

# PROFESSIONAL AND WORKPLACE COMMUNICATION

## CERTIFICATE OF ACHIEVEMENT

This 15.0 unit program emphasizes public speaking, interpersonal communication, group collaboration, and intercultural competence—skills directly applicable to workplace success, leadership, and civic engagement.

### Degree Requirements:

#### Core Required Courses

**Credit Hours:**  
(12 Required)

|            |                                 |     |
|------------|---------------------------------|-----|
| COMM C1000 | Introduction to Public Speaking | 3.0 |
| COMS 010   | Interpersonal Communication     | 3.0 |
| COMS 035   | Intercultural Communication     | 3.0 |
| COMS 045   | Small Group Communication       | 3.0 |

#### Required Elective

Complete One of the Following Courses

**Credit Hours:**  
(3 Required)

|         |                                       |     |
|---------|---------------------------------------|-----|
| BIS 101 | Global Communication in the Workplace | 3.0 |
| BIS 135 | Human Relations in the Workplace      | 3.0 |

Attention is placed on developing effective message organization, delivery strategies, collaborative problem-solving, and awareness of cultural and social influences on communication.

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### FULLY ONLINE CERTIFICATE

#### 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.