Professional And Technical Writing Certificate Option
General Studies Associate of Arts Degree (611C- SSAH)
ACADEMIC MAP

Below is a recommendation for courses and course sequencing based on full-time status. *Always consult a program advisor or counselor and review specific requirements for your transfer institution.* For information contact: generalstudies@montgomerycollege.edu.

Requirements/Recommended courses   0-15 Credits

ENGL 101/011 (required for Certificate)		3
MATF	Any MATF*	3 or 4
BSSD	Any BSSD**	3
NSND/NSLD	Any NSLD*	3 or 4
GEIR	COMM 112 (required for Certificate)	3
Total Credits		**15-17**

Staying on track at 0-15 Credits

- ☑ Complete ENGL 101/011
- ☑ Complete Math Foundation
- ☑ Start Academic Plan
- ☑ Identify Counselor to Work with regularly

Requirements/Recommended courses 16-30 Credits

ENGF	ENGL 103 (required for Certificate)	3
HUMD	Any HUMD***	3
NSND/NSLD	Any NSND or NSLD*	3
SSAH 1	Any SSAH	3
Elective	ENGL 110 (required for Certificate)	3
Total Credits		**15**

Staying on track at 16-30 Credits

- ☑ Update Academic Plan
- ☑ Identify Program Advisor to work with
- ☑ Complete English Foundation
- ☑ Complete at least 3 credits at 200 level
- ☑ Complete at least one of each Gen Ed Requirement (HUMD, ARTD, BSSD, NSLD/NSND, GEIR)
- ☑ Identify transfer programs and program requirements

Requirements/Recommended courses 31-45 Credits

ARTD	GDES 116 (required for Certificate) or ARTT 116	4
BSSD	Any BSSD**	3
SSAH 2	Any SSAH	3
SSAH 3	Any SSAH	3
GEIR	Any HUMD/ARTD or GEN ED HLTH	3
Total Credits		**16**

Staying on track at 31-45 Credits

- ☑ Update Academic Plan
- ☑ Complete all General Education Requirements
- ☑ Complete 5 credits of 200 level course work (9 credits by 45)
- ☑ Apply for transfer schools based on institution deadlines
- ☑ Apply for Graduation by 45 credits

Requirements/Recommended courses 46-60 Credits

SSAH 4	Any SSAH	3
SSAH 5	Any SSAH	3
Elective	ENGL 259 (required for Certificate)	3
Elective	One of the following: ENGL 258 (fall semester only), COMM 230, COMM 251, GDES 212, DATA 110 (required for Certificate)	3
Elective	Any Elective	0-2
Total Credits		**Up to 14**

Staying on track 46-60 Credits

- ☑ Complete 6 credits of 200 level course work (15 total required)
- ☑ Complete all General Education Requirements and Professional and Technical Writing Certificate Requirements

GENERAL EDUCATION ABBREVIATIONS KEY

ENGF – English Foundation
MATF – Math Foundation
ARTD – Arts Distribution

HUMD – Humanities Distribution
BSSD – Behavioral Social Sciences Distribution
NSLD – Natural Sciences with Lab

NSND – Natural Sciences without Lab
GEIR – Gen Ed Institutional Requirement

For more information on General Education, please visit: montgomerycollege.edu/academics/general-education-program

WHO TO CONTACT

If you have a question and would like to speak with an advisor, you may schedule an appointment with the counseling office or reach out to one of our Instructional Faculty Advisors.

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CONSIDERATIONS

• **In order to complete this degree, students must:**
  – Complete a minimum of 60 Credit hours including:
    – General Education Requirements- 31 Credit hours
    – Humanities, Arts, Communication, and Languages Core courses- at least 15 Credit hours, with a minimum of 3 credit hours at 200 level
    – Electives- Up to 11 Credit hours as needed to complete 60 Credit hours
  – Complete a minimum of 15 Credits at 200 level, with at least 3 credit hours at the 200 level from the Core.
  – Have a GPA of 2.0.
• **ENGL 101/011, if needed for ENGL 102/ENGL 103, or select a general elective.**
• **Behavioral and Social Science Distribution (BSSD) courses must come from different disciplines.****
• **Students must complete one Global or Cultural Perspectives designated course as part of their General Education Program.**
• **Students should attempt ENGL and MATH foundation requirements within completion of the first 24 credits of college level work or at the completion of any prerequisite or required non- credit coursework.**
• **Any credit hours beyond the minimum in General Education (31 Credit hours) or Core courses are counted toward elective credit hours.**
• **ENGL 102, ENGL 103, COMM 108, COMM 112 not eligible for HACL Core requirements, if used for General Education Foundation require-ments. ENGL 101/011 and ENGL 110 cannot be used to meet HACL Core requirements.**
• **Two general education institutional requirement (GEIR) courses required from the following general education courses: COMM, HLTH , or one ARTD or HUMD. Students may only take one course from ARTD or HUMD to fulfill General Education Institutional Requirements.**

Please Note: Exact semester credit counts may vary based on specific course selections.

Notation from the other side:

Students transferring to a specific four year institution, please check the Transfer Agreements site for articulated pathways that identify required coursework.

 These courses are required, suggested, or recommended for the Professional And Technical Writing certificate.

*Check with transfer institution for Math and Science requirements

** Check with transfer institution for Psychology course requirements

*** Check with transfer institution for World Language Proficiency requirements. Students with previous knowledge of a language may take the online language placement test and/or consult with the department chairs of the world languages discipline to determine course placement. Students who place at a higher level should adjust the suggested course sequencing to align with their course placement.

Note: ENGL 258 is offered only in fall semesters. Please speak with a program advisor or counselor if you plan to take this course to complete the certificate's required elective.

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