

Advising Worksheet
Certificate in Technical Communication
Total 18 credit hours

Student Name: _____ Student ID: _____
 Address: _____
 Phone: (Home) _____ (Work) _____
 E-mail address: _____
 Academic Major _____ Major Advisor: _____
 Certificate Advisor _____

<i>Required Courses (12 cr)</i>	<u>Sem/Yr. Taken</u>	<u>Grade</u>	<u>Credits</u>
ENG W231 Professional Writing Skills (3)	_____	_____	_____
ENG W234 Technical Report Writing (3)	_____	_____	_____
ENG W270 Argumentative Writing (3)	_____	_____	_____
ENG W321 Advanced Technical Writing (3)	_____	_____	_____

<i>Elective Courses (6 cr)</i>	<u>Course Taken</u>	<u>Sem/Yr. Taken</u>	<u>Grade</u>	<u>Credits</u>
ENG W395 Individual Study in Writing (3)	_____	_____	_____	_____
ENG W331 Business and Administrative (3)	_____	_____	_____	_____
JOUR J390 Corporate Publications (3)	_____	_____	_____	_____
CMCL C208 Argumentation and Advocacy (3)	_____	_____	_____	_____
SPCH S223 Business and Professional Communicatin (3)	_____	_____	_____	_____

Total Credit Hours (18) _____

Capstone Portfolio Completed: 3 essays _____ reflective essay _____
_____ Date

Verification of successful completion of Certificate:

 Certificate Advisor Signature _____ Date