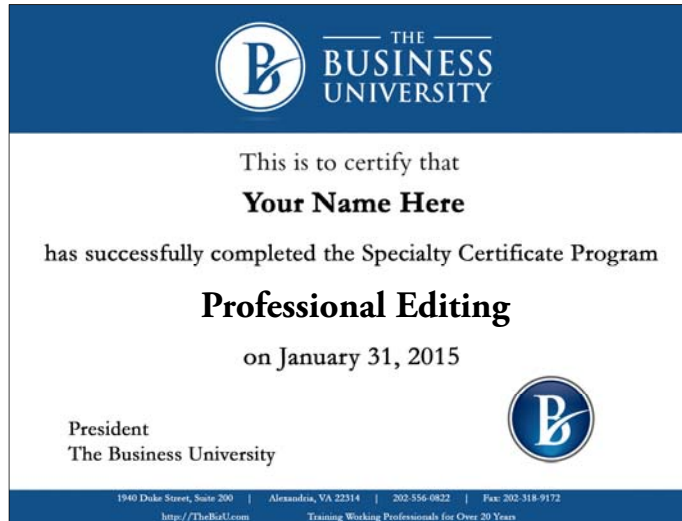


# PROFESSIONAL EDITING MASTER CERTIFICATE PROGRAM



## PROFESSIONAL EDITING

The Business University's Professional Certificate Program is an ideal way for organizations to invest in their employees. By adding to your skill sets, not only will your employer gain a more valuable and versatile employee, but you will increase your chances for additional opportunities and advancement. As they say, knowledge is power!

## REQUIRED COURSES

- Improving Editing Skills
- Intensive Introduction to Copyediting
- Advanced Copyediting
- Intensive Review of Grammar
- Substantive Editing I
- Scientific Editing

## REQUIRED ELECTIVES (PICK 3)

- Substantive Editing II
- Comprehensive Proofreading
- Strategies of Effective Writing
- Technical Writing
- Creating Successful Newsletters
- Writing News
- Introduction to Information Design
- Design Fundamentals
- Editorial Skills for Non-Editors
- Effective Business Writing

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