



STARK STATE COLLEGE

GENERAL SYLLABUS

Course Information

Course Name: Technical Editing and Layout
Course Number: ENG125

Required Materials

Textbook(s): *Creative Editing*, Sixth Edition, by Dorothy Bowles and Diane Borden. Wadsworth Cengage, 2011.

Required Readings:

Additional Materials:

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.

16-week Calendar

Week	Chapter/Topic/Lab
1	Role of an Editor; Chapter 1 The Copy Editor's Role
2	Role of an Editor; Chapter 1 The Copy Editor's Role
3	Grammar and Proofreading; Chapter 2 Using Correct Grammar and Punctuation
4	Grammar and Proofreading; Chapter 2 Using Correct Grammar and Punctuation
5	Editing, Graphics, and Style Chapter 3 Consistent Style and Correct Words Chapter 5 Editing Stories Chapter 10 Editing Pictures and Infographics
6	Editing, Graphics, and Style Chapter 3 Consistent Style and Correct Words Chapter 5 Editing Stories Chapter 10 Editing Pictures and Infographics
7	Types of Documents and Proofreading; Chapter 8 Typography
8	Types of Documents and Proofreading; Chapter 8 Typography
9	Creating technical documents; Chapter 11 Design and Layout
10	Creating technical documents; Chapter 11 Design and Layout
11	Ethics and legal issues Chapter 6 Legal Concerns Chapter 7 Editing and Ethics
12	Ethics and legal issues Chapter 6 Legal Concerns Chapter 7 Editing and Ethics
13	Collaborative editing
14	Collaborative editing
15	Website redesign
16	Website redesign

