

WORKPLACE COMMUNICATION, CERTIFICATE (1760)

Program Coordinator

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Program Requirements (18 hours)

Interpersonal communication skills within the workplace are rated by organizations and leaders as important for employee success. In fact, many employers go so far as to emphasize communication skills such as team communication, problem solving, and conflict resolution as more important than the technical skills needed for different professions. The certificate in Workplace Communication is an 18 credit hour program designed to equip students with practical and meaningful communication skills for workforce success. The certificate allows students from any major to explore their own patterns of communication and that of others so that they can construct competent messages for different audiences within professional settings. Through hands-on learning experiences, students will engage and practice the skills needed to communicate with confidence even in difficult situations. Students will complete six courses including: COMM 145, COMM 240, COMM 330, COMM 349, COMM 348, and COMM 365.

The certificate is available to students from any major and has been designed with consideration of transfer students and dual-credit students entering WKU with required courses. Additionally, the certificate is available to non-traditional students wishing solely to earn this undergraduate certificate. All classes must be completed with a "C" or higher.

Code	Title	Hours
Required Courses (18 hours)		
COMM 145	Fundamentals of Public Speaking and Communication	3
COMM 240	Effective Listening	3
COMM 349	Small Group Communication	3
COMM 330	Leadership Communication	3
COMM 348	Interpersonal Communication	3
COMM 365	Intercultural Communication	3
Total Hours		18