

# Undergraduate Certificate in Professional Communication

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Good communication skills are consistently ranked in the top 5 desired skills for employers (National Association of Colleges and Employers Job Outlook Survey, 2016). And, interpersonal and team skills were identified as the second most required work place competency employers expected in new hires. The undergraduate certificate in professional communication meets these workforce needs. This interdisciplinary certificate prepares students by fostering a better understanding of human communication in organizational settings and by coaching students in their writing skills. Gain an advantage in your job search and career by honing your professional communication skills.

## Requirements for the Undergraduate Certificate in Professional Communication

**12 credit hours, 6 of which must be  
completed at the Jr/Sr level.**

Code	Title	Hours
COMS 210	Introduction to Organizational and Professional Communication	3
COMS 310	Advanced Organizational and Professional Communication	3
ENGL 203	Topics in Reading and Writing: _____ (Professional Writing)	3
ENGL 362	Foundations of Technical Writing	3

(All courses available online)