

New Certificate of Undergraduate Study (CUGS) in Professional Communication

Student: _____ Rowan ID _____ Date of Entry: _____

**Certificate of Undergraduate Study in
Professional Communication
(12 credits)**

www.rowan.edu/wa

This 12-hour certificate allows students to study theories and techniques of workplace and leadership communication. Using organizational and leadership communication theories, students will critically reflect on practices of workplace and leadership communication, while also learning to communicate complex information to lay audiences within various professional and technical genres, including reports, proposals, instructions, and educational materials. Towards this end, students will gain skills in audience analysis, business presentation, and interviewing strategies, organizational culture analysis, document design, style and editing, and research. Students will become more aware of theories and strategies of oral and written communication through close analysis of organizations and professional and technical exemplary texts.

Students must take the two courses in the **Writing Bank** and their choice of two courses from the **Communication Bank** to fulfill the 12 credit requirement for the CUGS.

Writing Bank (6 credits)

All courses are 3 credit hours. Prerequisites are in parentheses.

WA 01322 Writing for the Workplace (Comp 01112 and 45 credits)	Semester _____
WA 01302 Intro to Technical Writing (Comp 01112 and 45 credits)	Semester _____
WA 01408 Writing as Managers (Restricted to management majors; Comp 01112 and 45 credits)	Semester _____
WA 01326 Writing for Nonprofits (Comp 01112 and 60 credits)	Semester _____

Communication Bank (6 credits)

All courses are 3 credit hours. Prerequisites are in parentheses.

CMS 04220 Interpersonal Communication	Semester _____
CMS 04208 Business and Professional Communication (CMS 04205)	Semester _____
CMS 04318 Leadership Communication	Semester _____
CMS 04260 Organizational Communication Theory and Research (Comp 01112 or ENGR 01201)	Semester _____