

# 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. 14th edition. 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 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.

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### TENTATIVE EDITING AND PROOFREADING

**(Example: Lessons may vary.)**

Syllabus, Calendar, Virtual Instructions, Intro Activity for Course Participation Determination
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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 \(PDF\)](#)