Usage, Proofreading, and Editing Online Content

Self-paced Certificate Program – 100% Online – 5 Weeks to Complete – Begin Anytime

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Course Description

In this course, students move beyond mechanical editing and focus compyediting for grammar and usage that can be harder to identify as incorrect. Students learn the difference between copyediting and proofreading, how to be a good proofreader, and the basic procedure for completing a proofread. Visual design and the physical features of documents are also discussed. Students are introduced to editing online content such as web pages and online help systems. This course builds on Course 1 of the certificate and continues to build a foundation for Course 3.

Outcome

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

- Look beyond mechanical editing and copyedit documents for grammar and usage.
- Identify the differences between copyediting and proofreading.
- Perform a proofread on a document.
- Understand how visual design helps guide readers and present information, and how to edit for visual design.
- Copyedit an online help system.
- Copyedit a web site.

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: Copyediting for grammar and usage
Unit 2: Proofreading
Unit 3: Visual design
Unit 4: Editing online help
Unit 5: Editing web pages

Required Book(s)

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

Recommended:
The Chicago Manual of Style 17th Edition
IBSN: 978-0226287058
Students can also access this book via an online membership at 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.