



## Professional And Technical Writing Certificate Option

General Studies Associate of Arts Degree (611A-HACL)

## ACADEMIC MAP

Below is a recommendation for courses and course sequencing based on full-time status. **Always consult a program advisor or counselor and review specific requirements for your transfer institution.**

For information contact: [generalstudies@montgomerycollege.edu](mailto:generalstudies@montgomerycollege.edu).

| Requirements/Recommended courses 0-15 Credits |                                                 |               |
|-----------------------------------------------|-------------------------------------------------|---------------|
|                                               | <b>ENGL 101/011</b> (required for Certificate)  | <b>3</b>      |
| <b>MATF</b>                                   | Any MATF* (MATH 117, recommended)               | <b>3 or 4</b> |
| <b>HUMD</b>                                   | Any HUMD**                                      | <b>3</b>      |
| <b>NSND/NSLD</b>                              | Any NSLD/NSND*                                  | <b>3 or 4</b> |
|                                               | <b>GEIR</b> COMM 112 (required for Certificate) | <b>3</b>      |
| <b>Total Credits</b>                          |                                                 | <b>15-17</b>  |

| Staying on track at 0-15 Credits    |                                           |
|-------------------------------------|-------------------------------------------|
| <input checked="" type="checkbox"/> | Complete ENGL 101/011                     |
| <input checked="" type="checkbox"/> | Complete Math Foundation                  |
| <input checked="" type="checkbox"/> | Start Academic Plan                       |
| <input checked="" type="checkbox"/> | Identify Counselor to work with regularly |

| Requirements/Recommended courses 16-30 Credits |                                                     |           |
|------------------------------------------------|-----------------------------------------------------|-----------|
|                                                | <b>ENGF</b> ENGL 103 (required for Certificate)     | <b>3</b>  |
| <b>BSSD</b>                                    | Any BSSD***                                         | <b>3</b>  |
| <b>NSLD</b>                                    | Any NSLD*                                           | <b>4</b>  |
| <b>HACL 1</b>                                  | Any HACL                                            | <b>3</b>  |
|                                                | <b>Elective</b> ENGL 110 (required for Certificate) | <b>3</b>  |
| <b>Total Credits</b>                           |                                                     | <b>15</b> |

| Staying on track at 16-30 Credits   |                                                                                      |
|-------------------------------------|--------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Update Academic Plan                                                                 |
| <input checked="" type="checkbox"/> | Identify Program Advisor to work with                                                |
| <input checked="" type="checkbox"/> | Complete English Foundation                                                          |
| <input checked="" type="checkbox"/> | Complete at least 3 credits at 200 level                                             |
| <input checked="" type="checkbox"/> | Complete at least one course from core                                               |
| <input checked="" type="checkbox"/> | Complete at least one of each Gen Ed Requirement (HUMD, ARTD, BSSD, NSLD/NSND, GEIR) |
| <input checked="" type="checkbox"/> | Identify transfer programs and program requirements                                  |

| Requirements/Recommended courses 31-45 Credits |                                                             |           |
|------------------------------------------------|-------------------------------------------------------------|-----------|
|                                                | <b>ARTD</b> GDES 116 or ARTT 116 (required for certificate) | <b>4</b>  |
| <b>BSSD</b>                                    | Any BSSD***                                                 | <b>3</b>  |
| <b>HACL 2</b>                                  | Any HACL                                                    | <b>3</b>  |
| <b>HACL 3</b>                                  | Any HACL                                                    | <b>3</b>  |
| <b>GEIR</b>                                    | Any HUMD/ARTD or GEN ED HLTH                                | <b>3</b>  |
| <b>Total Credits</b>                           |                                                             | <b>16</b> |

| Staying on track at 31-45 Credits   |                                                               |
|-------------------------------------|---------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Update Academic Plan                                          |
| <input checked="" type="checkbox"/> | Complete all General Education Requirements                   |
| <input checked="" type="checkbox"/> | Complete 5 credits of 200 level course work (9 credits by 45) |
| <input checked="" type="checkbox"/> | Apply for transfer schools based on institution deadlines     |
| <input checked="" type="checkbox"/> | Apply for Graduation by 45 credits                            |

| Requirements/Recommended courses 46-60 Credits |                                                                                                                                        |            |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>HACL 4</b>                                  | Any HACL                                                                                                                               | <b>3</b>   |
| <b>HACL 5</b>                                  | Any HACL (200 level recommended)                                                                                                       | <b>3</b>   |
|                                                | <b>Elective</b> ENGL 259 (required for certificate)                                                                                    | <b>3</b>   |
|                                                | <b>Elective</b> One of the following: ENGL 258 (fall semester only), COMM 240, COMM 251, GDES 212, DATA 110 (required for Certificate) | <b>3</b>   |
| <b>Elective</b>                                | Any elective                                                                                                                           | <b>0-2</b> |

| Staying on track 46-60 Credits      |                                                                                                             |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Complete 6 credits of 200 level course work (15 total required)                                             |
| <input checked="" type="checkbox"/> | Complete all General Education Requirements and Professional and Technical Writing Certificate Requirements |

|                      |                 |
|----------------------|-----------------|
| <b>Total Credits</b> | <b>Up to 14</b> |
|----------------------|-----------------|

### GENERAL EDUCATION ABBREVIATIONS KEY

**ENGF** – English Foundation

**MATF** – Math Foundation

**ARTD** – Arts Distribution

**HUMD** – Humanities Distribution

**BSSD** – Behavioral Social Sciences Distribution

**NSLD** – Natural Sciences with Lab

**NSND** – Natural Sciences without Lab

**GEIR** – Gen Ed Institutional Requirement

For more information on General Education, please visit: [montgomerycollege.edu/academics/general-education-program](http://montgomerycollege.edu/academics/general-education-program)

## WHO TO CONTACT

If you have a question and would like to speak with an advisor, you may schedule an appointment with the counseling office or reach out to one of our Instructional Faculty Advisors.

**Bryant Davis** | Professional and Technical Writing Certificate Coordinator | GT | bryant.davis@montgomerycollege.edu

**Christina Gentile** | Collegewide Chair of General Studies Program | RV | christina.gentile@montgomerycollege.edu

**Kateema Lee** | Chair, Department of English and Reading | GT | kateema.lee@montgomerycollege.edu

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## CONSIDERATIONS

- **In order to complete this degree, students must:**

- Complete a minimum of 60 Credit hours including:
  - General Education Requirements- 31 Credit hours
  - Humanities, Arts, Communication, and Languages Core courses- at least 15 Credit hours, with a minimum of 3 credit hours at 200 level
  - Electives- Up to 11 Credit hours as needed to complete 60 Credit hours
- Complete a minimum of 15 Credits at 200 level, with at least 3 credit hours at the 200 level from the Core.
- Have a GPA of 2.0.

- **ENGL 101/011, if needed for ENGL 102/ENGL 103, or select a general elective.**

- **Behavioral and Social Science Distribution (BSSD) courses must come from different disciplines.\*\***

- **Students must complete one Global or Cultural Perspectives designated course as part of their General Education Program.**

- **Students should attempt ENGL and MATH foundation requirements within completion of the first 24 credits of college level work or at the completion of any prerequisite or required non- credit coursework.**

- **Any credit hours beyond the minimum in General Education (31 Credit hours) or Core courses are counted toward elective credit hours.**

- **ENGL 102, ENGL 103, COMM 108, COMM 112 not eligible for HACL Core requirements, if used for General Education Foundation requirements. ENGL 101/011 and ENGL 110 cannot be used to meet HACL Core requirements.**

- **Two general education institutional requirement (GEIR) courses required from the following general education courses: COMM, HLTH , or one ARTD or HUMD. Students may only take one course from ARTD or HUMD to fulfill General Education Institutional Requirements.**

*Please Note: Exact semester credit counts may vary based on specific course selections.*

### **Notation from the other side:**

Students transferring to a specific four year institution, please check the Transfer Agreements site for articulated pathways that identify required coursework.



These courses are required, suggested, or recommended for the Professional And Technical Writing certificate.

\* Check with transfer institution for Math and Science requirements

\*\* Check with transfer institution for World Language Proficiency requirements. Students with previous knowledge of a language may take the [online language placement test](#) and/or consult with the department chairs of the world languages discipline to determine course placement. Students who place at a higher level should adjust the suggested course sequencing to align with their course placement.

\*\*\* Check with transfer institution for Psychology course requirements

Note: ENGL 258 is offered only in fall semesters. Please speak with a program advisor or counselor if you plan to take this course to complete the certificate's required elective.

## NOTES

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