



# STARK STATE COLLEGE

## GENERAL SYLLABUS

### Course Information

**Course Name:** Editing, Proofreading, and Language Skills  
**Course Number:** AOT130

### Required Materials

**Textbook(s):** Cengage Instant Access (you will be charged for the textbook a few weeks into the semester for AOT130 – see LMS for more information). You will be able to create your MindTap account once you click on an assignment link in LMS. You do not need to purchase the textbook or a registration code for this class. However, if you prefer a loose-leaf book the bookstore will have them available for purchase.

**Required Readings:** None

**Additional Materials:** **Optional:** The Gregg Reference Manual, Tribute Edition by William A. Sabin. Glencoe/McGraw-Hill, 2005. ISBN: 0073397105  
**Online Dictionary** (use [www.merriam-webster.com](http://www.merriam-webster.com))

### Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

Week	Chapter/Topic/Lab
Week 1	<b>Class Startup, Introduction to MindTap, and Chapter 1 – Parts of Speech</b> <ul style="list-style-type: none"> <li>• All materials in the “Start Here” folder (LMS)</li> <li>• Syllabus Quiz (LMS)</li> <li>• Academic Honesty and Integrity Quiz (LMS)</li> <li>• “Who are you?” Discussion Post (LMS)</li> <li>• Chapter 1: Parts of Speech (ebook)</li> <li>• Pretest (MindTap)</li> <li>• C. Parts of Speech (MindTap)</li> <li>• D. Parts of Speech (MindTap)</li> <li>• Real-World Editing Exercise (MindTap)</li> <li>• Chapter 2: Pretest (MindTap)</li> </ul>
Week 2	<b>Chapter 2: Sentences</b> <ul style="list-style-type: none"> <li>• Chapter 2: Sentences (ebook)</li> <li>• C. Phrases and Clauses (MindTap)</li> <li>• D. Sentence Varieties (MindTap)</li> </ul>

Week	Chapter/Topic/Lab
	<ul style="list-style-type: none"> <li>• F. Sentence Faults (MindTap)</li> <li>• Real-World Editing Exercise (MindTap)</li> <li>• Chapter 3: Pretest (MindTap)</li> <li>• Unit 1 Review: Chapters 1 and 2 Practice Test (NOT GRADED) (MindTap)</li> </ul>
Week 3	<p><b>Unit 1 Test and Chapter 3 – Nouns</b></p> <ul style="list-style-type: none"> <li>• Unit 1 Test: Chapters 1 and 2 (MindTap)</li> <li>• Chapter 3: Nouns (ebook)</li> <li>• Level 1: B. Plural Nouns (MindTap)</li> <li>• Level 2: B. Possessive Nouns (MindTap)</li> <li>• Level 3: C. Plural and Possessive Nouns (MindTap)</li> <li>• Real-World Editing Exercise (MindTap)</li> <li>• Chapter 4: Pretest (MindTap)</li> </ul>
Week 4	<p><b>Chapter 4: Pronouns</b></p> <ul style="list-style-type: none"> <li>• Chapter 4: Pronouns (ebook)</li> <li>• Pretest (MindTap)</li> <li>• Level 1: E. Selecting the Proper Pronoun in Challenging Situations (MindTap)</li> <li>• Level 2: B. Pronoun-Antecedent Agreement (MindTap)</li> <li>• Level 3: B. Who/Whoever and Whom/Whomever (MindTap)</li> <li>• Level 3: C. whose/Who’s (MindTap)</li> <li>• Real-World Editing Exercises (MindTap)</li> <li>• Chapter 5: Pretest (MindTap)</li> <li>• Unit 2 Review: Chapters 3 and 4 Practice Test (NOT GRADED) (MindTap)</li> </ul>
Week 5	<p><b>Unit 2 Test and Chapter 5: Verbs</b></p> <ul style="list-style-type: none"> <li>• Unit 2 Test: Chapters 3 and 4 (MindTap)</li> <li>• Chapter 5: Verbs (ebook)</li> <li>• Level 1: B. Active and Passive Voice (MindTap)</li> <li>• Level 2: B. Gerunds and Infinitives (MindTap)</li> <li>• Level 3: Irregular Verbs: Review (MindTap)</li> <li>• Real-World Editing Exercise (MindTap)</li> <li>• Chapter 6: Pretest (MindTap)</li> </ul>
Week 6	<p><b>Chapter 6: Subject-Verb Agreement</b></p> <ul style="list-style-type: none"> <li>• Chapter 6: Subject-Verb Agreement (ebook)</li> <li>• Level 1: B Identifying Subjects (MindTap)</li> <li>• Level 2: B. Subject-Verb Agreement (MindTap)</li> <li>• Level 3: C. Review – Subject Verb Agreement (MindTap)</li> <li>• Real-World Editing Exercise (MindTap)</li> <li>• Unit 3 Review: Chapters 5 and 6 Practice Test (NOT GRADED) (MindTap)</li> </ul>
Week 7	<p><b>Unit 3 Test</b></p> <ul style="list-style-type: none"> <li>• Unit 3 Test: Chapters 5 and 6 (MindTap)</li> <li>• Chapter 7: Pretest (MindTap)</li> </ul>
Week 8	<p><b>Chapter 7: Adjectives and Adverbs</b></p> <ul style="list-style-type: none"> <li>• Chapter 7: Adjectives and Adverbs (ebook)</li> <li>• Level 2: B. Adjectives and Adverbs (MindTap)</li> <li>• Level 2: D. Compound Adjectives (MindTap)</li> <li>• Level 2: E. Independent Adjectives (MindTap)</li> <li>• Level 3: B. Adjective and Adverbs (MindTap)</li> <li>• Real-World Editing Exercise (MindTap)</li> <li>• Chapter 8: Pretest (MindTap)</li> </ul>
Week 9	<p><b>Chapter 8: Prepositions</b></p> <ul style="list-style-type: none"> <li>• Midterm Knowledge Check (Test) Chapters 1-7</li> <li>• Chapter 8: Prepositions (ebook)</li> <li>• Level 1: B Prepositions (MindTap)</li> <li>• Level 2: B Prepositions (MindTap)</li> </ul>

Week	Chapter/Topic/Lab
	<ul style="list-style-type: none"> <li>• Real-World Editing Exercise (MindTap)</li> <li>• Chapter 9: Pretest (MindTap)</li> </ul>
Week 10	<p><b>Chapter 9: Conjunctions and Interjections</b></p> <ul style="list-style-type: none"> <li>• Chapter 9: Conjunctions and Interjections (ebook)</li> <li>• Level 1: B. Coordinating Conjunctions (MindTap)</li> <li>• Level 1: C. Conjunctive Adverbs (MindTap)</li> <li>• Level 2: B. Relative Clauses (MindTap)</li> <li>• Level 3: B. Correlative Conjunctions (MindTap)</li> <li>• Real-World Editing Exercise (MindTap)</li> <li>• Unit 4 Review: Chapters 7 and 8 Test (NOT GRADED) (MindTap)</li> </ul>
Week 11	<p><b>Unit 4 Test and Chapters 10: Commas</b></p> <ul style="list-style-type: none"> <li>• Unit 4 Test: Chapters 7 and 8 (MindTap)</li> <li>• Chapter 10: Commas (ebook)</li> <li>• Level 1: B. Commas (MindTap)</li> <li>• Real-World Editing Exercise (MindTap)</li> </ul>
Week 12	<p><b>Chapter 11: Semicolons and Colons</b></p> <ul style="list-style-type: none"> <li>• Chapter 11: Semicolons and Colons (ebook)</li> <li>• Level 1: B. Commas and Semicolons (MindTap)</li> <li>• Level 2: B. Commas and Semicolons (MindTap)</li> <li>• Real-World Editing Exercise (MindTap)</li> </ul>
Week 13	<p><b>Chapter 12: Other Punctuation</b></p> <ul style="list-style-type: none"> <li>• Chapter 12: Other Punctuation (ebook)</li> <li>• Level 1: B. Periods, Question Marks, and Exclamation Marks (MindTap)</li> <li>• Level 2: A. Preview (MindTap)</li> <li>• Real-World Editing Exercise (MindTap)</li> <li>• Unit 5 Review: Chapters 10, 11, and 12 Multiple-Choice Questions (NOT GRADED) (MindTap)</li> </ul>
Week 14	<p><b>Unit 5 Test and Chapter 13: Capitalization</b></p> <ul style="list-style-type: none"> <li>• Unit 5 Test: Chapters 10, 11, &amp; 12 (MindTap)</li> <li>• Chapter 13: Capitalization (ebook)</li> <li>• Level 1: B. Capitalization (MindTap)</li> <li>• Real-World Editing Exercise (MindTap)</li> </ul>
Week 15	<p><b>Chapter 14: Numbers</b></p> <ul style="list-style-type: none"> <li>• Chapter 14: Numbers (ebook)</li> <li>• Level 2: A. Preview (MindTap)</li> <li>• Level 3: A. Preview (MindTap)</li> <li>• Real-World Editing Exercise (MindTap)</li> </ul>
Week 16	<p><b>Comprehensive Final Exam</b></p> <ul style="list-style-type: none"> <li>• Final Knowledge Check (Test) Chapters 8-14</li> </ul>