



## 2016-2017 Certificate

**Certificate:**                   **PROFESSIONAL COMMUNICATIONS (90-699-2)**

**Credits:**                       **24 Credits**

**Description:**               It is designed for students who desire to complete the majority of course work in Professional Communications but do not need the formal associate degree. Typically, these students have at least a bachelor's degree and/or are currently working as a technical writer and need to expand their skills. Eligible courses are listed below.

**Related Program:**       Professional Communications

**Campuses Available:**   Racine and Online

### REQUIRED COURSES

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Course #	Course Title	Requisites	Credits
801-134	Technical Writing: Project Management		1
801-135	Technical Writing: Portable Document Format		1
204-105	Computer Illustration & Drawing Tech		3
801-106	Technical Writing: Layout & Design		2
801-114	Technical Writing: Safety Info./Product Liability		1
801-128	Technical Writing: Forms Design		1
801-131	Technical Writing: Newsletter Writing		1
801-129	Technical Writing: Technical Photography		2
801-111	Technical Writing: Electronic Publish/Windows		2
204-107	Digital Photography, Intro to		3
801-107	Technical Writing: Audiovisual		2
801-121	Technical Writing: Print Production		2
801-124	Technical Writing: Edit/Proofreading		2
801-125	Technical Writing: Vendor Management/Ethics		1
801-133	Technical Writing: Introduction	801-136	2
801-113	Technical Writing: Online Documentation		2
801-122	Technical Writing: Manuals	801-106; 111; 114; 133; 197	3
801-123	Technical Writing: Procedure Writing		2
801-126	Technical Writing: Externship/Internship	801-106; 111; 114; 133; 197	3
204-116	Webpage Design for Graphic Designers	204-107	3
801-108	Technical Writing: Sales Promotion		2
801-117	Technical Writing: Technical Applications		1

NOTE: Students must complete a certificate program with a minimum of a 2.0 Program GPA.

NOTE: Prerequisites can be waived with departmental approval.



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## PROFESSIONAL COMMUNICATIONS (90-699-2) – CONT.

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Course #	Course Title	Requisites	Credits
801-120	Technical Writing: Grant/Proposal Writing		2
801-102	Technical Writing: Online Help		1
699-110	Communication Document Design	Coreq: 103-142	3
699-111	Communication Project Management		3
699-112	Editing	Prereq: 831-103 or Placement Score	3
699-113	Information Design	Prereq: 831-103 or Placement Score	3
699-114	Professional and Technical Writing	Prereq: 831-103 or Placement Score	3
699-115	Professional Communications Internship	Prereq: 699-113; 114; 117	3
699-116	Professional Communications Portfolio	Prereq: 699-113; 114; 117	1
699-117	Research Fundamentals		3
699-130	Writing and Publishing		3
699-131	Writing Copy for Sales	Prereq: 831-103 or Placement Score	3
699-132	Writing for Organizations	Prereq: 831-103 or Placement Score	3
699-133	Writing for Social Media	Prereq: 831-103 or Placement Score	3
699-134	Writing for the Media	Prereq: 831-103 or Placement Score	3
699-135	Writing for the Web	Prereq: 831-103 or Placement Score	3
699-136	Writing Grant Proposals	Prereq: 831-103 or Placement Score	3
699-137	Writing Product Documentation	Prereq: 831-103 or Placement Score	3
699-138	Writing Software User Assistance	Prereq: 831-103 or Placement Score	3

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NOTE: Prerequisites can be waived with departmental approval.