


COURSE OUTLINE ACADEMIC YEAR 2017/2018

Course Title: Technical Editing			
Course Code: TWTR 206	Schedule Type Code: WEB	Instruction Hours: 24 hours.	Credits: None
Program: Technical Writing		Pre-Requisite(s): Introduction to Technical Writing TWRT 201.	
<p>Approved By: Pat Tait</p> <p>Signature:  Date: July 2017</p>			

Course Description

This course provides students with hands-on experience in technical editing for print and online documents. Students will be introduced to the three levels of edits: proofreading, copyediting, and comprehensive editing. They will practice the techniques and strategies that editors use for each of these editing levels. Most importantly, they will understand the vital role of technical editing within the product documentation lifecycle.

Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Recognize basic parts of speech and basic sentence patterns.
2. Analyze various sentence forms and functions.
3. Recognize and correct major errors in sentence structure.
4. Maintain time sense by using consistent verb tenses.
5. Use plain English
6. Use precise vocabulary
7. Know the difference between copyediting and comprehensive editing
8. Edit a document by copyediting or comprehensive editing methods
9. Edit for conciseness
10. Use friendly conversational style
11. Use balance and parallelism
12. Use word order for clarity and/or emphasis
13. Keep the focus on the reader
14. Edit online documents
15. Develop productive relationships with subject matter experts and writers.

Essential Employability Skills

Essential Employability Skills are transferable skills that provide the foundation for a student's academic, vocational, and personal success.

Writing Upon completion of this course, the student will be able to produce clear, concise, correct and coherent written texts to suit the intended audience and purpose. <ul style="list-style-type: none">• Organize the message according to purpose• Select only that content necessary to convey the message• Employ style, tone, and vocabulary appropriate to the message, situation,	Listening Upon completion of this course, the student will be able to interpret and restate accurately or summarize spoken messages. <ul style="list-style-type: none">• Follow directions• Ask appropriate questions to clarify meaning• Control internal and external elements that may cause interference	Resource Management Upon completion of this course, the student will be able to identify and use resources effectively for personal and work-related goals. <ul style="list-style-type: none">• Work within time frames and meet deadlines• Demonstrate an ability to use various learning strategies to accomplish• an educational goal
--	--	--

<ul style="list-style-type: none"> • and intended audience • Apply the conventions of grammar, spelling, and punctuation 		<ul style="list-style-type: none"> • Utilize expertise appropriately
--	--	---

Learning Resources

Technical Editing

Carolyn Rude, Fifth Edition

Publisher: Allyn & Bacon/Pearson Longman Publishers

ISBN: 0-205-78671-5

This textbook can be ordered in person or online from the Humber College bookstore or through online vendors like amazon.

Learning Delivery Format: Online

Course Content

UNIT	TOPIC(S)	ASSESSMENTS
1.	<ul style="list-style-type: none"> • Welcome 	<ul style="list-style-type: none"> • Welcome to the course • Student homepage
2.	<ul style="list-style-type: none"> • Considerations in technical editing • The editor–writer relationship 	<ul style="list-style-type: none"> • Define what technical editing is and the considerations that exist for technical editors • Describe how users approach and read documents • Describe the editor’s role on the team • Demonstrate the difference an editor can make on a documentation project • Describe the editor–writer relationship • Present common issues in working with writers
3.	<ul style="list-style-type: none"> • Copymarking symbols • Procedural markup versus structural markup • Online editing 	<ul style="list-style-type: none"> • Use copymarking symbols correctly • Understand the difference between a procedural markup and a structural markup • Outline how to approach different types of editing (hardcopy and online) • Do online editing in Word

4.	<ul style="list-style-type: none"> • Proof reading • Common document problems 	<ul style="list-style-type: none"> • Identify spelling and punctuation errors • Distinguish between proof reading and copy editing • Understand proof reading marks and how to use them
5.	<ul style="list-style-type: none"> • Copy Editing 	<ul style="list-style-type: none"> • Define copyediting • Determine major grammatical errors in documents • Correct common problem areas in documents (such as spelling, consistency, and accuracy) related to editing
6.	<ul style="list-style-type: none"> • Stylistic Editing 	<ul style="list-style-type: none"> • Identify how arrangement, phrasing, and voice is used • Edit a procedure using "technical" style
7.	<ul style="list-style-type: none"> • Comprehensive editing • Strategies • Common document problems 	<ul style="list-style-type: none"> • Define comprehensive editing • Describe comprehensive editing methodology and strategies • Chunk and organize a procedure for reader Recognition\ • Analyze manual structures for flow, order, and pattern issues that determine structural strengths and weakness.
8.	<ul style="list-style-type: none"> • Graphics Editing 	<ul style="list-style-type: none"> • Effectively organize a technical document. • Design visually for your audience. • Edit online documents.

Please note: this course schedule may change as resources and circumstances require.

Student Evaluations

Assignments	56%
Exercises	28%
Chat and Discussions	16%
Total Marks = 100%	

Minimum grade of 60% is required to pass the course.

Grade Report, Transcript, and Certificate

Upon completion of a course, student access grades by logging into Myhumber at www.humber.ca/myhumber using the Humber issued username and password. For assistance logging in, or for a password reset, visit www.its.humber.ca. Grades will not be released over the phone or by email.

Tests and Assignments

Assignments must be submitted on or before the "due date", as directed by the instructor. Late submissions, without valid reasons (such as illness or emergency) or without prior arrangement may be penalized by the instructor, normally at 10% per day, or as announced by the instructor.

Days of lateness will include weekends and holidays. If for valid reasons, an assignment/evaluation cannot be completed on time, then a reasonable penalty-free time extension may be given by the instructor. Claims of illness or other emergencies may have to be documented, if required by the instructor or the administration.

Advanced notice by email is required if you are going to miss a test or exam for valid reasons, and supporting documentation must be submitted. If you miss an exam without prior notice due to illness or some emergency, you must provide the reason in writing to the instructor along with supporting documentation, within 3 days of the missed exam, **with a copy to the program liaison at ceparttime@humber.ca**. If your reason is accepted, arrangements will be made for you to write the exam.

Accessible Learning Services

Humber strives to create a welcoming environment for all students where equity, diversity and inclusion are paramount. Accessible Learning Services facilitates equal access for students with disabilities by coordinating academic accommodations and services. Staff in Accessible Learning Services are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations. If you require academic accommodations, contact:

Accessible Learning Services: <http://www.humber.ca/student-life/swac/accessible-learning>
North Campus: (416) 675-6622 X5090
Lakeshore Campus: (416) 675-6622 X3331

Accommodations for Religious Observance

Humber College is committed to respecting the religious/spiritual beliefs and practices of all members of the community, and making accommodation for religious/spiritual observances.

Students who require an accommodation for a religious/spiritual observance must notify the professor as soon as the time conflict is known. It is the student's responsibility to contact the professor to arrange the accommodation for a lecture, test, exam, clinical placement, work placement or any other academic situation that conflicts with a day or time period for religious observances of special significance to them. Ideally, students will provide their professor with three weeks notice for a required accommodation. In all cases, the request for an accommodation must be made in writing.

Standards

1. Expectations for maintaining a Positive Learning Environment
Attendance is essential for academic success. Therefore, you are expected to attend 100% of all classes and complete all assignments.

It is your responsibility to be aware of your attendance record and the progress of your work and grades.

In order to maintain a positive and productive learning environment, you are expected to

- Turn off and put away all cell phones and remove headphones in class

- Maintain a courteous and respectful attitude
2. Use of Laptop Computers
Your professor sets the policy for laptop use in the classroom. If permitted, you may use your laptop to take notes and complete class-related activities. The Internet is to be accessed for class purposes only **and** with explicit instructions from your professor.

E-mailing and chatting are strictly prohibited. On the first offence, you will be asked to put the laptop away. On the second offence, you will be banned from using the laptop and may be asked to leave the class.

Discrimination and Harassment

At Humber College, students, staff and faculty represent the broad spectrum of diversity and richness that is characteristic of our society. All students and employees have the right to study, live, and work in an environment that is free from discrimination and harassment. It is therefore the policy of Humber College that it's working, living and learning environments assert the personal worth and dignity of each individual. In order to achieve this objective, Humber College will not tolerate any form of discrimination or harassment in its employment, education, accommodation, or business dealings. Information and assistance are available from Nancy Simms, Manager, Human Rights & Diversity at **(416) 675-6622, ext. 4425**, or by email at nancy.simms@humber.ca .

For further information please visit: www.hrs.humber.ca/diversity

Policies and Procedures

It is the student's responsibility to be aware of the College Academic Regulations **Policy** which can be found at: <http://www.humber.ca/academic-regulations>.

Copyright

Copyright is the exclusive legal right given to a creator to reproduce, publish, sell or distribute his/her work. All members of the Humber community are required to comply with Canadian copyright law which governs the reproduction, use and distribution of copyrighted materials. This means that the copying, use and distribution of copyright- protected materials, regardless of format, is subject to certain limits and restrictions. For example, photocopying or scanning an entire textbook is not allowed, nor is distributing a scanned book. See the Humber Libraries website (<http://library.humber.ca>) for additional information regarding copyright and for details on allowable limits.

Academic Integrity

Academic integrity is essentially honesty in all academic endeavors. Academic integrity requires that students avoid all forms of academic misconduct or dishonesty, including plagiarism, cheating on tests or exams or any misrepresentation of academic accomplishment.

Academic Dishonesty

Plagiarism is the serious offence of academic fraud that involves using someone else's words and/or ideas in whole or in part from any printed or electronic media without documentation

Cheating is the serious offence of academic fraud that involves obtaining answers to exam and test questions through unauthorized means, such as hidden or electronic notes, accessing unauthorized test questions from an electronic database, or copying from another student.

Students are responsible for knowing what constitutes an academic offence and for being aware of the applicable requirements that may apply within their program. Any student responsible for academic misconduct will be dealt with according to the department policy in accordance with Humber's Academic Regulations Policy, and can face various sanctions such as a grade of zero for the course, suspension from the program, or expulsion.

Academic Concerns/Appeals

If a student has questions or concerns regarding a grade on an assignment or test, the student should discuss the matter with the faculty member. The Program Liaison be asked to assist if the faculty member and student are unable to resolve issues. For additional information please refer to Section 13 of College's Academic Complaint and Appeal Policy at the web site identified above.

Disclaimer

While every effort is made by the professor/faculty to cover all material listed in the outline, the order, content, and/or evaluation may change in the event of special circumstances (e.g. time constraints due to inclement weather, sickness, college closure, technology/equipment problems or changes, etc.). In any such case, students will be given appropriate notification in writing, with approval from the Program Liaison.