

# Business Communication - Micro-Certificate

In the Business Communication undergraduate micro-certificate program, students learn to deliver clear, concise and convincing messaging to advance ideas through a multiphase writing and editing process. A process approach empowers students to become flexible thinkers and problem solvers. Students work individually and collaboratively. Students participate in writing workshops enabling them to engage critically with scholarly texts for problem-solving and to consider diverse rhetorical situations when composing academic and non-academic original works. In addition, students create a range of compositions including reports, proposals and instructions for a variety of audiences, purposes and circumstances for delivery in multimedia platforms. This micro-certificate program prepares students to perform high-stakes written and oral communication tasks in organizational or entrepreneurial settings in a 21st-century global economy.

**NOTE:** Students who enroll in this certificate program are ineligible for financial aid. Contact Student Financial Services for options.

## Business Communication

A 12 semester credit program leading to the Business Communication undergraduate micro-certificate

ENG1020	Rhetoric & Composition I	3
ENG1021	Rhetoric & Composition II	3
ENG2010	Introduction to Technical Communication	3
ENG3016	Advanced Business Communication	3
<b>Total Credits</b>		<b>12.0</b>