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| **CONT 200: Fundamentals of Editing Standards**  |

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| Module 1: Welcome and Introductions |  | Module 4: Editorial Work |
| IntroductionsWelcomeProfessional Standards in EditingProfessional Editorial StandardsStandards for FundamentalsStrengths and GapsCulminating Task: Learning Plan |  | Editing Tools/ResourcesBooks/Style GuidesOnline DatabasesEditing ToolsEditorial InterventionsEvaluating Editorial InterventionsPracticing Editorial InterventionsAvoiding Introducing ErrorsCommunicating ClearlyDesign/Production ProcessRecognizing Typographical Characteristics File Types The Editor’s Role Culminating Task: Judging Editorial Intervention |
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| Module 2: Publishing and Editorial Process |  | Module 5: Legal and Ethical Requirements |
| **The Publishing Process**Publishing ProcessPublishing Steps**The Editorial Process**Editorial StagesEditing Terminology**Know the Medium**Types of PublicationsPublication Parts**Media/Production Processes**Production ProcessesPeople and Processes**Culminating Task: Team Communication** |  | Legal RequirementsAddressing Legal RequirementsLegal IssuesPermissionsNeed for PermissionsEthical RequirementsAddressing Ethical RequirementsEthical IssuesCulminating Task: Legal and Ethical Issues |
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| **Module 3: Project Scope and Scheduling** |  | Module 6: Bringing it Together |
| Audience and PurposeAudiencePurposeProject ScopeScope and Editorial ProcessEditorial ConsiderationsSchedulingScheduling: Best PracticesSet a ScheduleCulminating Task: Approaching Editing Projects |  | Post-AssessmentBack to Standards for FundamentalsUpdate Your Learning Plan |
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