November 2015

Current Students and Alumni of the English for Professional Purposes Certificate Program,

This letter is to announce revisions to the curriculum for 2016. We periodically review our programs at the College of Extended Learning in order to better serve students and are excited to introduce these improvements. In brief, there is a new course, a revised course, and changes in certificate requirements (see page 2).

Alumni may be interested in exploring our new online course, EPP 9072, On-line Communications, coming in Spring or Summer of 2016.

Continuing students who wish to follow new certificate requirements need only to review the equivalencies on page 3 of this document. Continuing students who wish to follow previous requirements and receive a certificate within the old program requirements should contact Andrew Brosnan or Kim Workman (kimw@sfsu.edu) to confirm needed courses.

Do not hesitate to contact me with any questions about the program.

Sincerely,

Andrew Brosnan
Program Director
English for Professional Purposes Certificate Program
415-817-4325
abrosnan@sfsu.edu
Curriculum*

Required Courses (Take all three)

EPP 9005 Better Business Writing  
EPP 9015 Effective Workplace Communication  
EPP 9025 Refining Pronunciation

Elective Courses (Choose One)

EPP 9062 Persuasive Business Writing  
EPP 9072 On-line Communications (New online course; coming Spring or Summer 2016)

Certificate

To earn a certificate, take all three required courses plus one elective.

*Subject to change
## Equivalencies

<table>
<thead>
<tr>
<th>Old Class #</th>
<th>Old Class Title</th>
<th>New Class # Equivalent</th>
<th>New Class Title Equivalent</th>
</tr>
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<tbody>
<tr>
<td>EPP 9005</td>
<td>Better Business Writing</td>
<td>EPP 9005</td>
<td>Better Business Writing</td>
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<tr>
<td>EPP 9006</td>
<td>Speaking Effectively: Dev. Pronunciation and</td>
<td>EPP 9015</td>
<td>Effective Workplace</td>
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<td>Communication Strategies</td>
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<td>Refining Pronunciation</td>
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<td>EPP 9062</td>
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<tr>
<td>None</td>
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<td>EPP 9072</td>
<td>Online Communications</td>
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</tbody>
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