

San José City College
Certificate of Achievement - Level 1
2021-22

COMMUNICATION STUDIES

The Certificate of Achievement in Communication Studies focuses on employment and professional growth for incumbent workers, as well as individuals looking for personal growth and employability. Additionally, the Certificate of Achievement in Communication Studies fulfills one of the most desired skills required by employers. This includes public speaking, cultural understanding and diversity, listening skills, conflict management, effective group communication and persuasion. Students must complete at least 3 courses in the certificate at San José City College.

After completing a Certificate of Achievement in Communication Studies, students will be able to:

- Express and convey message clearly for effective oral communication
- Demonstrate effective listening skills to comprehend spoken messages, analyze information critically, and consider multiple perspectives
- Participate in the civic life of their communities through public address and civic engagement, and advocate for positive change
- Articulate the importance of diversity, differing belief and value systems, as well as individual opinions
- Apply interpersonal skills to create and maintain successful and beneficial social and civic relationships
- Describe communication technology and its impact on human communication practices

All major courses must be completed with a grade of "C" or better.

<u>CERTIFICATE OF ACHIEVEMENT – LEVEL 1:</u>			<u>UNITS</u>
Required Courses (6 units):			
COMS 020	Oral Communication		3
COMS 035	Intercultural Communication		3
Choose ONE (3 units) oral communication course:			
COMS 018	Introduction to Communication Studies		3
COMS 040	Introduction to Argumentation		3
Choose ONE (3 units) communication theory courses:			
COMS 010	Interpersonal Communication		3
COMS 045	Small Group Communication		3
Choose ONE course (1 -3 units):			
CA 070D	Microsoft PowerPoint Specialist		1
CA 075D	Microsoft PowerPoint Expert		1
JOURN 022	News Writing and Reporting for the Media		3
TOTAL:			13 - 15 Units

FOR ADDITIONAL INFORMATION, SEE A COUNSELOR, VISIT THE CAREER/TRANSFER CENTER, OR CONTACT THE FOLLOWING:

Language Arts Division
San José City College Web Site

(408) 288-3719
www.sjcc.edu