

BUSINESS WRITING - BASIC TECHNICAL CERTIFICATE (BTC)*

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

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.