TECHNICAL WRITING CERTIFICATE, STATEWIDE PROGRAM: 143
Total Credits: 28
Catalog Edition: 2019-2020

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 adviser before enrolling in the curriculum.

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

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

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

2019-2020
Program Advising Guide
An Academic Reference Tool for Students
CERTIFICATE: 143
Program Requirements
A suggested course sequence for full-time students follows. All students should review this advising guide and consult an advisor.

• 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 - Introduction to Marketing 3 semester hours

• OR
• MGMT 220 - Organizational Behavior 3 semester hours

• CMAP or CMSC elective 3 semester hours

Total Credit Hours: 28
* 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://cms.montgomerycollege.edu/edu/plain.aspx?id=2439

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

Notes: