Date Prepared: July 13, 2000

COURSE OUTLINE

___ New x Revised Effective Date: Fall 2000

1. **COURSE PREFIX NUMBER**: AST 107 **CREDIT HOURS**: 3

2. **COURSE TITLE**: **Editing and Proofreading Skills**

3. **PREREQUISITES**: None

4. **COURSE DESCRIPTION**: Develops skills essential to creating and editing business documents. Covers grammar, spelling, diction, punctuation, capitalization, and other usage problems. Lecture 3 hours per week.

5. **CONTENT**: (Major Headings)

   a. Use a dictionary confidently and understand the value of reference materials; learn how to discriminate between easily confused words
   b. Review how the parts of speech function in sentences and identify and correct the most frequent grammatical problems
   c. Apply various proofreading and editing techniques
   d. Review punctuation rules and identify the most frequent punctuation problems
   e. Learn to make decisions regarding font choices and formatting techniques that make proofreading easier

6. **GENERAL COURSE OBJECTIVES**:

   Upon successful completion of the course, the student will be able to:
   a. choose words appropriate for business documents, using a dictionary, thesaurus, and software features for selecting correct wording and spelling.
   b. identify a variety of errors frequently made in written text and correct them by applying standard grammatical rules of the English language.
   c. identify a variety of punctuation errors made in written text and correct them by applying standard punctuation rules.
   d. edit and revise written drafts, choosing format styles appropriate for such documents.
   e. proofread accurately using a variety of proofreading techniques and procedures.