

## COPYEDITING MODULES

### CE0281

#### Copyediting: Standard Procedures

Two-session module  
Offered fall and spring semesters  
0.70 CEUs  
\$190.00

Gain facility with standard copyediting marks and operations. Learn copyediting methods, the basics of electronic editing and typemarking on screen and on hard copy; discover the need for copyediting and the details of getting work and job pricing for your services.

Fall 2009 schedule:  
Monday, September 21 and  
Wednesday, September 23  
6:00–9:30 pm

Spring 2010 schedule:  
Monday, January 25 and  
Wednesday, January 27  
6:00–9:30 pm

### CE0284

#### Grammar and Usage

Three-session module  
Offered fall and spring semesters  
1.05 CEUs  
\$285.00

Drill down to the basics of sentence structure in this review of the mechanics of language. Discover common language usage problems, sentence structure, issues of agreement, and the specific role individual words and groups of words play.

Fall 2009 schedule:  
Monday, September 28;  
Wednesday, September 30 and  
Monday, October 5  
6:00–9:30 pm

Spring 2010 schedule:  
Monday, February 1;  
Wednesday, February 3 and  
Monday, February 8  
6:00–9:30 pm

### CE0285

#### Style and Clarity

One-session module  
Offered fall and spring semesters  
0.35 CEUs  
\$95.00

In *Style and Clarity*, learn to edit for tone and voice. Also, discuss writing an organizational style guide.

Fall 2009 schedule:  
Wednesday, October 7  
6:00–9:30 pm

Spring 2010 schedule:  
Wednesday, February 10  
6:00–9:30 pm

### CE0286

#### Punctuation for Professionals

One-session module  
Offered fall and spring semesters  
0.35 CEUs  
\$95.00

Cover the basics and intricacies of using punctuation marks correctly, punctuation trends, and common punctuation foibles. In this module, explore the correct usage of such marks as commas, dashes, parentheses, semicolons, quotations, and hyphenations.

Fall 2009 schedule:  
Wednesday, October 14  
6:00–9:30 pm

Spring 2010 schedule:  
Wednesday, February 17  
6:00–9:30 pm

### CE0287

#### Fact Checking

One-session module  
Offered fall and spring semesters  
0.35 CEUs  
\$95.00

Success lies in communicating accurate information, and this module will teach you to become detail-oriented and carry out research to verify facts, dates, and figures. Discuss fact checkers and what copyeditors need to know about fact checking, including

media and libel law, reliable sources, and setting up solid fact checking systems. Stylebooks, reference works, dictionaries, and thesauruses are discussed.

Fall 2009 schedule:  
Monday, October 19  
6:00–9:30 pm

Spring 2010 schedule:  
Monday, February 22  
6:00–9:30 pm

### CE0288

#### Jargon and Concision

One-session module  
Offered fall and spring semesters  
0.35 CEUs  
\$95.00

Learn to recognize jargon and suggest appropriate sentence or word substitutions. Also learn to write concise sentences and paragraphs to improve clarity or accuracy.

Fall 2009 schedule:  
Wednesday, October 21  
6:00–9:30 pm

Spring 2010 schedule:  
Wednesday, February 24  
6:00–9:30 pm

### CE0289

#### Bias-Free Language

One-session module  
Offered fall and spring semesters  
0.35 CEUs  
\$95.00

Explore methods to avoid biased and offensive writing with gender-neutral language, knowledge of politically correct terminology, and racially/ethnically correct nomenclature.

Fall 2009 schedule:  
Monday, October 26  
6:00–9:30 pm

Spring 2010 schedule:  
Monday, March 1  
6:00–9:30 pm

## CE0290

### Tools of the Trade

One-session module  
Offered fall and spring semesters  
0.35 CEUs  
\$95.00

This module offers an overview of specialized editing opportunities (math, technical, food, etc.) and of related accepted resources, such as specialized style guides and dictionaries in addition to the *Chicago Manual of Style*, *AP Stylebook*, reference works, dictionaries, and thesauruses.

Fall 2009 schedule:  
Wednesday, October 28  
6:00–9:30 pm

Spring 2010 schedule:  
Wednesday, March 3  
6:00–9:30 pm

## CE0291

### Proofreading and Indexing

Two-session module  
Offered fall and spring semesters  
0.70 CEUs  
\$190.00

Learn the differences between copyediting and proofreading. Gain facility with standard proofreading marks and operations. This module also includes an overview of indexing procedures.

Fall 2009 schedule:  
Monday, November 2 and  
Wednesday, November 4  
6:00–9:30 pm

Spring 2010 schedule:  
Monday, March 15 and  
Wednesday, March 17  
6:00–9:30 pm

## SCREENWRITING WORKSHOPS

### CE0302

#### The Business of Screenwriting

Six-session workshop  
Offered fall semester  
2.10 CEUs  
\$525.00

This seminar is for you if you have completed a screenplay and want to know the next steps to take toward becoming a professional screenwriter. Enjoy hearing how to pitch your screenplay, find an agent or producer, write query letters to get your screenplay read, enter screenplay contests and film festivals, market one screenplay while you write another, network, and become prepared for the life of a screenwriter.

Fall 2009 schedule:  
Thursdays, October 1, 8, 15, 22, and 29;  
November 5  
6:00–9:30 pm

### CE0303

#### Screenwriting Basics I

Ten-session workshop  
Offered fall and spring semesters  
3.50 CEUs  
\$895.00

The focus of this workshop will be screenwriting basics—the three-act structure, proper formatting, screenplay theory and analysis, how to develop ideas into screenplays, the four-page treatment, and writing the first act of a screenplay.

Fall 2009 schedule:  
Tuesdays, September 22 and 29;  
October 6, 13, 20, and 27;  
November 3, 10, 17, and 24  
6:00–9:30 pm

Spring 2010 schedule:  
Tuesdays, February 2, 9, and 23;  
March 2, 16, 23, and 30;  
April 6, 13, and 20  
6:00–9:30 pm

### CE0304

#### Screenwriting Basics II

Ten-session workshop  
Offered fall and spring semesters  
3.50 CEUs  
\$895.00

Participants will complete their first draft and write acts two and three in this workshop. Class is conducted in a workshop format. Participants and the instructor read, discuss, and analyze script pages in class.

Fall 2009 schedule:  
Thursdays, September 24;  
October 1, 8, 15, 22, and 29;  
November 5, 12, and 19; December 3  
6:00–9:30 pm

Spring 2010 schedule:  
Thursdays, January 28; February 4, 11,  
18, and 25; March 4, 18, and 25;  
April 1 and 8  
6:00–9:30 pm

### CE0305

#### Advanced Screenwriting

Ten-session workshop  
Offered fall semester  
3.50 CEUs  
\$895.00

In this workshop each participant focuses on rewriting his or her completed script or develops and works on a new script. Individuals enrolled in the certificate program or graduate from the certificate program may attend as many semesters as desired. (Prerequisite: CE0304, Screenwriting Basics II)

Fall 2009 schedule: Arranged

Work toward a professional certificate. See details on page 14.