

ORGANIZATIONAL COMMUNICATION, CERTIFICATE OF ACHIEVEMENT

students with vital knowledge and skills in business-specific communication strategies. After successfully completing this certificate students will be better equipped to obtain employment and/or advancement in a wide variety of professional settings.

To obtain a Certificate of Achievement in Organizational Communication, students must complete the following:

Course ID	Title	Units/ Hours
REQUIRED COURSES: Complete the following 2 courses (6 units)		
COMM M17	Computer-Mediated Communication	3
COMM M18	Introduction to Organizational Communication	3
Units from LIST A		3
Units from LIST B		9
Total Required Major Units:		18

Course ID	Title	Units/ Hours
LIST A - Select and complete 1 course (3 units):		
COMM M19	Communication and Leadership	3
COMM M20	Business and Professional Speech	3
LIST B - Select and complete 3 courses (9 units)		
COMM M04	Interpersonal Communication	3
COMM M06	Small Group Communication	3
COMM M12	Intercultural Communications	3
COMM M13	Gender Communication	3

Any course from LIST A not already used

Year 1

Fall Semester		Units/Hours
COMM M18	Introduction to Organizational Communication	3
COMM M04	Interpersonal Communication	3
Units/Hours		6

Spring Semester

COMM M06	Small Group Communication	3
COMM M13	Gender Communication	3
COMM M20	Business and Professional Speech	3
Units/Hours		9

Year 2

Fall Semester		Units/Hours
COMM M12	Intercultural Communications	3
COMM M19	Communication and Leadership	3
Units/Hours		6

Spring Semester

COMM M17	Computer-Mediated Communication	3
Units/Hours		3
Total Units/Hours		24

Upon successful completion of this program, students will be able to:

- demonstrate the skills needed for effective leadership communication.
- apply effective conflict management strategies.
- effectively communicate in interpersonal, group, and intercultural settings.
- collaborate effectively on tasks utilizing online communication technologies.
- diagnose problems with, and improve upon, communication at the individual, small group, and organizational level.