

202100 WORKPLACE COMMUNICATION CERTIFICATE

This certificate prepares individuals for the workplace communication skills demanded by today's employers. Courses focus on functional skills (writing, editing, oral presentations), as well as theoretical and technological foundations (ethics, computer-assisted design) applicable in the workplace. For employees already on the job, the certificate offers the opportunity to update skills and satisfy corporate demands; for current students, the certificate provides competence in workplace communication skills that prospective employers will seek.

C	E	R	Course Number	Title	Online	Credit Hours	Prerequisites
			2020:222	Technical Report Writing		3	3300:111
			2420:301	Information Design		3	2020:222 or 3300:112
			2420:302	Ethics and Law in Business		3	2020:222 or 3300:112
			7600:105 7600:106	Introduction to Public Speaking OR Effective Oral Communication		3	
C = Completed E = Exempt R = Required							TOTAL CREDITS - 12