

Loyola University Maryland

ASPIRE

Loyola's Extended Learning Community

Continuing Education at your fingertips



AN ONLINE FORMAT



SELF-PACED TRAINING



CERTIFICATES UPON COMPLETION

Certificate in Business Communications

Communicating clearly and concisely in written and oral formats is critical to professional success. From clarifying and structuring ideas to designing the PowerPoint slides that will best complement them, the techniques, interactive exercises, and checklists in this certificate program will help create presentations and workplace documents that inform and persuade.



Courses Included:

- Communicating Effectively
- Effective Business Writing
- Effective Emails, Memos, and Letters
- Effective Presentations
- Effective Public Speaking

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