

Program Overview

The nine-hour certificate program in Corporate Communication and Training is designed to provide foundational instruction in organizational communication, communication training, and human resource development and other related course work for individuals interested in corporate communication, training, and human resource development.

Application Requirements

The items listed below are required for admission consideration for applicable semesters of entry during the current academic year. Submission instructions, additional details, and changes to admission requirements for semesters other than the current academic year can be found on The Graduate College's website (<http://www.gradcollege.txstate.edu>). International students should review the International Admission Documents page (<http://mycatalog.txstate.edu/graduate/admission-documents/international/>) for additional requirements.

- completed online application
- \$20 nonrefundable application fee
- or
- \$60 nonrefundable application fee for applications with international credentials
- baccalaureate degree from a regionally accredited university (Non-U.S. degrees must be equivalent to a four-year U.S. Bachelor's degree. In most cases, three-year degrees are not considered. Visit our International FAQs (<https://www.gradcollege.txst.edu/international/faqs.html>) for more information.)
- official transcripts from **each institution** where course credit was granted
- 3.0 overall GPA or a 3.0 GPA in the last 60 hours of undergraduate course work, plus any completed graduate courses
- GRE not required
- essay (maximum of 500 words) addressing the following: reason for seeking the certificate, academic background and preparation for course work in communication and/or experience as a trainer, plans after completion of the certificate and how it applies to future plans

Approved English Proficiency Exam Scores

Applicants are required to submit an approved English proficiency exam score that meets the minimum program requirements below unless they have earned a bachelor's degree or higher from a regionally accredited U.S. institution or the equivalent from a country on our exempt countries list (<http://www.gradcollege.txstate.edu/international/language.html#wavier>).

- official TOEFL iBT scores required with a 78 overall
- official PTE scores required with a 52 overall
- official IELTS (academic) scores required with a 6.5 overall and minimum individual module scores of 6.0
- official Duolingo Scores required with a 110 overall
- official TOEFL Essentials scores required with an 8.5 overall

Course Requirements

The certificate requires 9 semester credit hours. All of these elective options will not be available to students completing their certificates

via distance learning. Please reach out to the graduate advisor for more information.

Code	Title	Hours
Required Courses		
COMM 5319	Organizational Communication	3
	or COMM 5329 Communication and Organizational Culture	
	or COMM 5329 Work, Identity, and Difference	
	or COMM 5329 Communicating Diversity and Inclusion	
	or COMM 5372 Organizational Communication Analysis and Development	
	or COMM 5374 Organizational Rhetoric	
COMM 5371	Communication Training and Development	3
Select one of the following:		
COMM 5304	Work/Life Intersections	3
COMM 5305	Communication Ethics	
COMM 5306	Communication for Leadership & Management	
COMM 5318	Interpersonal Communication	
COMM 5319	Organizational Communication (if not taken as required)	
COMM 5321	Communication Assessment	
COMM 5324	Seminar in Instructional Communication	
COMM 5325	Seminar in Human Communication Theory	
COMM 5329B	Communication and Negotiation	
COMM 5329E	Communication and Organizational Culture ((if not taken as required))	
COMM 5329H	Work, Identity, and Difference ((if not taken as required))	
COMM 5329L	Communicating Diversity and Inclusion ((if not taken as required))	
COMM 5331	Persuasive Communication	
COMM 5332	Communication and Technology	
COMM 5347	Small Group Communication	
COMM 5372	Organizational Communication Analysis and Development ((if not taken as required))	
COMM 5374	Organizational Rhetoric (if not taken as required)	
Total Hours		9