



**MADERA**  
COMMUNITY  
COLLEGE



**NAME OF PROGRAM: Communication (M.5343.CA)**

**NAME OF DEGREE/CERTIFICATE: Certificate of Achievement (CA)**

**PROGRAM DESCRIPTION:**

Upon completion of this certificate, students will have communication skills that are applicable in the workforce. Skills may include, but are not limited to, gathering and organizing of information, analyzing the audience, presenting, discerning verbal and nonverbal communication signals, managing conflict, applying effective leadership characteristics, communicating interpersonally, and recognizing the role of diversity. The Certificate of Achievement in Communication Studies is designed to enhance a student’s ability to communicate in social, professional, and relational contexts. This certificate is intended to enhance the communication skills for students of all majors and career paths. Coursework may be applied toward an AA degree.

**SEMESTER 1**

| COURSE NUMBER | COURSE TITLE       | UNITS    | ADVISING/ACTION NOTES   |
|---------------|--------------------|----------|---|
| COMM 1/1H     | Public Speaking    | 3        |   |
| CERT REQ      | Communication      | 3        | Choose from COMM 2, 8, 12, or 15  |
|               | <b>Total Units</b> | <b>6</b> | Discuss with Advisor Career opportunities and transfer considerations. Visit the Tutorial and Career Center. Meet with counselor to finalize your Student Education Plan (SEP). |

**SEMESTER 2**

| COURSE NUMBER | COURSE TITLE       | UNITS    | ADVISING/ACTION NOTES                |
|---------------|--------------------|----------|--------------------------------------|
| COMM 25       | Argumentation      | 3        | Recommended Certificate Requirement  |
| CERT REQ      | Communication      | 3        | Choose from COMM 2, 8, 12, or 15     |
|               | <b>Total Units</b> | <b>6</b> | Apply for graduation for certificate |

**CAREER OPPERTUNITIES:**

This map is intended to be used as a tool in discussion with your counselor for the creation of your personalized Student Education Plan (SEP).