



**AUSTRALIAN
COLLEGE**
EXPANDING YOUR HORIZONS

Course Brochure

ACPN

**Australian College Certificate of
Applied Copyediting & Proofreading**

www.australiancollege.edu.au

Why should you choose to study with Australian College?



✓ Flexible Learning

- Self paced
- Access your training wherever and whenever suits your lifestyle

✓ Unparalleled Support

- Full access to your virtual campus 24/7
- Unlimited trainer, assessor and student services support throughout your studies

✓ Payment Plans To Suit You

- Flexible, cost-effective, interest free, payment options
- Price-match opportunity available

✓ More Opportunities For You

- Thousands of our students have already graduated with nationally recognised qualifications
- Begin an exciting career with some of the best-known companies in Australia or Internationally
- Own and operate your own business
- Up skill and climb the corporate ladder
- Learn something different and take your hobby to the next level

**Join our graduates enjoying successful,
exciting careers across many industries.**

Our Courses

ACPN Australian College Certificate of Applied Copyediting and Proofreading

COURSE SUMMARY

Course Code:	ACPN	Flexible duration:	Up to 12 months
Qualification gained:	Australian College Certificate of Applied Copyediting and Proofreading)	Study load:	Self-paced
		Start date:	Start anytime
Study mode:	Flexible delivery (including online with some projects/activities and/or skills-based training).		
Delivery methods:	This course is delivered using an asynchronous study methodology, utilising online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.		
Assessment method:	Assessments may vary according to each subject, but overall may include the following:		
	<ul style="list-style-type: none">• Knowledge/Theory-based short answer questions• Projects		

Course Modules:

Module 1 – Foundations of Copyediting

Reading 1 – Introduction to Copyediting and Proofreading

- Exploring the World of
- Publishing
- The Digital Process
- Meet the Copyeditor
- Meet the Proofreader
- Grammar Basics
- Spelling
- Punctuation

Reading 2 – Copyediting Marks

- Introduction to Copyediting Marks
- Inserting, Deleting and Replacing Text
- Copyediting Fonts and Dashes
- Quotations, Headings and Other Fonts
- Formatting Paragraphs

Reading 3 – The Role of the Copyeditor

- The Role of the Copyeditor
- The Style Sheet
- The Degrees of Copyediting
- Copyediting Fiction and Non-Fiction
- Copyediting Approaches
- The Copyeditor's Checklist
- Copyediting Practice

Module 2 – Foundations of Proofreading

Reading 1 – Proofreading Marks

- Introduction to Proofreading Marks
- Inserting, Deleting and Replacing Text
- Proofreading Fonts and Dashes
- Quotations, Headings and Other Fonts
- Formatting Paragraphs
- Messy Mark Ups

Reading 2 – The Role of the Proofreader

- The Role of the Proofreader
- Proofreading Fiction
- Proofreading Non-Fiction
- Proofreading Tables, Images and Illustrations
- Proofreading Facts
- Common Layout Issues

- The Proofreader's Checklist
- Proofreading Practice

Module 3 – Copyediting and Proofreading as a Business

Reading 1 – Working as a Copyeditor/Proofreader

- Developing Professional Relationships
- Working for a Publishing House
- Working for Corporates and Government
- Working in Media
- Working in Education
- Working With Clients

Reading 2 – Establishing Yourself as a Freelancer

- Starting Your Freelance Business
- Marketing Your Business
- Targeting Clients
- Invoicing for Your Work
- Setting Up Your Workspace
- Next Steps
- Practice Exercises

ENTRY REQUIREMENTS

The training package does not stipulate any mandatory entry requirements for the qualification delivered by this course. The student must have access to and have:

- Access to a computer with word processing, PDF reader capabilities and an internet connection
- A good command of written English
- Ability to allocate appropriate study hours per week



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**If you have any questions about the
College, our courses, or need help with
enrolment, please contact us.**



**Unit 10 17 Gerrale Street
Cronulla NSW 2230 Australia**



**General enquiries:
enquiry@australiancollege.edu.au**



**Office hours:
Mon-Fri 9am-5pm**



**Payment enquiries:
payments@australiancollege.edu.au**



**Local call 1300 783 283
International +61 02 9386 2500**



**ABN: 79 111 194 015
RTO: 91110
Centrelink: 2P721**



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