



UNIVERSITI TEKNOLOGI MARA

MPC741: EDITING AND DOCUMENT DESIGN

Course Name (English)	EDITING AND DOCUMENT DESIGN APPROVED
Course Code	MPC741
MQF Credit	3
Course Description	The focus of this course is on the linguistic, graphical and structural elements required to produce different genres of workplace documents. Editing and proofreading skills are central to this course. Students will apply skills to design and produce correct, consistent, clear and effective workplace documents in a range of genres.
Transferable Skills	-Knowledge of audience analysis in different communication formats and media - language skills - editing and proofreading skills - document design skills - critical and analytical thinking skills
Teaching Methodologies	Lectures, Discussion, Presentation, Self-directed Learning, Project-based Learning
CLO	CLO1 Employ editing and proofreading skills in both print and digital formats using editorial mark-ups CLO2 Display an effective document design and visual communication of information when presenting workplace documents CLO3 Create workplace documents that effectively integrate textual and visual elements
Pre-Requisite Courses	No course recommendations
Reading List	Recommended Text • K.D. Sullivan 2006, <i>The McGraw-Hill Desk Reference for Editors, Writers, and Proofreaders</i> , The McGraw-Hill Companies New York [ISBN: 13:978-0-07-1]
Article/Paper List	This Course does not have any article/paper resources
Other References	<ul style="list-style-type: none"> • Pdf document <i>Designing Business Documents - Text Matters</i> http://www.textmatters.com/resources/pdf_s/businessdocs.pdf • Book Einsohn, A., Schwartz, M., & Bu?ky Erika 2019, <i>The copyeditors handbook: a guide for book publishing and corporate communications</i>, University of California Press, Oakland, CA • Book Malone, E. A., Rothschild, J., & Cunningham, D. H. 2019, <i>Technical editing: an introduction to editing in the workplace</i>, Oxford University Press, New York • Book Schriver, K. A. 1997, <i>Dynamics in document design: creating text for readers</i>, John Wiley & Sons, New York