

**Elective Course (6 units)**

Select a minimum of 6 units from the following: IS 51, 106, 140, 156T, 162, 182, 183, 184, 186, 190, 195

## Certificate in Communication Skills for Professionals

Proficiency in communication skills is essential in virtually any professional career. The Communication Program offers a structured sequence of courses leading to a certificate of special study recognizing the focused development of professional communication skills in such areas as presentational speaking, problem solving and decision making, leadership, and interpersonal communication. Upon completion of the certificate requirements, the department will award a certificate.

**Certificate Prerequisites:** upper-division standing and completion of the General Education basic speech requirement.

**Certificate Requirements.** Check with department prior to beginning certificate requirements regarding program status.

Communication Theory: COMM 100 **(3 units)**

Professional Writing Skills: BA 105W, ENGL 164, MCJ 10 **(3-4 units)**

Business and Professional Speaking: COMM 170 **(3 units)**

Communication Training and Development: COMM 176 **(3 units)**

Elect 6 units from COMM 103, 108, 162, 167, 168, 169 **(6 units)**

**Total (18-19 units)**

The new Communication Skills for Professionals Certificate Program is designed to enable students to achieve recognition of development in such areas as presentational speaking, problem solving and decision making, leadership, and interpersonal communication.

## Certificate of Advanced Study in Composition

The Certificate in Composition is a postbaccalaureate course of study in the theory and pedagogy of teaching writing. It is designed for Valley classroom teachers, those considering doctoral study in English, candidates for the M.A. in English, and community college teachers.

ENGL 270 (4 units)

ENGL 281 (4 units)

Electives (LING 237, 244, 251; COMM 214; ENGL 265 or other electives approved by graduate advisor. Some of the courses may have prerequisites) (6-8 units)

**Total (14-16 units)**

The student must earn a grade of *B* or better in all certificate of advanced study coursework. Students who fail to earn at least a *B* in a course may repeat it for an improved grade. Please note that grade substitution is not permitted at the graduate level and that a GPA of at least 3.0 must be accumulated for certificate of advanced study coursework.

## Certificate in Conversational American Sign Language

The Certificate in Conversational American Sign Language will be awarded to students who first complete the 12-unit program of study consisting of four advanced deaf studies classes and then pass the departmental proficiency interview in American Sign Language. The recipients of the certificate are considered fluent and possess the expressive and receptive communication skills needed to successfully communicate with deaf and hard-of-hearing children, youth, and adults.

The following list includes the required courses. Students must complete all the coursework with a *C* grade or better.

**Required (12 units)**

CSDS 94S, 106, 136S, 139

**Note:** No course substitutions may be made without the department's approval. CSDS 91, 92, 93, and 94S are prerequisites for CSDS 136.