

## WORKPLACE COMMUNICATION CERTIFICATE

**Purpose:** The Workplace Communication Certificate is targeted for those who wish to strengthen their “soft skills” via practical application of communication theory.

A certificate is awarded for successful completion of a specialized set of skills or program of study. A student completing certain certificates will have completed a skill set that is part of a series of skills valuable in the workplace, or that may eventually be used to complete a diploma, transfer pathway or associate degree.

**Award**

*Workplace Communication Certificate .....9 credits total*

***\*This program is available fully on-line.***

<b>RECOMMENDED PART-TIME COURSE SEQUENCE</b>	
<i>Not all courses are scheduled every semester. See course schedule: <a href="https://eservices.minnstate.edu/registration/search/basic.html?campusid=306">https://eservices.minnstate.edu/registration/search/basic.html?campusid=306</a>.</i>	
<b>Semester 1</b>	
COMM1130 Interpersonal Communication	3 cr
COMM2130 Team/Small Group Communication	3 cr
COMM1114 Fundamentals of Public Speaking	3 cr
Or	or
COMM2100 Intercultural Communication	3 cr
<b>Total Credits</b>	<b>9</b>

Course descriptions can be found at: <https://www.rctc.edu/academics/courses/course-descriptions>.