

# CERTIFICATE IN PROFESSIONAL AND TECHNICAL WRITING

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## Department of Languages

Dr. Lucas Hardy, Graduate Director  
240 DeBartolo Hall  
330-941-3420  
lhardy01@ysu.edu

### Certificate Description

This four-course certificate (12 semester hours) is designed to meet the needs of students preparing for careers as:

- technical writers and editors;
- company news and information directors;
- or grant and proposal writers for schools, hospitals, nonprofit organizations, and fine and performing arts groups.

Frequency of course offerings allows most students to finish the certificate within four semesters.

### Admission Requirements

To be eligible for the **Professional and Technical Writing** graduate certificate, students need not have an undergraduate degree in English, but they must have a B.A. or B.S. degree and meet the requirements for admission to the College of Graduate Studies at YSU.

### Certificate Requirements

COURSE	TITLE	S.H.
<b>Required Courses</b>		
ENGL 6943	Public and Professional Writing	3
ENGL 6944	Document Design and Production	3
Select two courses from Group A or one course from each Group:		6
<b>Group A</b>		
ENGL 6945	Grant Writing	
ENGL 6949	Professional and Technical Editing	
ENGL 6953	Publications Issues and Management	
ENGL 6992	Professional Communication	
<b>Group B</b>		
ENGL 6950	Sociolinguistics	
ENGL 6958	English Grammar	
ENGL 6993	Discourse Theory	
<b>Total Semester Hours</b>		<b>12</b>

Although ENGL 6998 Professional Writing Internship does not count toward the 12 semester hour requirement for the certificate, students are strongly urged to take this course or seek equivalent professional experience.

### Learning Outcomes

Learning Outcome 1: PPW students will WRITE documents to meet the demands, purpose, and interests of a specific client and audience, using relevant rhetorical strategies and concepts.

Learning Outcome 2: PPW students will DESIGN documents to meet the demands, purpose, and interests of a specific client and audience, drawing on principles of visual rhetoric.

Learning Outcome 3: PPW students will REFLECT on and REVISE their documents' writing and design using concrete criteria set by a specific client and audience.

Learning Outcome 4: PPW students will DELIVER ORAL PRESENTATIONS of their documents' writing and design using professionally designed visual aid.