

Technical Communication, B.S., Corporate Comm. & Training Concentration

303-556-2518 West Classroom 256

Catalog 11-12

This sheet applies to the 2011-2012 catalog *only*. It does not replace the full catalog or departmental advising sheets as official statements of requirements. Students with declared majors *must* work with a faculty advisor on course selection and sequencing to ensure a timely graduation.

General Studies	33
Major courses	42
Minor courses or extended major	18-24
Electives	21-27
Total to graduate (40 hrs. min. upper division)	120 minimum

Students who have reached junior standing (60 hrs) should request a CAPP (graduation compliance report) and review it with a faculty advisor.

GENERAL STUDIES LEVEL I: *Must be completed within first 30-credit hours at Metro*

Composition

- ___ **ENG 1010-3 Freshman Comp: the Essay**
- ___ **ENG 1020-3 Freshman Comp: Anal., Rsrch & Docum.**

Mathematics

- ___ -3

Communications

- ___ -3

GENERAL STUDIES LEVEL II

Historical

- ___ -3

Arts & Letters

- ___ -3
- ___ -3

Social Sciences

- ___ -3
- ___ -3

Natural Sciences

- ___ -3
- ___ -3

Multicultural Requirement

(may be satisfied within General Studies, minor, or electives)

- ___ -3

MAJOR COURSES

Required Core

- ___ **COM 1450-3 Literacy and Communication Technologies**
- ___ COM 2720-3 Introduction to Communication Concepts & Systems
- ___ COM 3780-3 Communication Law

Required Senior Experience

- ___ COM 4410-3 Budgeting and Planning for Media Productions
- or** ___ COM 4790-3 Senior Seminar in Technical Communications

Required Corporate Communications and Training Courses

- ___ COM 2610-3 Introduction to Technical Writing
- ___ COM 3510-3 Corporate Communications
- ___ COM 3530-3 Corporate Cultures
- ___ COM 3570-3 Training with Technology
- ___ COM 3630-3 Designing Technical Publications

Choose 15 hours from the following:

- ___ COM 2430-3 Introduction to Technical Media Production
- ___ COM 2460-3 Media Graphics Production
- ___ COM 3310-3 International Technical Communications
- ___ COM 3330-3 Technical Writing for Translation
- ___ COM 3620-3 Technical Editing
- ___ COM 3625-3 Usability Testing
- ___ COM 3635-2 Producing Documentation for Web and Print Publication
- ___ COM 3670-3 Writing for the Environmental Industry
- ___ COM 4760-1-12 Advanced Internship in Technical Communications
- ___ MGT 3550-3 Operations Management
- ___ MGT 4610-3 Labor/Employee Relations
- ___ SOC 3160-3 Industry, Work & Occupations

ADDITIONAL NOTES

- **Extended Major Options I & 2 (see the college catalog):** To complete either of the extended major options, the student must fulfill all the requirements specified in one of the technical communications concentrations. In addition, the student must fulfill all General Studies and multicultural requirements of Metro State. Students enrolled in the extended major are **NOT required to complete a minor.**
- MINOR required for non-extended major (minimum 18-credit hours)
- **Courses in bold are recommended to be completed within students freshman year at Metro State.**