

BUSINESS WRITING - BASIC TECHNICAL CERTIFICATE (BTC)*

Explore More About This Program: <https://cwi.edu/program/administrative-specialist>

Certificate Quick Facts

- **Instructional School:** Social Sciences and Public Affairs
- **Department:** Business
- **Program Code:** ADMS-BW.BTC
- **Program Type:** Career and Technical Education
- **Available Fully Online:** Yes
- **Eligible for Federal Financial Aid:** No

NOTE: Courses required for this program *may* have an additional fee; more information can be found on the [Special Course Fees](#) web page.

Certificate Requirements

Course	Course Title	Min Credits
Major Requirements		
ADMS 133	Business English	3
ADMS 230	Business Editing	3
ADMS 231	Business Writing	3
ENGL 101	Writing and Rhetoric I	3
Minimum Credit Hours Required		12

NOTE: This certificate is not eligible for federal financial aid due to program length.

*All requirements for this degree or certificate may be completed fully online.

Certificate Plan: Spring Start

The course sequence listed below is strongly recommended in order to complete your program requirements. Many Career and Technical Education (CTE) courses have prerequisites and/or corequisites that have been accounted for within this course sequence plan. Please register for each semester as shown using the Student Planning tool in myCWI. Consult your advisor for any questions regarding this course sequence plan.

First Year		Credit Hours
Spring		
ADMS 133	Business English	3
ENGL 101	Writing and Rhetoric I	3
Total Semester Credit Hours		6
Fall		
ADMS 230	Business Editing	3
ADMS 231	Business Writing	3
Total Semester Credit Hours		6
Minimum Credit Hours Required		12

NOTE: This certificate is not eligible for federal financial aid due to program length.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Define and use the eight parts of speech correctly.
- Recognize and explain the basic sentence elements, patterns, and faults.
- Demonstrate writing guidelines and the ability to write various business documents.
- Use proper punctuation to clarify the relationship between sentence elements.
- Proofread and revise for correct grammar, content, clarity, and conciseness.
- Recognize formatting style conventions and apply them to standard business documents.
- Demonstrate an understanding of the importance of business communication.