

PROFESSIONAL BUSINESS WRITING (PRBW)

This certificate program concentrates on teaching students to become productive, confident, and effective communicators in today's business world. It would be ideal for anyone thinking of starting a small business or launching a career within an established company. The program of study builds from a solid foundation in English writing skills and introduces you to the major styles of business writing.

Admissions

OSSD or Mature Student Status

If you are interested in completing the entire certificate program, please click here (<https://cambriancollege.ca/certificate-programs-sign-up/>) to sign up prior to registering for your courses. See Program of Study or Course Delivery tabs to register for individual courses.

Career Opportunities

Administrative or Management positions requiring strong writing skills.

Certificate requirements

In order to obtain the Certificate of Completion, the following courses must be completed:

Code	Title	Credits
ENG 1331	Business writing strategies	3
BUS 1171	Business Report Writing	3
ENG 0102	Business English Skills I	4

To apply to this program, please email continuing@cambriancollege.ca with your request. Our team will be happy to assist you with the application process.

Course delivery

Please visit Cambrian College's eStore (<https://cambrian.estore.flywire.com/products/?storeCatalog=10752>) to see which courses from this program are available for registration at this time.

Courses are delivered asynchronously online. This means you do not have to log in at a specific day or time to complete your coursework. However, you are responsible for meeting all course due dates as posted within the course. Most courses will have weekly modules or assignments to complete. We recommend that students budget a minimum of 5 hours per week per 3-credit course they are taking online to be successful.

Important Note: Cambrian College reserves the right to cancel the offering of courses in certain terms.

Contacts

Continuing Education

705-566-8101

continuing@cambriancollege.ca