A. Course Description

Credits: 4

Prerequisites:

WRIT 231 Writing II AND
WRIT 280 Digital Tools for Writing and Communication

OR

WRIT 261 Business Writing AND
WRIT 280 Digital Tools for Writing and Communication

OR

WRIT 271 Technical Writing AND
WRIT 280 Digital Tools for Writing and Communication

Lab Hours/ Weeks: Corequisites: None

Lecture Hours/ Week :

MnTC Goals: Goal LS - Upper Division Liberal Studies, Goal EL - General Education/Liberal Studies Elect.

This course covers editing principles and techniques. Topics include how readers use and comprehend texts, the editor's role in the publication process, the writer/editor relationship, and editing for organization, format, style, grammar, punctuation, usage, consistency and accuracy. Students edit a variety of texts, including technical documents and newsletter articles in print and online.

B. Course Effective Dates: 08/01/1998 - 09/05/1999 09/06/1999 - 05/06/2013 05/07/2013 - 05/05/2015 05/06/2015 - Present

C. Outline of Major Content Areas:

See Course Description for major content areas.

D. Learning Outcomes (General)

1. Edit effectively for comprehensive issues, such as organization, format, and appropriateness to audience.
2. Develop critical thinking skills (analysis, imagination, synthesis, and evaluation).
3. Develop editorial judgment: able to decide what is appropriate content and what meets the needs of readers, writers, and editors.
4. Edit effectively for accuracy, consistency, style, visual effectiveness, and completeness.
5. Know conventions of standard English sufficiently to edit for grammar and mechanics.
6. Understand an editor's multiple roles (making decisions, developing sources, working with writers, editing for content, and copyediting for punctuation, grammar, and style).
7. Understand the editor's role in publication process and can complete an editing task from idea to publication.

E. Learning Outcomes (MN Transfer Curriculum)

Goal LS - Upper Division Liberal Studies
None

Goal EL - General Education/Liberal Studies Elect.
None
G. Special Information

None