



Professional Communication

About the Program

Students in Professional Communication improve communication skills with peers, family, teachers, employers, and large groups of people so that each individual may participate more successfully in professional and social interactions. Rapidly expanding technologies and corporate systems demand strong choices in verbal and nonverbal messages, listening skills and critical thinking. Students are expected to identify, analyze, develop, and evaluate communication skills needed for professional and social success in interpersonal situations, interviews, group interactions, and professional or personal presentations. Students also have the opportunity to earn dual credit through Navarro College.

Effective Communication Skills

- Good Listening
- Awareness of Nonverbal Communication
- Recognizing Communication Barriers
- Communicating Clear Requests
- Exploring Self Unresolved Issues
- Determining When and Where to have Difficult Conversations

Projects and Processes Learned

- The Communication Process
- The Interview Process
- Effective Listening Skills
- Using Technology in Presentations
- Nonverbal Delivery and Communications
- Career Interest Exploration

Career Opportunities

- Public Relations Specialists
- Meeting/Event Planner
- College Alumni and Development Officers
- Media Planner
- Social Media Manager
- Human Resources Specialist
- Business Reporter
- Health Educator
- Brand Manager
- Sales Representative

