

WORKPLACE COMMUNICATION, CERTIFICATE

Certificate in Workplace Communication (202100CW)

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		9
Electives		3
Total Hours		12

Required Courses

Code	Title	Hours
2020:222	Technical Report Writing	3
2420:301	Information Design	3
2420:302	Ethics and Law in Business	3
Total Hours		9

Electives

Code	Title	Hours
Select one of the following:		3
7600:105	Introduction to Public Speaking	
7600:106	Effective Oral Communication	
Total Hours		3