

PROFESSIONAL AND WORKPLACE COMMUNICATION - CERTIFICATE OF ACHIEVEMENT

The Professional and Workplace Communication Certificate of Achievement prepares students with essential oral and interpersonal communication skills that are highly valued in today's workforce. This program emphasizes public speaking, interpersonal communication, group collaboration, and intercultural competence—skills directly applicable to workplace success, leadership, and civic engagement. Attention is placed on developing effective message organization, delivery strategies, collaborative problem-solving, and awareness of cultural and social influences on communication. The certificate also complements the Associate in Arts in Communication Studies for Transfer (AA-T) degree by offering a shorter, skill-based program that aligns with state and regional workforce needs. A grade of "C" or better in each course is required to receive the certificate of achievement.

Program Learning Outcomes

- Deliver effective oral presentations and demonstrate interpersonal communication strategies across diverse contexts.
- Apply principles of small group and intercultural communication to collaborative problem-solving and decision-making.
- Demonstrate professional soft skills such as active listening, adaptability, and teamwork that support workplace success.

Course	Title	Units
Required Courses		
COMM C1000	Introduction to Public Speaking	3
COMS 010	Interpersonal Communication	3
COMS 035	Intercultural Communication	3
COMS 045	Small Group Communication	3
Required Elective		3
<i>One of the following courses:</i>		
BIS 101	Global Communication in the Workplace	
BIS 135	Human Relations in the Workplace	
Total Units		15