

their skills for specific careers. Students interested in research careers in biotechnology fields are encouraged to supplement a disciplinary master's degree with the certificate. Double-counting of courses for the certificate and the master's degree is possible, but 9 units independent of master's degree coursework must be reserved for the certificate.

Admission Requirements for the Certificate. All admission requirements for the M.Bt. apply except that the prerequisite courses are limited to categories 1-4, and the minimum for admission to the program is two courses, i.e. general genetics and biochemistry lecture. All prerequisite courses must be completed for the certificate award.

Certificate Requirements

Set program of study (20 units)

(See Master of Biotechnology program requirements for specific courses.)

M.Bt. Core requirements IA and IB (8 units)

M.Bt. Courses IIA, B, C, F (12 units)

Certificate in Business Information Systems

Required Courses (9 units)

IS 158, 166, 181

Elective Course (6 units)

Select a minimum of 6 units from the following: IS 51, 106, 140, 156T, 162, 182, 183, 184, 186, 190, 195

Certificate in Communication Skills for Professionals

Proficiency in communication skills is essential in virtually any professional career. The Communication Program offers a structured sequence of courses leading to a certificate of special study recognizing the focused development of professional communication skills in such areas as presentational speaking, problem-solving and decision making, leadership, and interpersonal communication. Upon completion of the certificate requirements, the department will award a certificate.

Certificate Prerequisites: upper-division standing and completion of the General Education basic speech requirement.

Certificate Requirements. Check with the department prior to beginning certificate requirements regarding program status.

Communication Theory: COMM 100 **(3 units)**

Professional Writing Skills: BA 105W, ENGL 164, MCJ 10 **(3-4 units)**

Business and Professional Speaking: COMM 170 **(3 units)**

Communication Training and Development: COMM 176 **(3 units)**

Elect 6 units from COMM 103, 108, 162, 167, 168, 169 **(6 units)**

Total (18-19 units)

The new Communication Skills for Professionals Certificate Program is designed to enable students to achieve recognition of development in such areas as presentational speaking, problem solving and decision making, leadership, and interpersonal communication.

Certificate of Advanced Study in Composition

The Certificate in Composition is a postbaccalaureate course of study in the theory and pedagogy of teaching writing. It is designed for Valley classroom teachers, those considering doctoral study in English, candidates for the M.A. in English, and community college teachers.

ENGL 270 (4 units)

ENGL 281 (4 units)

Electives (LING 237, 244, 251; COMM 214; ENGL 265 or other electives approved by graduate advisor. Some of the courses may have prerequisites) (6-8 units)

Total (14-16 units)