

# Workplace Communication, Certificate

LAWCOMCERT

With the rise of technology in the workplace, effective human communication is more important than ever. Being able to communicate effectively with coworkers, clients and the public is an essential skill you can learn in this program.

## Description

Communication skills are valued across many industries and are regarded as essential for success in the workplace. The certificate program in workplace communication focuses on helping students become more competent communicators across various professional settings, and includes learning how to lead teams and create effective presentations. This program complements coursework in many majors by developing the communication skills needed to maximize productivity and satisfaction in professional contexts.

### GI Bill® benefits

This new program is not yet approved for use with GI Bill® benefits.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs. More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill/>.

## At a glance

- College/School: [The College of Liberal Arts and Sciences](#)
- Location: [Tempe](#)

## Program requirements

[2024 - 2025 Certificate Map](#)  
[Certificate Map \(Archives\)](#)

The certificate requires 18 credit hours. Nine of the 18 credit hours must be completed at ASU, including six upper-division credit hours offered by The College of Liberal Arts and Sciences. Twelve credit hours must be completed at the upper-division level. All courses must be completed with a grade of "C" (2.00 on a 4.00 scale) or better.

### **Required Courses -- 6 credit hours**

[COM 100: Introduction to Human Communication \(SOBE OR SB\)](#) (3)

[COM 250: Communication and the Workplace \(SOBE OR SB\)](#) (3)

### **Electives (select four) -- 12 credit hours**

[COM 312: Communication, Conflict, and Negotiation \(CIVI\)](#) (3)

[COM 319: Persuasion and Social Influence \(CIVI OR SB\)](#) (3)

[COM 320: Communication and Consumerism \(SB\)](#) (3)

[COM 400: Dissent in Organizations](#) (3)

[COM 400: Identity and Diversity in Organizations](#) (3)

[COM 403: Intercultural Business Communication \(CIVI\)](#) (3)

[COM 414: Crisis Communication](#) (3)

[COM 423: Facilitating Collaboration and Dialogue](#) (3)

[COM 430: Leadership in Group Communication](#) (3)

[COM 451: Communication and Work Relationships](#) (3)

Prerequisite courses may be needed in order to complete the requirements of this certificate.

## **Enrollment requirements**

A student pursuing an undergraduate certificate must be enrolled as a degree-seeking student at ASU. Undergraduate certificates are not awarded prior to the award of an undergraduate degree. A student already holding an undergraduate degree may pursue an undergraduate certificate as a nondegree-seeking graduate student.

## **Global opportunities**

### **Global experience**

Students in the certificate program can take part in the Hugh Downs School of Human Communication's [summer study abroad program](#) to England, Scotland and Ireland.

## **Career opportunities**

Being skilled in workplace communication is an asset for many professions. Students pursuing this certificate are better prepared for careers in areas such as human resource management, sales and marketing, public relations and management.

## **Contact information**

[Hugh Downs School of Human Communication](#) | STAUF 412  
[communication@asu.edu](mailto:communication@asu.edu) | 480-965-5095