

Business Writing Certificate

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Requirements

Certificate in Business Writing

Required Courses: 9 units

Code	Title	Units
CAPS-COMM 2010	Writing for Business Communication	3
CAPS-COMM 2230	Integrated Strategic Communications	3
CAPS-ECOMP 3010	Writing for Public Speaking	3
Total Units		9

Elective Courses in Writing: Students choose one of the following (3 units)

Code	Title	Units
CAPS-JRN 3450	Effective Editing or CAPS-COMM 3650 Communications Technology and New Media	3

This program is offered either mostly or fully online. Students entering the U.S. on an F-1 or J-1 Visa must enroll in a program full time. F-1 students are only permitted to enroll in one online course per semester and J-1 students may only enroll in non-credit online courses that do not count toward their degree program. The School of Continuing & Professional Studies (CAPS) cannot guarantee face-to-face enrollment options each semester of full time enrollment, therefore cannot issue an I-20 or DS 2019 to F-1 and J-1 students for this program. If you are an F-1 or J-1 student and wish to enroll in a CAPS program while here on a Visa, please contact our recruitment team to discuss your options for face-to-face program enrollment. F-1 and J-1 students should not enroll in online courses or programs without first consulting the university's Office for International Students and Scholars (OISS).