

## **BUSN 2190 : Business Document Proofreading & Editing**

Emphasizes proper proofreading and editing for business documents. Topics include: applying proofreading techniques and proofreaders marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

**Credits** 3

**Prerequisites**

ENGL 1010

**Corequisites**

BUSN 1440