**PROFESSIONAL WRITING FOR BUSINESS,
GOVERNMENT, AND INDUSTRY**
Certificate   **AL, AN, LO, MA, WO, ELI***

Purpose: This certificate program prepares participants to write with expertise in professional contexts. The curriculum provides skills needed by currently employed or potential writers in business, government, and industry. Writers will acquire a sound foundation in composing, editing, and formatting on computers, as well as a comprehensive grounding in grammar and punctuation. Additional courses which may be chosen as electives include instruction in journalism, technical report writing, writing for publication, writing for the Web, and intercultural communication.

Special Curriculum Completion Requirements: The student must complete a minimum of nine credits of computer-intensive courses. Computer-intensive courses are defined as those taught on the Web and through distance learning with extensive use of computer instruction and those taught on campus in which an individual computer is provided for each student's instruction.

* Graduation requirements are certified by a faculty advisor at a campus offering this major.

One Year		Credits
1st Semester		
[1]ENG	111 College Composition I	3
[1]ENG	115 Technical Writing	3
ENG	121 Introduction to Journalism I	3
[2]___	Elective	3
SPD	110 Introduction to Speech Communication or	
	SPD 115 Small Group Communication	3
SDV	Elective	1
	Total	**16**

2nd Semester		
[1]ENG	116 Writing for Business	3
ENG	123 Writing for the World Wide Web	3
[1]ENG	135 Applied Grammar or ENG 295 Topics in:	
	Editing for the Professional	3
ENG	280 Writing User Manuals or	
	ENG 295 Topics in: Editing for the Professional or	
	Writing Grants and Proposals	3
ENG	290 Coordinated Internship or	
	ENG 297 Cooperative Education or	
	ENG 298 Seminar and Project	3
	Total	**15**

Total credits for the Professional Writing for Business, Government, and Industry Certificate = 31.

[1] This course may be offered as computer-intensive, with an individual computer provided for each student's instruction.

[2] Electives should be selected in consultation with a faculty advisor. Those elective courses most appropriate for the professional writing program are ENG 122, ENG 131, ENG 210, ENG 221, ENG 222, ENG 295 (professional writing-related topic) and SPD 229.