



**COMMUNICATION**  
**Communication Skills for**  
**Professionals**  
**2020-2021**

Name: \_\_\_\_\_

ID: \_\_\_\_\_

Date: \_\_\_\_\_

Counselor Contact: \_\_\_\_\_

**Major Requirements: 12 units**

**A grade of "C" or better is required in the following courses**

<b>CERTIFICATE (F.5433.CN)</b>	<b>C-ID</b>	<b>Units</b>	<b>Completed</b>	<b>In Progress</b>	<b>Planned</b>
COMM 1, Introduction to Public Speaking		3			
COMM 2, Interpersonal Communication		3			
COMM 4, Persuasion		3			
COMM 8, Group Communication		3			

**Notes:**

1. The Communication Skills for Professionals Certificate program is designed to enable students to achieve recognition of development in such areas as public speaking, group problem solving and communication, leadership, persuasion and healthy interpersonal relationships in the workplace. In these courses, students will learn how to sharpen communication skills as well as deal with difficult situations with a flexible, genuine and self-confident approach. Students will also learn how to create persuasive messages based on a sound theoretical foundation and apply influence strategies to gain commitment from others and foster collaboration. The certificate can be completed either in traditional face-to-face classes or online hybrid courses.
2. The Certificate requires completion of the major (12 units) with a "C" or better grade in each course.