

	<b>CAREER ENHANCEMENT CERTIFICATE</b>  <b>Professional Writing</b>  <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>Catalog 2025-26</b> Effective Summer 2025  <div style="font-size: 2em; font-weight: bold;">1201</div>
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*Arts and Sciences Division*

*English, Language, and Social Sciences 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	
ENG125	Technical Editing and Layout ▲+	3	ENG124	
ENG126	Technical Grammar and Style ▲+	3	ENG124	
ENG230	Business Communication	3	ENG124	
<b>WRITING ELECTIVES: 9 of the following credit hours required</b>				
ENG221	Technical Report Writing	3	ENG124	
ENG227	Writing for Media	3	ENG124	
ENG228	Writing for the Web	3	ENG124	
ENG232	Scriptwriting ▲+	3	ENG124	
ENG238	Introduction to Creative Writing ▲+	3	ENG124	
<b>TOTAL CREDIT HOURS</b>		<b>21</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.

#### First semester

ENG124	College Composition	Credit Hours 3	Pre- and Co-requisites Co-ENG024 <b>or</b> Co-ENG011 <b>or</b> Proficiency
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#### Second Semester

ENG125	Technical Editing and Layout▲+	3	ENG124
ENG126	Technical Grammar and Style▲+	3	ENG124
<i>Writing Elective</i>		3	ENG124
<i>Writing Elective</i>		3	ENG124

#### Third Semester

ENG230	Business Communication	3	ENG124
<i>Writing Elective</i>		3	ENG124

**TOTAL CREDITS**

**21**

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

▲+Spring only courses. Please see your academic advisor for availability.

**The classes in this certificate also apply toward the completion of the Grant Writing Career Enhancement Certificate (1203) and the Associates of Arts English Degree (7202).**