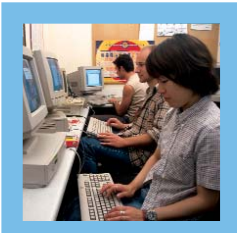


# American Business Communications Certificate Program

**Indiana University - Purdue University Indianapolis**



ELS Language Centers/Indianapolis offers a unique opportunity for Intensive English program students to study American Business Communications. The courses focus on business writing, communication skills in a work environment, human relations and management techniques. The classes are taught by IUPUI Adjunct Faculty and business professionals currently employed in the field of business communication. A non-credit Certificate of American Business Communications will be awarded to all participants at the conclusion of the program.

*"I learned how to motivate and lead in the workplace, current standards of conduct and how to communicate better. Don't miss the boat to learn business with Americans!"*  
- Henry Deng, ELS Level 108

## Program Details

### Minimum Requirements

- Concurrent enrollment in ELS Intensive English Program
- Minimum Level 106 English language proficiency
- Program of Certificate study must be approved by the ELS Academic Director to be eligible for IUPUI Certificate
- Recommended: student completes a minimum of one Intensive Level prior to participating in Certificate Program

### Program Length

- Courses divided into weekly seminars and modules to fit ELS session calendar and the student's study plan
- Students may attend a different course module each session

### Hours of Instruction

- University Certificate courses - average of 3 hours per week
- Intensive English Program - 30 hours per week

### Program Cost

- Fee is required - Varies depending on availability and courses selected
- ELS students receive a special discount

### Registration

- Students cannot pre-register for Certificate classes prior to arrival at Center
- Registration must occur on-site

### Sample Courses

Introduction to Human Resources Management  
Office Management  
An Internet Approach to Job Searching  
Business Writing Job Searching  
Professional People Skills Seminar  
Business Etiquette in Social Situations  
Listening to Customers  
Effective Speaking Skills