

RCTC PROGRAM PLAN

WORKPLACE COMMUNICATION

Certificate

I. PROGRAM CORE REQUIREMENTS..... 6 CREDITS

COMM 1130, Interpersonal Communication, 3 cr
COMM 2130, Team/Small Group Communication, 3 cr

II. ADDITIONAL REQUIREMENTS.....3 CREDITS

Select one course from the courses listed below:

COMM 1114, Fundamentals of Public Speaking, 3 cr
COMM 2100, Intercultural Communication, 3 cr

TOTAL9 CREDITS

PROGRAM OUTCOMES:

Upon completion of the Workplace Communication program at RCTC, students will achieve the following outcomes:

- Select appropriate communication choices for specific audiences.
- Demonstrate effective listening in diverse settings.
- Utilize strategies to reduce communication apprehension.

ADDITIONAL NOTES:

PURPOSE: The Workplace Communication Certificate is targeted for those who wish to strengthen their “soft skills” via practical application of communication theory. Employees surveyed often report teamwork, conflict management skills, oral communication, and interpersonal skills are crucial to success in the workplace. The Workplace Communication Certificate will build foundations for employees, managers and supervisors to implement communication techniques and skills into their workplace and may help differentiate them from others in the competitive marketplace.

Revised: 03/11/2014

Implementation: Fall 2014