

Department of English

Thomas Harriot College of Arts and Sciences

East Carolina University • 2201 Bate Building • Greenville, NC 27858-4353
252-328-6041 office • www.ecu.edu/english

Certificate in Business and Technical Communication

Program Coordinator: Donna Kain (2202 Bate Building; 252-737-2705; kaind@ecu.edu)

The certificate in business and technical communication provides students with opportunities to develop analytical and practical skills in planning, writing, designing, editing, and managing a range of professional texts for print and online publication. The certificate is open to students enrolled in undergraduate degree programs, including English. Students must register with the department prior to taking a capstone course. Other appropriate courses, including 5000-level courses, may be considered for inclusion upon review by the coordinator.

The certificate requires **12 s.h.** of credit as follows:

1. Core - 6 s.h.

- ENGL 3040 - Introduction to Professional Writing
- ENGL 3870 - Introduction to Editing and Publishing

2. Capstone - 3 s.h.

Choose one additional course from the following

- ENGL 4780 - Technical Writing
- ENGL 4785 - Project Management in Professional Communication
- ENGL 4885 - Digital Writing
- ENGL 4890 - Practicum: Careers in Writing

3. Electives - 3 s.h.

Choose one additional course from above or from the following:

- ENGL 2830 - Writing and Style
- ENGL 3030 - Introduction to Rhetorical Studies
- ENGL 3810 - Advanced Composition
- ENGL 3820 - Scientific Writing
- ENGL 3835 - Persuasive Writing
- ENGL 3860 - Introduction to Nonfiction Writing
- ENGL 3870 - Introduction to Editing and Publishing
- ENGL 3880 - Writing for Business and Industry
- ENGL 3885 - Writing and Document Design
- ENGL 3895 - Topics in Technical and Professional Writing
- ENGL 4860 - Advanced Nonfiction Writing
- ENGL 4891 - Practicum: Careers in Writing
- ITEC 3290 - Technical Writing
- LING 2710 - English Grammar

With departmental approval, certain other courses may be substituted.

Please contact the Department of English for more information or to declare the certificate.



Department of English



Boost your career opportunities with a Certificate in Business and Technical Communication

Position yourself...

College grads with degrees in English are prepared for careers in many areas including:

- Writing, editing, & publishing
- Designing & managing communication projects
- Researching & analyzing information
- Communicating specialized information to the public

Skilled jobs in the 21st century economy will go to people who can communicate in a variety of situations using a range of technologies and media.

Develop communication strategies for the digital age.

Internships and course-related service learning opportunities provide resume-building experiences.

The **Certificate in Business and Technical Communication (BCT)** enhances your English major and broadens your opportunities.

Our goal is to help students participate fully and effectively in workplace, organizational, and civic contexts through communicating in writing and other modes.