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| **2014-2015 Certificate in Technical and Professional Communication**  **College of Liberal Arts**  **CSULB** |
| **24 Units** |

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| This checklist is not intended to replace advising from the department. Consult with the department advisor for appropriate course sequencing. Use this checklist in combination with the Academic Requirements Report, which is the official graduation verification. | | | | | |
|  | |  | **Prerequisites** | | |
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| Complete the following prerequisites | | | | | | |
|  | ENGL 317: Technical Communication (3) with a grade of “C” or better | | | Upper Division Standing | | |
|  | GPA of 2.75 or Higher | | |  | | |
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| **Area I: Technical and Professional Writing** | | | | | | | |
| Complete **ALL** of the following courses with a grade of “C” or better (6 units total): | | | | | | | |
|  | ENGL 417: Proposal Writing (3) | | | GE Foundations | | | |
|  | ENGL 418: Manual Writing (3) | | | GE Foundations | | | |
| Complete **ONE** of the following courses with a grade of “C” or better (3 units total): | | | | | | | |
|  | AH 447: Historiography of Art History (3) | | | Art Major; Senior Standing or Consent of Instructor | | | |
|  | ENGL 419: Writing in Science, Social Science, and Technology (3) | | | GE Foundations | | | |
|  | GEOL 420: Geologic Writing (3)  **GE: Capstone (F)** | | | Upper Division Standing; GEOL 102, 104, 240, 250, and 6 Units of GEOL at the 300-Level or Above | | | |
|  | IS 301: Business Communications (3) | | |  | | | |
|  | JOUR 316: Feature Writing (3) | | | JOUR 311 with a Grade of “C” or Better | | | |
| **Area II: Language Studies** | | | | | | | |
| Complete **ONE** of the following courses with a grade of “C” or better (4 units total): | | | | | | | |
|  | ENGL 320: English Grammar (4) | | |  | | | |
|  | ENGL 416: Technical Editing (4) | | | GE Foundations | | | |
| **Area III: Electives** | | | | | | | |
| Complete a minimum of **8 UNITS** from the following courses with a grade of “C” or better (8 units total): | | | | | | | |
| **Analytical Reading** | | | | | | | |
|  | COMM 301: Communication Criticism (3) | | | COMM 300 | | | |
|  | ENGL 380: Approaches to English Studies (4) | | | ENGL 180 or Equivalent | | | |
|  | ENGL/LING 423: Semantics (3) | | |  | | | |
|  | ENGL 488: Selected Topics in Rhetoric and Writing Studies (3) | | | GE Composition | | | |
|  | GEOG 380: Map Interpretation and Analysis (3) | | |  | | | |
|  | HIST 400: History of Western Scientific Thought (3)  **GE: Capstone (F) or (B1aNL) or (B1bNL) or (D2)** | | | Upper Division Standing | | | |
|  | NSCI 375: Science and Society (3)  **GE: Capstone (F) or (B1aNL) or (B1bNL)** | | | Upper Division Standing; 3 Units of GE NSCI | | | |
|  | PHIL 381: Philosophy of Science (3)  **GE: Capstone (F) or (C2)** | | | Upper Division Standing | | | |
| **Business/Professional Skills** | | | | | | | |
|  | ACCT 201: Elementary Financial Accounting (3) | | |  | | | |
|  | BLAW 220: Introduction to Law and Business Transactions (3) | | |  | | | |
|  | COMM 334: Business and Professional Communication (3) | | | COMM 130 or Consent of Instructor | | | |
|  | COMM 335: Persuasive Speaking (3)  **GE: Lifelong Learning and Self-Development (E)** | | | GE Foundations | | | |
|  | COMM 344: Theory and Techniques of Interviewing (3) | | |  | | | |
|  | JOUR 370: Principles of Public Relations (3) | | |  | | | |
|  | MKTG 300: Marketing (3) | | | Recommended: ECON 100, 101 | | | |
|  | MKTG 330: Mass Marketing Communications: Advertising (3) | | |  | | | |
| **Computer Applications** | | | | | | | |
|  | CECS 174: Introduction to Programming and Problem Solving (3) | | | CECS 100, MATH 113 (or Equivalent) all with a Grade of “C” or Better | | | |
|  | IS 300: Management Information Systems (3) | | | IS 233 or Equivalent | | | |
|  | JOUR 331: Introduction to News Editing (3) | | | JOUR 311 with a Grade of “C” or Better | | | |
|  | MGMT 426: Management and Information Systems (3) | | | IS 301 | | | |
|  | NSCI 200: Introduction to Computer Methods in Science (2) | | | NSCI Major; MATH 119A or MATH 122 or Consent | | | |
|  | SOC 260: Introduction to Data Analysis (3) | | | SOC 250 or Equivalent or Consent of Instructor | | | |
| **Creative Writing** | | | | | | | |
|  | ENGL 404: Creative Writing: Creative Nonfiction (3) | | | ENGL 204 or Consent of Instructor | | | |
|  | ENGL 405: Creative Writing: Short Story (3) | | | ENGL 205 or Consent of Instructor | | | |
|  | ENGL 406: Creative Writing: Poetry (3) | | | ENGL 206 or Consent of Instructor | | | |
|  | ENGL 407: Creative Writing: Novel (3) | | | Consent of Instructor | | | |
|  | FEA 304: Writing the Short Script (3) | | | Major Status, FEA 299 with a Grade of “C” or Better or Consent of Instructor | | | |
|  | FEA 404: Advanced Scriptwriting for Film and Electronic Media (3) | | | FEA 303 or 304 or ENGL 405 or 407 with a Grade of “C” or Better or Consent of Instructor | | | |
|  | THEA 380: Playwriting (3) | | |  | | | |
| **Intercultural Communication** | | | | | | | |
|  | ANTH 412: Culture and Communication (3)  **GE: Global Issues; Capstone (F) or (D2)** | | | Upper Division Standing | | | |
|  | ANTH/LING 413: Language and Culture (3) | | | ANTH/LING 170 or Consent of Instructor | | | |
|  | COMM 330: Intercultural Communication (3) | | |  | | | |
|  | MKTG 480: International Marketing (3) | | | MKTG 300, IS 301 | | | |
| **Visual Communication** | | | | | | | |
|  | E T 170: Engineering Drafting and Design (3) | | | Sophomore Standing | | | |
|  | GEOG 200: Introduction to Research Methods for Geographers (3) | | |  | | | |
|  | JOUR 305: Media Design (3) | | | JOUR 120 with a Grade of “C” or Better | | | |
|  | MAE 172: Engineering Design Graphics (3) | | |  | | | |
| **Area IV: Practical Writing** | | | | | | | |
| Complete at least **ONE** **UNIT** from the following course with a grade of “C” or better (1+ unit total): | | | | | | | |
|  | ENGL 491: Applied Technical Writing (1 - 3) | | | Admission to Certificate Program in Technical and Professional Communication | | | |
| Complete at least **ONE UNIT** from the following course with a grade of “C” or better (1+ unit total): | | | | | | | |
|  | ENGL 492A: Internship Technical-Professional Writing and Editing (1 - 3) | | | Admission to Certificate Program in Technical and Professional Communication | | | |
| Complete at least **ONE UNIT** from the following course with a grade of “C” or better (1+ unit total): | | | | | | | |
|  | ENGL 492B: Internship Technical-Professional Writing and Editing (1 - 3) | | | Admission to Certificate Program in Technical and Professional Communication | | | |

See online Catalog for additional course information, limitations, and requirements.

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| **GPA Requirements**  Minimum 2.0 for ALL of the following:   * Overall GPA * CSULB GPA * Cumulative Major/Minor GPA | **Unit Requirements**  120 Overall units  40 Upper Division units  30 CSULB units  24 Upper Division CSULB units | **Class Unit Levels**  0-29 units = Freshmen  30-59 units = Sophomore  60-89 units = Junior/Upper Division Standing  90+ units = Senior |
| **Graduate Writing Assessment Requirement (GWAR)**  Attempt the Writing Proficiency Exam (WPE) before 50 units. Transfer students must take the WPE during their first semester. | | |

**Additional Information**

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| * Some courses and GE Capstones may count in GE and the Certificate. Courses in bold indicate GE requirements. Visit the GE website for course selection: csulb.edu/ge. * See Catalog for additional Certificate Program prerequisites. * The Certificate Program must be completed within 10 years of the first credit granted toward the Certificate. * Students must receive a grade of “C” or better in every course in the Certificate Program, and a grade of “CR” is acceptable in no more than one course. * See advisor to develop a program of courses in Areas I through IV. * Composition is a prerequisite for all upper division English courses. |

**Department of English** Location: MHB-419 Phone Number: (562) 985-4223

**ATLAS *Network*/College of Liberal Arts Advising Center** Location: PH1-104 Phone Number: (562) 985-7804

**File by 90!**

File to graduate before your last semester.

See the Enrollment Services website for deadlines: csulb.edu/enrollment.