

Virginia Western Community College

AST 107

Editing and Proofreading

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: MindTap for Guffey/Seefer's Business English 1 Term Instant Access. 13th edition. 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.viriniawestern.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 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: Lessons may vary.)

Syllabus, Calendar, Virtual Instructions, Intro Activity for Course Participation Determination New Lesson: 1
New Lessons: 2-3
New Lesson: 4 Test 1: Lessons 1 - 4
New Lessons: 5-7
New Lessons: 8-9
Test 2: Lessons 5 - 9 New Lessons: 10 and 11
New Lessons 12 – 14 Proofreading assignment
Final Test

Notes to Instructors: None

[ADA Statement](#) (PDF)

[Title IX Statement](#) (PDF)