

COMMUNICATION STUDIES

Program: COMS
Credential: Certificate
Delivery: Part-time
Duration: 252 Hours
Effective: Fall 2025
Location: Barrie

Description

This certificate is available to all students who want to improve their effectiveness as writers in business, government or industry. Clear communication with external and internal audiences contributes to the success of small and large organizations, non profit agencies and government institutions. Students focus on the critical, analytical and strategic communications skills needed to be successful. Certificate completion requires six courses, two mandatory and four optional.

Career Opportunities

Graduates may be eligible for a variety of positions in a broad range of employment settings in all sectors of business and industry. Credits may be used towards a post secondary diploma.

Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

1. develop strategies to meet the needs of readers;
2. apply techniques for adapting to audiences and contexts as speakers;
3. apply critical thinking skills to analyze, evaluate and create workplace documents;
4. compose a wide variety of documents that inform, instruct and persuade;
5. plan and prepare formal and informal presentations for the workplace.

Admission Requirements

OSSD or equivalent with

- Grade 12 English (C or U)

Mature students, non-secondary school applicants (19 years or older), and home school applicants may also be considered for admission. Eligibility may be met by applicants who have taken equivalent courses, upgrading, completed their GED, and equivalency testing. For complete details refer to: www.georgiancollege.ca/admissions/academic-regulations/ (<https://www.georgiancollege.ca/admissions/academic-regulations/>)

Applicants who have taken courses from a recognized and accredited post-secondary institution and/or have relevant life/learning experience may also be considered for admission; refer to the Credit for Prior Learning website for details:
www.georgiancollege.ca/admissions/credit-transfer/ (<https://www.georgiancollege.ca/admissions/credit-transfer/>)

Graduation Requirements

2 Program (Mandatory) Courses
 4 Optional Courses

Graduation Eligibility

The passing weighted average to graduate is 60%. Additionally, a student must attain a minimum of 50% or a letter grade of P (Pass) or S (Satisfactory) in each course.

Program Tracking

Program Courses		Hours
Program Courses		
COMM 1016	Communication Essentials	42
COMM 2017	Work Environment Communication	42
Select 4 optional courses from the available list during registration		168
Hours		252
Total Hours		252

Code Title

Program options may include:

COMM 2014	Media Relations
COMM 2015	Proposal Writing
COMM 2019	Virtual Communication
COMM 2020	Technical Communication
COMM 2021	Dynamic Presentations
COMM 2022	The Visual World
COMM 2023	Culture and Communication

Graduation Window

Students registered in part-time studies programs must maintain continuous registration in order to complete the program according to the curriculum in place at the time they were admitted. Students who do not remain continuously registered must be readmitted to the program and follow the new curriculum.

Disclaimer: *The information in this document is correct at the time of publication. Academic content of programs and courses is revised on an ongoing basis to ensure relevance to changing educational objectives and employment market needs.*

Program outlines may be subject to change in response to emerging situations, in order to facilitate student achievement of the learning outcomes required for graduation. Components such as courses, progression, coop work terms, placements, internships and other requirements may be delivered differently than published.