

 	<b>CAREER ENHANCEMENT CERTIFICATE</b> <b>ENGLISH – TECHNICAL COMMUNICATIONS</b>	<b>1819 Catalog</b> Effective Summer 2018
	<i>The catalog in force is assigned to students based on the academic year they first applied to the college, and changes only when students change their major or request the change in writing. Refer to Policy No. 3357:15-13-28.</i>	<b>1201</b>

*Arts and Sciences Division*

*English and Modern Languages Department*

Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
ENG124	College Composition <sup>^</sup>	3	Co-ENG024 <b>or</b> Co-ENG011 <b>or</b> Proficiency	
ITD122	Computer Applications for Professionals <sup>^</sup>	3	ITD100 <b>or</b> Proficiency	
ENG221	Technical Report Writing	3	ENG124	
ENG125	Technical Editing and Layout <sup>▲+</sup>	3	ENG124	
ENG227	Writing for Media	3	ENG124	
COM223	Interviewing I <sup>▲-</sup>	3		
	<b>TOTAL CREDIT HOURS</b>	<b>18</b>		

### STUDENT ADVISING NOTES

#### Academic Advising

Students should make an appointment to see their advisor before registering for classes each semester. They should have prepared a completed registration form, including courses they wish to take, prior to this meeting.

<u>First Semester</u>		<u>Credit Hours</u>	<u>Pre- and Co-requisites</u>
ENG124	College Composition <sup>^</sup>	3	Co-ENG024 <b>or</b> Co-ENG011 <b>or</b> Proficiency
ITD122	Computer Applications for Professionals <sup>^</sup>	3	ITD100 <b>or</b> Proficiency
COM223	Interviewing I <sup>▲-</sup>	<u>3</u>	
		<b>9</b>	
<u>Second Semester</u>			
ENG221	Technical Report Writing	3	ENG124
ENG125	Technical Editing and Layout <sup>▲+</sup>	3	ENG124
ENG227	Writing for Media	<u>3</u>	ENG124
		<b>9</b>	
	<b>TOTAL CREDITS</b>	<b>18</b>	

<sup>^</sup> Based upon SSC placement score.

<sup>▲-</sup> Fall only courses. Please see your academic advisor for availability.

<sup>▲+</sup> Spring only courses. Please see your academic advisor for availability.