

WORKPLACE COMMUNICATION, CERTIFICATE (1760)

Program Coordinator

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Program Requirements (16 hours)

The certificate is available to students from any major and has been designed with transfer students and dual-credit students in mind. Additionally, the certificate is available to non-traditional students wishing solely to earn this undergraduate certificate. All classes must be completed with a "C" or higher.

Code	Title	Hours
Required Courses (10 hours)		
COMM 145	Fundamentals of Public Speaking and Communication	3
COMM 349	Small Group Communication	3
COMM 345	Advanced Presentational Speaking	3
COMM 401	Workplace Communication Portfolio	1
Electives (Select TWO of the following):		6
COMM 240	Effective Listening	
COMM 330	Leadership Communication	
COMM 351	Communication in the Digital Age	
COMM 370	Organizational Relationships	
COMM 371	Communication in Multinational Organizations	
Total Hours		16