

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

303-556-2518 Central Classroom 119

Catalog 12-13

This sheet applies to the 2012-2013 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
<b>Total to graduate (40 hrs. min. upper division)</b>	<b>120 minimum</b>

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

## \*TO BE COMPLETED WITHIN FIRST 30-COLLEGE LEVEL CREDIT HOURS

### Written Communication

- \_\_\_ ENG 1010 (3hrs) Freshman Comp: the Essay\*  
**OR** ENG 1008/1009 (6 hrs.) Freshman Comp: The Essay Part I & II\*  
\_\_\_ ENG 1020 (3hrs) Freshman Comp: Anal., Rsrch & Docum. (must be completed within 45credit hours)

### Quantitative Literacy\*

\_\_\_ (3 hrs min)

### Oral Communication\*

\_\_\_ (3 hrs)

### Arts & Humanities

\_\_\_ (3 hrs)

\_\_\_ (3 hrs)

### Historical

\_\_\_ (3 hrs)

### Natural & Physical Sciences

\_\_\_ (3 hrs)

\_\_\_ (3 hrs)

### Social & Behavioral Science I

\_\_\_ (3 hrs)

### Social & Behavioral Science II

\_\_\_ (3 hrs)

### Global Diversity

\_\_\_ (3 hrs) may be satisfied within General Studies

### Multicultural Requirement

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

MAJOR COURSES: See a faculty advisor

Required Core

- \_\_\_ **COM 1450 (3 hrs) Literacy and Communication Technologies**  
\_\_\_ **COM 2720 (3 hrs) Introduction to Communication Concepts & Systems**  
\_\_\_ COM 3780 (3 hrs) Communication Law

Required Senior Experience

- \_\_\_ COM 4410 (3 hrs) Budgeting and Planning for Media Productions  
**or** COM 4790 (3 hrs) Senior Seminar in Technical Communications

Required Corporate Communications and Training Courses

- \_\_\_ COM 2610 (3 hrs) Introduction to Technical Writing  
\_\_\_ COM 3510 (3 hrs) Corporate Communications  
\_\_\_ COM 3530 (3 hrs) Corporate Cultures  
\_\_\_ COM 3570 (3 hrs) Training with Technology  
\_\_\_ COM 3630 (3 hrs) Designing Technical Publications

Choose 15 hours from the following:

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

**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)

**Electives**