

BUSINESS AND PROFESSIONAL COMMUNICATION AND LEADERSHIP, CERTIFICATE

Certificate in Business and Professional Communication and Leadership (202100CW)

The undergraduate certificate in Business and Professional Communication and Leadership is open to students of any major, as well as working professionals and serves as formal training in the areas of written, presentational, and leadership communication in the workplace. Students will refine their communication skills to be more polished communicators and leaders in organizational settings.

The following information has official approval of **The Buchtel College of Arts & Sciences**, but is intended only as a guide. Completion of this certificate is contingent upon many factors, including but not limited to: class availability, total number of required credits, work schedule, finances, family, course drops/withdrawals, successfully passing courses, prerequisites, among others.

The following courses constitute a "Certificate in Workplace Communication" and must be completed with a minimum grade point average of 2.0 overall for the certificate to be noted on the student's record.

Summary

Code	Title	Hours
Required Courses		12
Total Hours		12

Required Courses

Code	Title	Hours
BUSN 230	Business Communication	3
COMM 459	Leadership and Communication	3
or COMM 334	Leadership Principles & Practices	
COMM 435	Organizational Communication	3
COMM 345	Advanced Presentational Communication	3
or COMM 309	Public Relations Publications	
or COMM 429	Advanced Strategic Social Media	
or COMM 436	Analyzing Organizational Communication	
or COMM 437	Training Methods in Communication	
or ENGL 390	Professional Writing I	
Total Hours		12