BUSINESS WRITING/COMMUNICATION


The Business Writing and Communication certificate program is designed for professionals who are responsible for developing business communication, whether that communication is within an organization or with customers. The program combines current theories of organizational communication and persuasion with the practices of business writing. Students will learn principles of effective communication while developing their own writing skills as they create persuasive and informational business documents.

Certificate Offered


Business Writing/Communication Certificate Courses

COMM_ST 101-CN Interpersonal Communication (1 Unit)
Laboratory experience in human interaction. Analysis of communication within groups.

COMM_ST 102-CN Public Speaking (1 Unit)
Theory, composition, delivery, and criticism of public speeches.

COMM_ST 201-CN Research Methods in Communication Studies (1 Unit)
Foundations of knowledge in many areas of the field, including the nature of interpersonal interaction and the impact of mass media. How communication researchers do their work; how to judge the quality of research products.

COMM_ST 205-CN Theories of Persuasion (1 Unit)
Survey of major theories that explain how to change another person’s attitudes and behaviors. Applications to persuasion within a variety of contexts, including relationships, organizations, legal campaigns, and the mass culture.

COMM_ST 205-DL Theories of Persuasion (1 Unit)
Survey of major theories that explain how to change another person’s attitudes and behaviors. Applications to persuasion within a variety of contexts, including relationships, organizations, legal campaigns, and the mass culture.

COMM_ST 220-CN Theories of Argumentation (1 Unit)
Fundamental principles and practice of critical reasoning and public argument. For students interested in legal, academic, or political realms of communication and advocacy.

COMM_ST 241-CN Theories of Relational Communication (1 Unit)
An overview of communication theories and research dealing with developing, sustaining, and terminating interpersonal relationships. Direct application to friendship, work, and romantic relationships.

COMM_ST 250-CN Team Leadership and Decision Making (1 Unit)
Theories and research relating to communication in small groups and group decision making.

COMM_ST 250-DL Team Leadership and Decision Making (1 Unit)
Theories and research relating to communication in small groups and group decision making.

COMM_ST 270-CN Theories of Mediated Communication (1 Unit)
Introductory survey of current issues in research on the mass media, the Internet, and computer-mediated communication.

COMM_ST 275-CN Persuasive Images: The Rhetoric of Contemporary Culture (1 Unit)
Analysis of image-making in all forms of popular culture—in film and television but also shopping malls, supermarkets, car dealers, and doctors’ offices.

COMM_ST 294-CN First-Year Seminar (1 Unit)
Study in seminar format of a topic in communication. Assignments emphasize expository writing.

COMM_ST 294-DL First-Year Seminar (1 Unit)
Study in seminar format of a topic in communication. Assignments emphasize expository writing.

COMM_ST 360-CN Theories of Organizational Communication (1 Unit)
Theories and research dealing with communication in formal organizations and institutions.

COMM_ST 362-CN Professional-Client Communication (1 Unit)
Various processes of professional-client communications, including organizational theory, social, and managerial activities.

COMM_ST 363-CN Bargaining and Negotiation (1 Unit)

COMM_ST 364-CN Collective Decision Making and Communication in Organizations (1 Unit)
Research on how organizations make, communicate, and implement collective decisions. Assessing decision effectiveness, group decision making, leadership in organizations, and organizational design.

COMM_ST 380-CN Political Communication (1 Unit)
Nature and functions of communication within established political institutions; decision-making strategies, deliberative discourse, and electoral campaigns; field study of advocacy and interest groups.

COMM_ST 386-CN Science, Technology, and Society (1 Unit)
Examination of developments in information and communication technology in the larger context of American science and technology since 1900.

COMM_ST 394-CN Communication Studies Research Seminar (1 Unit)
Small seminars in research topics led by different members of the department faculty. Students complete a research paper on a topic related to the seminar theme.

Prerequisite: completion of COMM_ST 294-CN First Year Seminar is recommended.

COMM_ST 394-DL Research Seminar (1 Unit)
Small seminars in research topics led by different members of the department faculty. Students complete a research paper on a topic related to the seminar theme.

Prerequisite: completion of COMM_ST 294-CN First Year Seminar is recommended.

COMM_ST 395-CN Special Topics (1 Unit)
Topics vary. May be repeated for credit with different topic.
COMM_ST 395-DL Topics in Communication Studies (1 Unit)
Topics vary. May be repeated for credit with different topic.

COMM_ST 399-CN Independent Study (1 Unit)