Lesson 3 digital MindTap activities assigned.
Chapter 4 Discussion Test 1: Chapters 1-4 next class	Lesson 4 digital MindTap activities assigned. Test 1 next week.
Test 1: Chapters 1 - 4	Chapter 5 reading assigned.
Chapter 5 Discussion	Lesson 5 digital MindTap activities assigned.
Chapter 6 Discussion	Digital activities assigned.
Chapter 7 Discussion	Digital activities assigned.
Chapters 8 and 9 Discussion	Digital activities assigned.

Test 2: Chapters 5 - 9	Chapters 10/11 reading assigned.
Chapters 10/11 Discussion	Digital activities assigned.
Chapter 12/Proofreading Symbols	Digital activities assigned.
Chapters 13 and 14	Digital activities assigned.
Final Test Review	Final Test on Chapters 10 - 14
Final Test **Chapters 10 - 14**	Day and time to be determined by exam schedule.

Notes to Instructors: None