

THEA 001 - Business Editing

This course introduces the student to the fundamentals of business editing. The student will learn the principles of editing and proofreading, and will be able to identify and correct errors in business documents. The student will also learn the importance of attention to detail in the editing process.

Units:

Lecture Hours: , Lab Hours:

Prerequisite: none

Co-Requisite: none

Advisory: none

Transferable: no