

Business Communication Capstone Certification

About this capstone

The **Business Communication** capstone is a comprehensive certification awarded upon successful completion of the following required exams. This structure validates a learner's oral, written, interpersonal, and technological communication skills in both personal and professional contexts—preparing them for success in a variety of career settings.

Required certifications

- [Business Communication 1](#)
- [Business Communication 2](#)

Capstone description

The Business Communication capstone assesses learners' foundational skills in clear and effective communication, including listening, writing, and interpersonal abilities. Business Communication 1 focuses on core competencies needed for everyday interactions and understanding. Business Communication 2 builds upon this base—evaluating advanced skills such as creating portfolios, composing business reports or plans, and leveraging technology to enhance career communication. Both modules emphasize critical listening throughout, ensuring comprehensive preparation for professional communication roles.