

**202100**  
**Workplace Communication Certificate**

This certificate prepares individuals for the workplace communication skills demanded by today's employers. Courses focus on functional skills (writing, editing, oral presentations), as well as theoretical and technological foundations (ethics, computer-assisted design) applicable in the workplace. For employees already on the job, the certificate offers the opportunity to update skills and satisfy corporate demands; for current students, the certificate provides competence in workplace communication skills that prospective employers will seek.

<u>Course number &amp; title</u>	<u>Credits</u>	<u>Prerequisite</u>
2020:222 Technical Report Writing	3	3300:111
2020:290 Special Topics: Information Design	3	
2020:290 Special Topics: Ethical Issues in Workplace Communication	3	
7600:105 Introduction to Public Speaking -or-		
7600:106 Effective Oral Communication	3	

**TOTAL CREDITS - 12**