

Business Communication, Professional Certificate

Requirements

The professional Certificate in Business Communication requires 12 s.h. of credit. Students must earn a cumulative grade-point average of at least 2.75 in certificate coursework.

The certificate is open to individuals with a desire to build their business communication knowledge and skills. It is also open to current Iowa MBA Program students. Students in the Iowa MBA Program may complete the certificate as they work toward their degree; the certificate is designed to fit into the MBA curriculum allowing students to earn the MBA and certificate without additional coursework.

Certificate courses are offered online and select courses may occasionally be offered in Des Moines at the John and Mary Pappajohn Education Center (JMPEC).

Students should consult MyUI for course availability and/or discuss course offerings with their advisor.

The Certificate in Business Communication requires the following coursework.

Course #	Title	Hours
This course:		
MBA:8130	Business Communication	3
Three of these:		
MBA:8430	Communication with Artificial Intelligence and Business Technology	3
MBA:9130	Leadership Communication and Story	3
MGMT:9110 or MGMT:9230	Dynamics of Negotiations Managing and Preventing Conflict	3

Combined Programs

Certificate/Graduate Degrees

Students can pursue a professional Certificate in Business Communication concurrently with their graduate degree. A separate application to each degree program is required. Applicants must be admitted to both programs before they may be admitted to the combined degree program.

With graduate program approval, students may count up to 9 s.h. from the professional certificate toward their graduate degree.

With approval from the professional certificate program, students may count up to 3 s.h. from any graduate degree program toward their certificate.

Students should contact their degree program and the certificate program to work out combined program details.

Admission

Admission decisions are based upon completed application materials, including academic performance along with quality and quantity of work experience. For specific guidelines, see Certificate-Only Admissions on the Tippie College of Business website.

Applicants whose first language is not English must score at least 100 (internet-based) on the Test of English as a Foreign Language (TOEFL) or must have a successful admission interview. In place of the TOEFL, the certificate program accepts satisfactory International English Language Testing System (IELTS) scores. For more information, see English Requirements for MBA Admission on the Office of Admissions website.

Applications are accepted throughout the year; admission is for summer, fall, or spring entry.