

# PROFESSIONAL AND TECHNICAL WRITING CERTIFICATE (G): 261

Total Credits: 22  
Catalog Edition 24-25

Name:

Date:

ID #:

CERTIFICATE REQUIREMENTS	Course	Hours	Grade
<b>ENGL 101 or ENGL 101A</b> (if needed for ENGL102/103 or Elective)*			
	<b>ENGL 103</b>	3	
	<b>ENGL 110</b>	3	
	<b>ENGL 259</b>	3	
	<b>COMM 112</b>	3	
	<b>GDES 116</b>	4	
<b>PROGRAM ELECTIVE **</b>			

**Overall GPA of 2.0 is required to graduate**

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

\*\* Students choose one of the following 3-4 credit program electives:  
ENGL 258, COMM 230, COMM 251, GDES 212, or DATA 110.

Total Credits:

[Professional and Technical Writing Website](#)

## Statewide Program

Last Modified: July 2024

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.

Advising Worksheet Contact: [Anthony Solano](#)

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.

See an [advisor](#) to submit an [Application for Graduation](#) the semester BEFORE you intend to graduate.

**This UNOFFICIAL document is for planning purposes ONLY and completion does not guarantee graduation.**

This certificate is a career program and may not readily transfer to four year colleges/universities (except in special cases.) Visit [transfer planning](#) for more information.