

Certificate

Business Communications

Communication is an essential business skill. This certificate strengthens skills in written, verbal, and digital communications, and is designed to help working professionals advance in their career.

Total Units: 26

The Business Communications program consists of five required courses and 8 elective units (2-3 elective courses). Students must take all courses for letter grade and pass with a program GPA of 2.50 or better

Completion time: 3-quarters (full-time) or 1-1.5 years (part-time)

Locations:

Westwood
Online

Start any quarter!

Required

18 Units | 5 Courses

COURSE NAME & NUMBER	UNITS	Typically Offered*			
		FALL	WINTER	SPRING	SUMMER
Business Communications MGMT X 109	4.0	Online	Classroom	Online	
Organizational Communication MGMT X 482.202	4.0	Classroom	Online	Classroom	Online
Cross-Cultural Communication and Management in a Global Workforce MGMT X 490.8	4.0	Online		Classroom	
The Dynamics of Interpersonal Communication COMCTN X 482.7	4.0		Classroom		Classroom
Crisis Management and Communications: Safeguarding Image and Viability MGMT X 469.15	2.0	Classroom	Online	Classroom	Online

Electives

8 Units | Choose 2-3 Courses (totaling a minimum of 8 units)

COURSE NAME & NUMBER	UNITS	Typically Offered*			
		FALL	WINTER	SPRING	SUMMER
Leadership Communication Strategies MGMT X 490.996	4.0	Classroom Online	Classroom	Classroom Online	Classroom
Public Speaking for Professionals SPEECH X 417.1	3.0	Classroom		Classroom	
Foundation Skills of Business Writing MGMT X 418F	4.0		Online	Classroom	
Digital Communications Strategies MGMT X 469.26	4.0		Online		Online
Integrated Marketing Communications MGMT X 460.52	4.0	Classroom Online	Classroom Online	Classroom Online	Classroom Online
New Business Development and Pitching the Perfect Presentation MGMT X 460.494	4.0		Classroom		Online
Intensive Grammar and Punctuation Review ENGL X 401.6	4.0		Online		
Best Practices in Social Media for the Communications Professional MGMT X 469.21	2.0	Classroom		Classroom	

Please Note: An application form and nonrefundable fee are required to establish candidacy in this program. The application & candidacy fee establishes your candidacy in the program for a period of time covering normal progress toward completion, and may allow you to access a variety of program benefits. [Apply Now.](#)

*Courses in this program are typically offered during the quarters and format(s) outlined above. Scheduling is subject to change at any time by UCLA Extension.

Please visit our website for all current course offerings.

Contact Us

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