

**TRANSFER GUIDE**  
**B.S. in Technical Communications**  
**Metropolitan State College of Denver**

**Section I: Degree/Program Requirements**

A. Institutional graduation requirements for this degree program.

The graduation requirements for a transfer student pursuing this major will be no different than the graduation requirements for a native student, including the minimum number of semester hours required for graduation. Specifically, the student must meet the following requirements:

- Successfully complete at least 120 credit hours;
- Successfully complete the required 42 credit hours in the major;
- Successfully complete the required 18 upper-division credits in the major;
- Successfully complete a minor of at least 18 credit hours (some courses in the minor may be taken at the community college) or follow the 2+2 agreement established with the community college granting the degree; and
- Successfully complete at least 40 upper-division credit hours.

B. Required courses in Major, including pre-requisites and required Support courses in the chart below:

**COMMUNITY COLLEGE REQUIRED COURSES:** Required courses to be taken as part of AA/AS degree to guarantee the completion a baccalaureate degree in 60 additional credits after transfer. List required courses here.

*Basic computer literacy, including document processing, is required of all technical communications majors.*

Degree Program Requirements			Technical Writing & Editing Concentration			
Course Number	Course Name	Credit Hours	CC Course Number	CC Course Name (recommend these courses be taken while at CC)	CC Credit Hours	
<b>Required Major Courses (list)</b>						
COM 2610	Introduction to Technical Writing	3	ENG 131	Technical Writing I	3	
COM 2720	Introduction to Communication Concepts & Systems	3				
COM 3320	International Technical Communications	3				
COM 3620	Technical Editing	3				
COM 3630	Designing Technical Publications	3				

	COM 3670	Writing for the Environmental Industry	3			
	COM 3780	Communication Law	3			
	COM 4790	Senior Seminar in Technical Communications (Senior Experience)	3			
	Choose two of the following:		6			
	COM 2420	Basic Single Camera Video Production				
	COM 2430	Introduction to Technical Media				
	COM 2450	Basic Multimedia Production				
	COM 2460	Presentation Graphics				
	COM 2470	Basic DVD Authoring				
	COM 2480	Corporate Animation				
<b>Elective Major Courses (credit hours)</b>						
		See Catalog list and see Advisor	12			
<b>Total for the major</b>			<b>42</b>			
<b>Required support courses (if applicable)</b>						
<b>Required Minor Courses and Electives</b>						
	Minor and electives	Approximately 10 of these credits must be upper-division.  See also the 2+2 agreements in place with selected community colleges.	15	Will be used to fulfill the minimum 18-hour minor requirement. Consult with advisor before enrolling in these courses because some courses taken at the CC may be used for the minor.		
<b>Other graduation requirements</b>						
	Multicultural Requirement (A multicultural course may be taken in the minor.)		3			
<b>Graduation Requirements beyond AA/AS degree</b>						
<b>Associate of Arts/Science Degree</b>			60			
<b>TOTAL GRADUATION REQUIREMENTS</b>			<b>120</b>			

## Section II: Transfer Of Credit

- A. Grade Eligibility.  
Only academic courses with a letter grade of "C-" or better are transferable.  
The four-year institution will accept and count toward meeting graduation

