

# Business Writing Certificate

Certificate Number 90-801-1

## Description:

The Business Writing Certificate is designed for students to review basic writing skills and to apply that knowledge into acceptable written business documents. Some of the credits earned through this certificate may be applied to technical diploma or associate degree programs at NWTC. Some credits may also transfer to other technical colleges, the University of Wisconsin system, or private four-year colleges. Check with the college you are interested in transferring to for more information.

## Requirements for Certificate Entry:

- Learners must be at least 16 years old.
- We strongly recommend that learners hold a high school or high school equivalency diploma.

## Certificate Completers Will be Able to:

- Use the correct grammar, punctuation, and spelling in written documents.
- Assess the needs of a reader for a written document.
- Select the correct format to use for various business documents.
- Select the appropriate style and tone for each document.
- Engage in critical thinking to solve problems.
- Engage in creative thinking to develop business materials.
- Utilize word processing to achieve professional documents.
- Utilize software to assemble professional presentational materials.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-103-151 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: PowerPoint-Intro</b> ...presentation development skills such as: graphics, tables, diagrams, shapes, design themes, sounds, animations, slide transitions, and integration with other software. Requires Windows and MS Word experience.	1
10-103-121 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Word-Intro</b> ...word processing basics including creating, revising, formatting, and printing sections, tabs, multiple-page numbering manipulating text creating headers/footers creating and formatting tables, graphics, creating charts applying styles and merging documents. Requires Windows experience.	1
10-103-122 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Word-Part 2</b> ...advanced word processing features including working with headers/footers, inserting quick parts, themes, styles, sort and select text flow footnotes/endnotes, images, shapes, shared documents specialized tables and indexes forms and sharing data. Requires strong introductory Word skills or Word-Intro.	1
10-801-197 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Technical Reporting</b> ...principles of report writing and correspondence, proposals, feasibility reports, progress reports, investigation reports, evaluation reports, meeting reports, memos, and correspondence. (Prerequisite: 10-801-195, Written Communication)	3
10-809-103 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Think Critically &amp; Creatively</b> ...instruction in realistic/practical methods of thinking, including decision making, problem solving, analyzing ideas, troubleshooting, argumentation, persuasion, creativity, setting goals/objectives. Students apply strategies/tools in a variety of situations.	3
10-801-195 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Written Communication</b> ...The nature and scope of academic and business writing. Develops writing skills which include pre-writing, drafting, revising, and editing. A variety of writing assignments are designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents.	3

*Certificate Total*    **12**