

PROFESSIONAL SKILLS UNDERGRADUATE CERTIFICATE

Introduction

This certificate is designed for undergraduate students seeking to acquire and enhance diverse workplace skills that are highly valued by today's employers. Students will learn to communicate effectively, write persuasively, and develop proficiency in digital and media literacy or data literacy. Providing a strong foundation in communication skills, teamwork, critical thinking, and analytical writing, this certificate will help students cultivate success in the workplace.

On completion of this certificate, students will be able to:

- **Communicate their ideas** in a clear and organized manner.
- Use their **compositional and analytical skills** in a chosen professional writing field.
- Demonstrate proficiency in **digital and media literacy** or **data literacy**.
- Devise **problem-solving strategies** with the skills developed through the certificate.

Program Delivery

- This is an on-campus program.

Declaring This Certificate

Students interested in completing this certificate should complete this form: CLAS Undergraduate Certificate Intent to Declare Form (https://ucdenver.co1.qualtrics.com/jfe/form/SV_2hNYIHqVx0Ta0Dk/), which requests that the certificate be added to your student record. Once added, you will be able to run a certificate degree audit. The certificate degree audit should be used in collaboration with the Certificate Advisor to ensure successful completion of the requirements.

Students should then work with Margaret Woodhull (margaret.woodhull@ucdenver.edu) – the certificate advisor, to ensure completion of all certificate requirements.

Completing This Certificate

Students must also complete the CLAS Undergraduate Certificate Completion Verification Form, (https://ucdenver.co1.qualtrics.com/jfe/form/SV_eyPLZl6vVh0wG8K/) before graduation, in order to confirm completion of their certificate. The certificate advisor will confirm that your certificate has been successfully completed, and will work with campus partners to apply the certificate to your transcript.

Students must fill out the Certificate Completion Form before the deadlines below, to ensure the certificate is applied to your transcript correctly. If you are a non-degree seeking student, please fill out this form in the term in which you intend to complete your certificate.

Spring semester – **April 1**
Summer semester – **July 1**
Fall semester – **November 1**

These program requirements are subject to periodic revision by the academic department, and the College of Liberal Arts and Sciences reserves the right to make exceptions and substitutions as judged

necessary in individual cases. Therefore, the College strongly urges students to consult regularly with their Professional Skills advisor to confirm the best plans of study before finalizing them.

General Requirements

Students must satisfy all requirements as outlined below and by the department offering the certificate.

- Click here (<http://catalog.ucdenver.edu/cu-denver/undergraduate/academic-policies-procedures/>) for information about Academic Policies

Certificate Requirements

1. Students must complete a minimum of 12 credit hours, from approved coursework
2. Students must complete a minimum of six upper division (3000-level and above) credit hours, from approved coursework.
3. Students must earn a minimum grade of B- (2.7) in all courses that apply to the certificate and must achieve a minimum cumulative GPA of 2.7. Courses taken using P+/P/F or S/U grading cannot apply to certificate requirements.
4. Students must complete all credit hours applying to the certificate with CU Denver faculty.

Certificate Restrictions, Allowances and Recommendations

1. Students must choose elective courses from at least two different disciplines.

Code	Title	Hours
Complete the following program requirements:		
<i>Complete one of the following Communication courses:</i>		3
COMM 2045	Workplace Communication	
COMM 2050	Professional Presentations	
COMM 4240	Organizational Communication	
COMM 4255	Negotiations and Bargaining	
COMM 4270	Intercultural Communication	
<i>Complete one of the following Writing courses:</i>		3
COMM 3072	Media Writing Skills	
ENGL 3154	Technical Writing	
ENGL 3170	Business Writing	
ENGL 3416	Magazine Writing	
ENGL 4280	Proposal and Grant Writing	
<i>Complete two elective courses from one of the following groups: ¹</i>		6
<i>Group 1: Digital and Media Literacy</i>		
COMM 2081	New Media Production and Management	
COMM 3660	Social Media for Social Change	
ETST 3272	Global Media	
HIST 3260	Introduction to Digital Studies	
INTE 2500	#Learning: Digital Spaces and Far Out Places	
MKTG 3100	Marketing Research	
<i>Group 2: Data Literacy</i>		
ECON 3811	Statistics with Computer Applications	
ECON 4030	Data Analysis with SAS (prereq ECON 3811 or Math 2830)	

IWKS 3200	Data Science for Innovators	
ISMG 2050	Business Problem Solving Tools	
MATH 2830	Introductory Statistics	
MATH 4830	Applied Statistics	
Total Hours		12

¹ Elective courses must be from different disciplines and may carry prerequisites that must be completed before enrolling.

To learn more about the Student Learning Outcomes for this program, please visit our website (<https://clas.ucdenver.edu/profesional-skills-certificate/>).