



## CURRICULUM GUIDE 2011-2012

### BUSINESS COMMUNICATION

Certificate of Accomplishment in Business Communication

#### Requirements for Certificate of Accomplishment:

- a) Complete satisfactorily the courses listed for the particular certificate.
- b) Complete 100% of the required units at Ohlone College.
- c) Complete each course with a grade of B or better.

#### BUSINESS COMMUNICATION\*

This certificate provides students with communication skills required for careers in business.

SPCH-102	Small Group Communication/Critical Thinking OR	3
SPCH-104	Critical Thinking/Persuasion OR	(3)
SPCH-106	Critical Thinking/Argumentation and Debate	(3)
SPCH-103	Interpersonal Communication	3
SPCH-105	Intercultural Communication	3
SPCH/BA-115	Career Communication	3
SPCH-116	Listening Techniques	$\frac{1}{13}$

\*Students must earn a B grade or better in each of the required courses to be eligible for this certificate, and all required courses must be taken at Ohlone College.