This curricular policy, recommended by the Academic Senate in its meeting of February 10, 1983, was approved by the President on March 31, 1983.

SUBJECT: CERTIFICATE PROGRAM IN TECHNICAL AND PROFESSIONAL WRITING

The Department of English offers the Certificate in Technical and Professional Writing to those students interested in pursuing careers in writing and editing. The application form for the Certificate Program may be obtained from the English Department Office.

Prerequisites for the Certificate Program


2. Upper-division or postbaccalaureate standing in the University with a grade point average of at least 2.75 overall.

3. Admission to a degree program in this University or possession of a degree from this or another accredited university.

4. Successful completion of English 317, Technical Writing, at this University with a letter grade of "C" or higher.

General Requirements for the Certificate in Technical and Professional Writing

1. Baccalaureate degree which may be taken concurrently with Certificate in Technical and Professional Writing.

2. A minimum of 24 units in courses approved for the Certificate Program at this University. A grade of "C" or higher is required for every course in the Certificate Program. One course may be taken Credit/No Credit.

3. Completion of a program of courses in Areas I through IV developed in consultation with a member of the Certificate Program Committee and approved by the Committee.
4. Development of a portfolio of reports written and edited by the student during enrollment in the Certificate Program for review and approval of the Committee. (See Area IV, Course Requirements)

Course Requirements

Area I Report Forms (6 units)

English 417 - Proposal Writing
English 418 - Manual Writing
English 419 - Writing in Science and Technology

Area II Language Studies
A. 3-4 units from: English 320 - English Grammar
   English 325 - Models of English Grammar
   English 421 - Structure of Modern English, Morphology and Syntax
   English 423 - Semantics
B. 3 units from: Computer Studies 280
   Quantitative Systems 240, 242, and 243

Area III Exposition, Language, and Graphic Applications (9 units)
A. Applied Arts: Industrial Education 341, 342, and 352
   Industrial Technology 300
B. Business: Management 426
   Marketing 320 and 330
   Quantitative Systems 402
C. Education: Instructional Media 300 and 441
D. Engineering: Civil Engineering 305
   Mechanical Engineering 172
E. Fine Arts: Art 307 and 309
   Theatre Art 380
F. Humanities English 283 - Science Fiction
   English 427 - Computers and Language Instruction
   English 498 - Science and Literature
   Speech 344
   Creative Writing - one course
   Literature - one upper-division course
G. Interdisciplinary Studies 376
H. Natural Sciences
   Biology 364 and 365
I. Social Sciences: anthropology 413
   Asian American Studies 320
   Psychology 438
   Sociology 485

Area IV Practical Writing (3-6 units)
A. English 491 (1 or more units) - Applied Technical Writing
B. English 492 A or B (2 or more units) - Internship in Technical and Professional Writing and Editing (A grade will not be assigned until portfolio is turned in. See Paragraph 4, General Requirements.)

EFFECTIVE: Immediately

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