

2020-2021

## Communication in The Work Place Certificate of Completion

Complete the following program of study (Major Code C.206C.CC).

This program prepares students for the demands of today's fast-paced work environments. Students learn how enhance their professional presence, deliver engaging presentations, and develop business writing skills.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

### Course Overview and Selection

Completion of the following courses:

Course	Course Description	Units	Completed	In Progress	Planned
BA 363	Developing a Professional Presence	9			
BA 364	Employing Effective Written Communication	18			
BA 365	Public Speaking for Success	18			

Notes:

Non-Credit Program offering

Program Learning Outcomes:

1. Students will develop an action plan to enhance their professional presence.
2. Students will compose business letters, memos, and emails that follow effective business writing practices.
3. Students will prepare and deliver engaging business presentations that capture an audience's attention.

Comments: