

MyCAA Education & Training Plan (ETP)

Louisiana State University Shreveport
Division of Continuing Education and Public Service
One University Place | Shreveport, LA 71115-2399
<https://www.ce.lsus.edu/>

Student Information:

Student Name:	<u>Enter student name</u>
School Issued Student ID:	<u>N/A</u>
Program Name:	<u>Business Communication Professional Certificate Program with Externship</u>
Program Type:	<u>Certificate</u>
Program Duration:	<u>6 Months</u>
Scheduled Start Date:	<u>Enter program start date</u>
Estimated Completion Date:	<u>Enter program end date</u>
Course Delivery Format	<u>Online</u>

Program Overview:

The Business Communication Professional program provides students the basic competencies involved in effective communication and team work between those at the very top of a company through to middle management, first-line supervision and line workers. Clear and concise communication is a must for today's fast-paced business world. Business professionals require the ability to communicate efficiently and effectively on a range of complex subjects.

Communication between staff and management, with clients and prospective clients, requires the utmost clarity to ensure expectations are met and decisions can be made on the basis of accurate information. Without effective communication skills, both menial tasks and strategic business decisions can result in costly mistakes for any organization. Moreover, effective business communication can mean the difference between closing a deal with a prospective client or losing their business altogether

Certification/Licensure Eligibility upon Program Completion:

Students should have or be pursuing a high school diploma or GED.

- There are no state approval and/or state requirements associated with this program.
- There is a National Certification exam available to students who successfully complete this program:

Microsoft Office Specialist (MOS) Certification Exam.

Tuition Cost:

\$3,999

Course Breakdown:

Course/Program Code	Course/Program Title	Course Credits (if applicable)
LSUS-B-COMM	Business Communication Professional Certificate Program with Externship	375 Contact Hours/ 37.5 CEU's

School Official Certification:

By my signature below, I certify the above information is true, accurate, complete, and being submitted on behalf of the institution named in this document.

Signature/Title of Authorized School Official

Date

School Official Printed First and Last Name

School Official E-mail and Phone Number