



Employee & Organizational Development  
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## **Communication Certification Current (New) Curriculum**

### Communication Courses

Note: E-class substitutions are denoted by the “\*” symbol.

<b>Introduction to Communication (Prerequisite)</b>	2 hours
Balancing Your Life & Career: What Gives?	3 hours
Business Communications for Everyday	3 hours
Business Etiquette: More Than Just Good Manners	3 hours
Communicate Like You Mean It: Developing Assertiveness*	3 hours
Communicating with Credibility & Diplomacy	3 hours
Effective Presentation Skills I *	3 hours
Effective Presentation Skills II	3 hours
Email Etiquette: Strategies for Effective Communication	2 hours
Giving & Receiving Feedback	3 hours
Managing & Motivating Student Workers	1.5 hours
Making Meetings Work*	3 hours
Meeting People: A Guide to Effective Networking	3 hours
Memo and Business Letter Writing	2 hours
Myers-Briggs Type Indicator	3 hours
Nonverbal Communication in the Workplace	3 hours
Punctuation Basics*	3 hours
Understanding Some of the Most Common Hidden Disabilities	3 hours
What's Your P.O.? How to Develop Your Levels of Patience & Optimism	3 hours
Working Effectively with Difficult People*	3 hours
Working with Individuals Who Have Sensory Disabilities	3 hours
Writing Effectively*	9 hours

A total of **32** hours from the courses listed above must be completed to achieve certification. Classes are offered at least once per semester.