



Business English Certificate

Take three business English classes and earn an *ASU Business English Certificate*.
Take five business English classes and earn an *ASU Advanced Business English Certificate*.

*Learn to communicate effectively
in a variety of business situations.
Develop English skills necessary for
success in today's business world.*



BUSINESS ELECTIVE CLASSES

TOTAL HOURS

LEVELS

CYCLES

BUSINESS ISSUES AND CASE STUDIES

Explore real cases and learn to communicate in a business setting.
Examine successful American and international companies.

24

Intermediate 2 –
Advanced 2

Fall 1 and Spring 1

BUSINESS WRITING

Develop written communication skills for use when applying for a job,
requesting information, ordering supplies, and writing business letters.

24

Intermediate 1 –
Advanced 2

Fall 1 and Spring 1

INTERNATIONAL BUSINESS

Learn English for global business that emphasizes oral communication.

24

Intermediate 1 –
Advanced 2

Fall 2 and Spring 2

BUSINESS PRESENTATIONS

Learn essential presentation skills for business careers and life.

24

Intermediate 2 –
Advanced 2

Fall 2 and Spring 2

AMERICAN PRONUNCIATION AND ACCENT REDUCTION

Improve comprehensibility and comprehension through explanation,
demonstration, and practice of the English sound system.

24

Intermediate 1 –
Advanced 2

All Cycles

COMMUNITY SERVICE

Discover how to get involved with community organizations.
Learn about American culture, practice English, and help others.
This elective class can be taken for 3 ASU credits as UNI 484.

24 or 48

Intermediate 2 –
Advanced 2

Fall 1 and Spring 1

Elective Classes: \$240 each

Textbooks: \$25 – \$30 (estimate)

Summer Cycle Courses are listed on the AECP Web site