

# Comprehensive Editing

Self-paced Certificate Program – 100% Online – 4 Weeks to Complete – Begin Anytime

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## Course Description

In this course, students learn how to edit for style and organization. Conventions for organizing and structuring a document are discussed. Students are introduced to style sheets and learn how to create their own style sheet based on a specific document. Students learn about comprehensive editing: what it is and how to best perform one. Students are given the opportunity to perform a comprehensive edit that consists of a style sheet, evaluation, analysis, and final edit – a project that combines all lessons from this and the previous two courses in the certificate. This course builds on Course 1 and Course 2 of the certificate.

## Outcome

Students who successfully complete their course of study will be able to:

- Edit documents based on organization and style.
- Create and use a style sheet.
- Evaluate and analyze a document for a comprehensive edit.
- Perform a comprehensive edit that involves copyediting for mechanical errors, usage, style, organization, and visual design.

## Assessment

Each unit in this course offers a required, graded assignment along with an optional self-assessment to help you measure your progress and mastery of the materials. A score of 80 or higher is required to complete the course successfully.

## Outline

Unit 1: Organization

Unit 2: Style

Unit 3: Style sheets

Unit 4: Comprehensive editing

## **Required Book(s)**

The Copyeditor's Handbook and Workbook: The Complete Set  
ISBN: 978-0520306677

Recommended:

The Chicago Manual of Style 17th Edition  
ISBN: 978-0226287058

Students can also access this book via an online membership at [chicagomanualofstyle.com](http://chicagomanualofstyle.com).

## **Course Extensions**

This Certificate Course must be completed within the specified time period noted at the time of enrollment. Extension fees are applicable beyond the end date as follows: 1 month, \$149.00; 2 months, \$179.00; 3 months, \$199.00. Upon successful completion of this course, you may apply for a paper-based certificate from one of our Accredited University Partners. University certificate processing fees apply.