



Communication Skills for the Business

Professional Certificate of Achievement

Program Requirements:

"Program Requirements" specify the courses required for this program. See suggested course sequence for additional information.



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Suggested Course Sequence

The "Suggested Course Sequence" is an example of how to complete the requirements plus any additional general education that may be needed. If you would like to create a personalized Student Education Plan (SEP), schedule a meeting with a counselor.

FALL SEMESTER (YEAR 1)

Course	Title	Units
<input type="checkbox"/> COMM 103	Interpersonal Communication	3
<input type="checkbox"/> COMM 110	Intercultural Communication	3
Total Units		6

Tasks:

- Complete Career Exploration
- Meet with Counselor (SEP)
- Visit library and tutoring
- Review Financial Aid Req.
- Apply AHC Scholarship

SPRING SEMESTER (YEAR 1)

Course	Title	Units
<input type="checkbox"/> COMM 102	Small Group Communication	3
Total Units		4- 6

Tasks:

- Set up Jobspeaker
- Attend Career Exploration Day
- Apply for Certificate
- Complete the FAFSA or Dream Act by March 2
- Apply AHC Scholarship