

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:

BUSN 1440

ENGL 1010

ENGL 1101

BUSN 1440, ENGL 1010 or ENGL 1101

Program: Business Technology