

**Minor in Business and Technical Writing—Advising Sheet**  
*18 semester hours total*

**Required Courses: 12 semester hours**

- ENG 320 Writing and Computers (3) \_\_\_\_\_
- ENG 368 Business and Organizational Writing (3) \_\_\_\_\_
- ENG 371 Technical Writing (3) \_\_\_\_\_
- ENG 375 Strategies for Writing in the Workplace (3) \_\_\_\_\_

**Elective Course: 3 semester hours**

- ART 113 Digital Media 1 (3) \_\_\_\_\_
- SPK 230 Business and Prof. Speech (3) \_\_\_\_\_
- CSC 141 Computer Science 1 (3) \_\_\_\_\_  
or higher
- ENG 270 Book History (3) \_\_\_\_\_
- JRN 355 Public Relations Principles (3) \_\_\_\_\_
- MGT 100 Introduction to Business (3) \_\_\_\_\_
- MIS 300 Intro. to Mgt. Information Systems (3) \_\_\_\_\_
- MKT 200 Survey of Marketing (3) \_\_\_\_\_

Or other elective approved by program director

**Required Internship: 3 semester hours**

- ENG 395 Internship (3-12) \_\_\_\_\_

*Note: Limited to qualified students who have earned a min. of 80 credits*

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\_\_\_\_\_ **Student has submitted application for Minor in Business & Technical Writing**

\_\_\_\_\_ **Student has submitted internship portfolio to program director**

\_\_\_\_\_ **Graduating student has completed exit interview with program director**