

PROFESSIONAL AND TECHNICAL WRITING CERTIFICATE, STATEWIDE PROGRAM: 261

Total Credits: 22

Catalog Edition: 2022-2023

Program Description

(G): 261

This Professional and Technical Writing Certificate curriculum prepares students to meet the growing demands for workplace writing. The Professional and Technical Writing Certificate Program is designed for students from a variety of degree programs who want to move into professional writing careers, to enhance their employability, or to upgrade their skills.

The curriculum prepares students to design, write, and produce documents and presentations in a work environment. Students will advance their writing and editing skills as well as learn visual-design software. Students can tailor the certificate to focus on their specific area of interest, choosing from public relations, production of written documents, and graphic design. **This program can be completed either on campus or online.**

Program Outcomes

Upon completion of this program, a student will be able to:

- Write clearly for different audiences.
- Edit documents for correctness and consistency.
- Edit documents using sound grammar.
- Plan the document production process, including budgeting and scheduling.
- Plan, deliver, and critique presentations for the workplace.
- Use graphic design software to produce visual images that enhance communication in the written document.

Program Advisors

Germantown

- Prof. Bryant K. Davis, 240-567-7747,
Bryant.Davis@montgomerycollege.edu

For more information, please visit <https://www.montgomerycollege.edu/academics/programs/technical-writing/technical-writing-certificate.html>

To view the Advising Worksheet, please visit <https://www.montgomerycollege.edu/documents/counseling-and-advising/advising-worksheets/current-catalog/261.pdf>

2022-2023

Program Advising Guide

An Academic Reference Tool for Students

PROFESSIONAL AND TECHNICAL WRITING CERTIFICATE, STATEWIDE PROGRAM: 261

Program Requirements

A suggested course sequence for full-time students follows. All students should review this advising guide and consult an advisor.

Program Requirements

COMM 112 - Business and Professional Speech
Communication *3 semester hours*

ENGL 101 - Introduction to College Writing *3 semester
hours **

ENGL 103 - Critical Reading, Writing, and Research in the
Work Place *3 semester hours*

ENGL 259 - Organization and Development of Technical
Documents *3 semester hours*

ENGL 110 - Principles of English Grammar *3 semester
hours*

GDES 116 - Digital Tools for the Visual Arts *4 semester
hours*

OR

ARTT 116 - Digital Tools for the Visual Arts *4 semester
hours*

Program Elective *3-4 semester hours ***

Total Credit Hours: 22

* ENGL 101/ENGL 011 if needed, for ENGL 103 or elective.

** Students choose one of the following program electives: ENGL 258, COMM 230, COMM 251, GDES 212, or DATA 110.

This program can be completed either on campus or online.

Transfer Opportunities

Montgomery College has partnerships with multiple four-year institutions and the tools to help you transfer. To learn more, please visit <https://www.montgomerycollege.edu/transfer> or <http://artsys.usmd.edu>.

Get Involved at MC!

Employers and Transfer Institutions are looking for experience outside the classroom.

MC Student Clubs and Organizations: <https://www.montgomerycollege.edu/life-at-mc/student-life/>

Related Careers

Some require a Bachelor's degree.

Editor, Technical Writer, Desktop Publisher, Proofreader and Copy Marker.

Career Services

Montgomery College offers a range of services to students and alumni to support the career planning process. To learn more, please visit <https://www.montgomerycollege.edu/career>

Career Coach

A valuable online search tool that will give you the opportunity to explore hundreds of potential careers or job possibilities in Maryland and the Washington D.C. metropolitan area. Get started today on your road to a new future and give it a try. For more information, please visit <https://montgomerycollege.emsicc.com>

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