

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

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

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

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

**Major Requirements: 13.5-15 units**

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

CERTIFICATE (F.5434.CN)	C-ID	Units	Completed	In Progress	Planned
DEVSER 252A, Communications Skills and Strategies 1		4			
DEVSER 252B, Communications Skills and Strategies 2		4			
DEVSER 262, Group Interactions		3			
<b>ELECTIVES – Select one (1) course</b>					
DEVSER 278, Basic Word Processing for Work		3			
DEVSER 284, Reading Comprehension 2		4			
DEVSER 286, Essay Development and College Writing		2.5			

**Notes:**

1. The Communication Skills Certificate Program offers an overview of the methods of communicating. It also trains students to use their communication skills effectively in various situations. This program is designed to enable students to achieve recognition of development in such areas as presentational speaking, problem solving and decision-making, and interpersonal communication. Students will have the knowledge and key skills to communicate effectively using simple, concise and direct language in order to achieve results in their communications with others. This certificate program allows individuals to develop the confidence and clarity in communication to support their career and educational growth.
2. The *Certificate* requires completion of the major (13.5-15 units) with a 2.0 or better GPA. Certificates do not appear on transcripts.