

# Certificate in Professional Communication

## About This Program

The Certificate in Professional Communication develops students' professional communication competency including oral and written proficiency, effective messaging and presentation, and teamwork and collaboration skills in various work and organizational contexts.

## Competencies

1. Upon completion of this certificate, students will have competency in understanding the principles of teamwork and collaboration in diverse group settings.
2. Upon completion of this certificate, students will have competency in recognizing audience characteristics to develop appropriate messages for small and large audiences while building confidence in public speaking.
3. Upon completion of this certificate, students will have competency in identifying and practicing the foundational skills of organizational writing and interviewing techniques (e.g., probing, persuasive, survey, and employment).
4. Upon completion of this certificate, students will have competency in crafting persuasive messages for interpersonal and public communication contexts.

## Admissions Criteria

All degree-seeking undergraduate students are eligible to complete this certificate. Interested students please consult an Academic Advisor in the Department of Communication.

## Curriculum

### Lower-division

Select two courses from the following:

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COMS 1301	FUNDAMENTALS OF PUBLIC SPEAKING
COMS 2302 or COMS 2305	PROFESSIONAL AND TECHNICAL COMMUNICATION FOR SCIENCE AND ENGINEERING BUSINESS AND PROFESSIONAL COMMUNICATION
COMS 2304	GROUP COMMUNICATION PRINCIPLES

### Upper-division

Select two courses from the following:

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COMS 3310	GROUP COMMUNICATION THEORY
COMS 3320	INTERVIEW PRINCIPLES
COMS 4300	PERSUASIVE COMMUNICATION
COMS/PCOM 4315	PROFESSIONAL PRESENTATIONS
COMS 4322	COMMUNICATION TRAINING AND DEVELOPMENT

**Total Hours**

**12**

## Program Completion

To earn this certificate students must complete two lower-division courses and two upper-division courses from the course options listed; all with a grade of C or better.

## Advising Resources

Advisors assist with many tasks via email:

- Remove enrollment holds.
- Evaluate progress and make course suggestions.
- Assist choosing majors/minors.
- Help enrolling/dropping courses.

For more assistance students may schedule in-person or virtual appointments in advance, thru the advising resources webpage link, or drop by our office.

### Location:

126 Fine Arts Building

**Email:**

commadvising@uta.edu

**Phone:**

817-272-5760

**Web:**

Department of Communication Advising Resources (<https://www.uta.edu/academics/schools-colleges/liberal-arts/departments/communication/advising/>)