Writing Indexes for Books and Websites Online Certificate Program

Description:

Learn the process and career of writing back-of-the-book and website indexes. Take your already well-developed organizational skills and love of language and put them to work for you writing effective indexes! Through online discussion, research, and hands-on assignments you will learn the fundamentals of indexing, how indexers work, and the business of indexing. You will learn preparation methods, effective topic analysis, proper heading language, index formats, and how to cross reference, as well as usability techniques for print and online media and search keywords. You will also be exposed to indexing tools through demos and discussions. Indexing as a business will be explored, from finding work to pricing and client management. Project work includes the creation of an index from scratch with professional and constructive feedback from your instructor. Whether you're interested in pursuing a full career as a professional indexer or want simply to extend your indexing knowledge and skills for your current career, this certificate is for you!

How do I know if online learning is right for me?

Online learning allows you gain a competitive edge in today's labor market from the convenience of your own home or office. Students who are successful with online learning are usually comfortable using a computer, able to work independently and are motivated to master the course material. To determine if online learning is right for you, take our quick survey at http://online.middlesex.cc.ma.us/autosurvey.htm

Program Details

Writing Indexes for Books and Website Online Certificate Program is a 30-hour online certificate program. The program begins on June 6 and ends August 12. Before the program begins, you will be given a username, password and the web address of the course. Once the course begins, you will participate in online discussions with the instructor and other students, conduct Internet research and work on hands-on assignments. Project work will include the creation of an index from scratch with professional and constructive feedback from your instructor.

For more information:
Call 781-280-3663 or email: career_training@middlesex.mass.edu

To register:
Call 1-800-818-3434 or visit MiddleNet at www.middlesex.mass.edu and register today!
Writing Indexes for Books and Websites Online Certificate is course number CE 3980 75.

About the Instructor

Seth Maislin is an Information Architecture and Indexing Consultant, specializing in the construction of usable web-based hierarchies, knowledge retrieval systems, and indexes. He presents regularly at conferences and has written several articles for professional print and online periodicals. Seth has five years of teaching experience and teaches at Middlesex Community College, Bentley College, and nSight. He is an active national board member of the American Society of Indexers. Visit his website at http://taxonomist.tripod.com.

Please join us for a Virtual Information Session on **Wednesday, May 18, 2005 from noon - 1 p.m.** You will experience the online classroom by "chatting" with the course instructor, *Seth Maislin*.

To participate in the Virtual Information Session, or for more information please RSVP via email to Career_training@middlesex.mass.edu or call 781 280 3663.