

Business and Technical Writing Undergraduate Certificate

Certificate Requirements

Students earn the Certificate in Business and Technical Writing by completing 15 hours in selected writing courses across a core and elective list with a grade point average of 3.0 or better. 9 of the 15 hours must be taken at the University of Missouri-St. Louis. Courses may not be taken on a satisfactory/unsatisfactory basis.

Core/Required Courses

Course Number	Title	Hours
ENGL 3120	Business Writing	3
ENGL 3130	Technical Writing	3
ENGL 4890 or ENGL 4892	Writing Internship Independent Writing Project	3

Elective Courses

Course Number	Title	Hours
UMSL Courses		
ENGL 3160	Writing in the Sciences	3
ENGL 4160	Special Topics in Writing	3
ENGL 4871	Publishing: Writers, Editors, and Readers	3
Missouri S&T Courses		
ENGLISH 3560	Technical Writing	3
TCH COM 2560	Technical Marketing Communication	3
TCH COM 3440	Theory of Visual Technical Communication	3
TCH COM 4085	Internship in Technical Communication (individual enrollment)	3
TCH COM 4450	International Dimensions of Technical Communication	3
TCH COM 4450	Proposal Writing	3
TCH ED 5510	Technical Editing	3
TCH COM 5530	Usability Studies	3
TCH ED 5560	Web-Based Communication	3
TCH COM 5610	History of Technical Communication	3
TCH COM 5620	Research Methods in Technical Communication	3

Alternative elective writing courses may be taken as electives with the prior approval of the certificate program coordinator.

Learning Outcomes

Upon completion of the program, certificate earners will be able to:

- Revise and edit texts efficiently
- Adjust style, tone, and format to best suit a professional context

- Develop rhetorical flexibility as it pertains to shifting professional writing expectations
- Identify various readers and stakeholders, and the situations in which they both operate
- Accurately compose language that meets the needs of readers and stakeholders
- Identify and solve real world problems via writing/composition
- Design and create texts in various modes (e.g. digital, videos, alphabetic, auditory, and multiple/combined modes)
- Demonstrate an ability to apply contextually appropriate rhetorical strategies and technologies to solve communication problems successfully and safely