

We are the School of Professional Communication (ProCom), located at Ryerson University in the heart of downtown Toronto, Ontario, Canada. Professional Communication is the theory and practice of written, oral, visual and media communication practices within organizations or “fields” such as healthcare, law, government, business, advertising, science, and technology.

## Minor in Professional Communication

Why minor in Professional Communication? Every aspect of organizational life depends on communication – team functions, customer relations, sales, human resources management, product development, to name a few. Professional communication expertise will help you in all aspects of your work, by enabling you to communicate effectively with coworkers, managers, subordinates, customers, clients, and industry partners. The majority of job listings for University graduates specifically demand “excellent verbal and written communication skills.” A Minor in Professional Communication will prove to employers that you have the communication skills required for successful performance in the workplace.

The [Professional Communication Minor](#) will sharpen your ability to plan, prepare, and produce messages that are clear, complete, and thoughtful. You will learn to:

- o focus your ideas
- o evaluate your audiences to ensure successful message reception
- o select, analyze, and organize information
- o choose the best communication channel for effective delivery
- o format and edit for accessibility, professionalism, and image
- o deliver effective presentations

Our graduates are extremely satisfied with their minor:

*“The time that [students] are given to practice their written and oral communication skills in school is golden . . . Employers who interviewed me after Ryerson always commended me on completing a Business Communication Minor.”*

*Senior Financial Analyst - RBC Financing*

*“Working in the corporate world made me realize the enormous impact, both positive and negative, that sophisticated written and oral communication can have on company fortunes and on people’s careers.”*

*Accounting Project Coordinator - Canada Newswire Ltd.*

## Requirements

Six one-semester courses make up the **Minor in Professional Communication**.

**Two** courses are **required**:

CMN 279 Introduction to Professional Communication\* and  
CMN 314 Professional Presentations

You must then choose any **four** of the following **elective** courses:

CMN 288	Promotional Communication in New Media Contexts
CMN 305	Strategic Public Relations in Professional Communication
CMN 306	Risk and Crisis Communication
CMN 313	Organizational Problem Solving and Report Writing
CMN 315	Issues in Communication and the Contemporary Workplace
CMN 316	Questioning Numbers
CMN 317	Governance in the Information Society
CMN 413	Corporate Communications
CMN 414	Interpersonal Communication in Management
CMN 443	Contemporary Intercultural Communication
CMN 444	On-Site Study in Communication: The Nonprofit Sector
CMN 447	Communication and Law
CMN 448	Introduction to Visual Communication
CMN 450	Participatory Media and Communication

\* The material in **CMN 279** is covered by courses specific to individual programs; these courses equivalent to **CMN 279** are listed below by program:

Business Technology Management	CMN 124
Computer Science	CMN 300
Fashion	CMN 373
Hospitality and Tourism Management	CMN 207
Public Administration and Governance	CCMN 114
Retail Management	CMN 201

For more information, see our website: [procom.ryerson.ca](http://procom.ryerson.ca)