

**PROFESSIONAL COMMUNICATION (19 credits)** comprises six courses and one workshop and stresses four areas of competence: written, oral, interpersonal and technological communication. Credits earned in this certificate are transferable to associate and baccalaureate degree programs in management and business administration.

	Credits
ENGL 101     Composition I	3
ENGL 103     Business and Technical Writing	3
CMST 101     Essentials of Computing	3
COMM 101     Interpersonal Communications	3
COMM 102     Effective Speech Communication	3
MGMT 101     Principles of Management and Organizational Behavior	3
WORKSHOP    Applied Communication Skills for the Workplace	1

**Admissions Requirements – Professional Communication Certificate**

- Pre-admissions advising session through the Department of General Studies
- High School diploma or General Education Diploma (GED)
- Satisfactory (grade of C or higher) completion of at least one three-credit course required for Certificate
- Submission of Application for Certificate Candidacy form and application fee