

## OS 220: Business Editing Skills

Develops skills necessary for editing, transcribing, and writing memos, letters and email. Emphasis: punctuation, capitalization, spelling, grammar, and word use.

### Course Student Learning Outcomes

Upon successful completion, students should be able to:

- Use correct punctuation, capitalization, spelling, grammar, and word usage when editing, transcribing, or writing business documents.
- Think critically to produce mailable documents

Credits: 4

Program: [Office Systems](#)