# SKILL CERTIFICATE IN COMMUNICATION

Students completing this certificate will acquire skills and knowledge which include but are not limited to the following: management, planning, organization, speech writing and presentation, group and interpersonal relations, intercultural awareness, assuming responsibility, preparing reports, argumentation theories, carrying out instructions and delegating responsibilities. These important skills benefit the workplace regardless of the type of career the student chooses to pursue.

## Program Outcomes

- Communicate effectively in group, interpersonal and intercultural settings, implementing personal responsibility, ethics and competent leadership skills

## Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: business, advertising, communication education, human resources, electronic media and print journalism, speech writing, advocacy, public relations government and media, and social and human services.

| Code | Title | Units |
|---|---|---|
| REQUIRED CERTIFICATE COURSES | | |
| Select four of the following courses: | | |
| COMM 001 | Fundamentals of Public Speaking | 3 |
| COMM 002 | Gender and Communication | 3 |
| COMM 004 | Interpersonal Communication | 3 |
| COMM 005 | Argumentation and Debate | 3 |
| COMM 007 | Persuasion | 3 |
| COMM 008 | Group Communication | 3 |
| COMM 009 | Intercultural Communication | 3 |
| COMM 103 | Health Communication | 3 |
| COMM 112 | Public Speaking for Business | 4 |
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| TOTAL | | 12-13 |

The Skill Certificate requirements include completion of the certificate courses with a “C” or better grade in each course. Required and support courses may be substituted with the approval of the Fine Arts Division Chair.