

TECHNICAL WRITING CERTIFICATE, STATEWIDE PROGRAM: 143

Total Credits: 28

Catalog Edition: 2020-2021

Program Description

(G): 143

This certificate curriculum is designed for those already employed in technical positions or in related positions seeking to move into careers in technical writing and editing, or to upgrade skills in these areas. The emphasis is on tools, techniques, and procedures for developing, preparing, and producing technical documents and presentations in a work environment. Those without appropriate background must obtain the consent of an advisor before enrolling in the curriculum.

To view the Advising Worksheet, please visit <https://www.montgomerycollege.edu/documents/counseling-and-advising/advising-worksheets/current-catalog/143.pdf>

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 documents, including the budgeting and scheduling of them.
- Learn what is taught in a computer class.
- Plan, deliver, and critique speeches common in business and industry.
- Implement basic principles of management or marketing that are common in business and industry.

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>

2020-2021

Program Advising Guide

An Academic Reference Tool for Students

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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 110 - Principles of English Grammar *3 semester hours*

ENGL 258 - Techniques of Proofreading and Editing *3 semester hours*

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

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

MGMT 101 - Principles of Management *3 semester hours*

OR

MGMT 211 *3 semester hours*

CMAP or CMSC elective *3 semester hours*

MGMT 220 - Organizational Behavior *3 semester hours*

CMAP or CMSC elective *3 semester hours*

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

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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