

COMMUNICATION, SC

This program can be completed 100% online.

Program Description

The Communication Skills Certificate increases student employability and provides training useful to all professions. Students of this certification will study leadership, strategic communication, conflict management, effective listening, customer service, interpersonal/relationship strategies, social science theories, group effectiveness, persuasion, public speaking, and organizational network communication. While employers seek these skills, these proficiencies also enrich our personal lives and our relationships.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
COM 101	Public Speaking	3
or BUS 107	or Business Speech Communications	
COM 113	Fundamentals of Speech Communications	3
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
Semester Total		9
2nd semester		
COM 212	Introduction to Communication Research	3
COM 215	Introduction to Group Communication	3
ENG 107	Technical Communications I	3
or BUS 106	or Business English	
Semester Total		9
Total Units		18

Program Requirements

Skills Certificates can consist of a single course or a short set of courses that provide training for entry-level positions or career advancement. These short-term certificates may also prepare students to take state, national and/or industry-recognized certifications or licensing exams.

Skills certificates are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester. Students cannot declare a skills certificate as one's major. Skills Certificates are not eligible for Financial Aid.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0.
2. Have no financial or library obligation to the college.

Code	Title	Units
Certificate Requirement		
COM 101	Public Speaking	3

or BUS 107	Business Speech Communications	
COM 113	Fundamentals of Speech Communications	3
COM 212	Introduction to Communication Research	3
COM 215	Introduction to Group Communication	3
ENG 107	Technical Communications I	3
or BUS 106	Business English	
ENG 101	Composition I	3
or ENG 100	Composition Enhanced	
or ENG 113	Composition I for International and Multilingual Students	
Total Units		18

Program Outcomes

Students completing the certificate will:

PSLO1: Apply interpersonal and strategic communication skills to to real-life situations.

PSLO2: Demonstrate effective public speaking skills, including topic research, speech structure, audience analysis, technical communication, and speech delivery.

PSLO3: Identify, analyze, and utilize effective group communication strategies. This includes the understanding of group roles, the application of leadership and power, group problem-solving strategies, and conflict management.