

## Undergraduate Certificate in Writing for the Professions

In today's business climate, employees have discovered that the ability to research, organize, and write various kinds of documents is a critical component of many positions, including those that are primarily technical in nature. Organizations expect employees to communicate clearly and effectively with both colleagues and nonexpert stakeholders.

This 18-credit certificate provides participants with a strong foundation for developing these vital writing skills. You will learn techniques that are critical for producing clearly written documents—critiquing, analyzing, and researching—as well as the practical applications that build on this groundwork.

### Who should participate:

Individuals for whom writing will be a major component of their job responsibilities, e.g., broadcasters, legal professionals, or reporters.

### Upon completion of this certificate, participants will be able to:

- Identify and analyze audience traits and perspectives.
- Determine a specific goal and/or purpose of a document, then organize and develop clearly written prose in support of that purpose.
- Apply concentrated knowledge of a specialized communication topic.

This certificate is applicable to such fields as print and online writing professions, health professions, and nonprofit organizations.

### Admission requirements

Students must meet requirements for admission to the College of General Studies (CGS). A certificate application form must be completed and returned to a CGS academic advisor. To avoid a late fee, you should complete this process when registering for courses.

### Tuition and payment plans

If you are employed, check with your company's human resources office to see whether you qualify for company tuition benefits.

Current tuition rates are available at [www.ir.pitt.edu/tuition](http://www.ir.pitt.edu/tuition).

Financial aid information is available at [www.pitt.edu/~oafa/fahome.html](http://www.pitt.edu/~oafa/fahome.html).

Information about billing and payment options is available at [www.bc.pitt.edu/students](http://www.bc.pitt.edu/students).

### Obtaining the certificate

To receive the certificate, you must fill out an application with your academic advisor prior to completing your last term in the program. Check with your academic advisor for the application filing form and deadline, and be sure all requirements for the certificate have been met. To avoid a late fee, you should complete this process when registering for the term.

### Curriculum: 18 credits

Many courses are offered in the evenings, on Saturdays, and at off-campus locations. Not all courses are offered every term. All courses are three credits unless otherwise noted. Please check course descriptions for prerequisites.

For most undergraduate classes offered by CGS, the School of Arts and Sciences, and the College of Business Administration, visit [www.courses.as.pitt.edu](http://www.courses.as.pitt.edu).

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## **Required courses: 9 credits**

ENGWRT 0550 Introduction to Journalism  
ENGCMP 0400 Written Professional Communication

And choose one of the following two courses:

COMMRC 0320 Mass Communication Process  
ENGWRT 1330 Nonfiction I

## **Elective courses: 9 credits**

Choose three courses from the following:

COMMRC 1732 Special Topics: Media Relations  
COMMRC 1730 Special Topics: Health Communications  
ENGCMP 0301 Writing Arguments  
ENGCMP 0410 Writing in the Legal Professions  
ENGCMP 0420 Writing for the Public  
ENGCMP 0550 Topics in Public/Professional Writing  
ENGCMP 1400 Grant and Proposal Writing  
ENGWRT 1391 Writing the Review  
ENGWRT 1393 Sports Writing  
ENGWRT 1395 Public Relations Writing  
ENGWRT 1399 Topics in Nonfiction: Newspaper  
ENGWRT 1401 Topics in Nonfiction: Magazine  
ENGWRT 1403 Topics in Nonfiction: Electronic Media

## **College of General Studies**

The College of General Studies (CGS) provides adult and continuing education programs that are designed to address changing employer and student needs. The high-quality, flexible programs include degree completion, certificates, and enrichment courses. CGS provides a single point of access to the University's innovative programs and services that both enrich lives and promote the economic health of the region.

***Requirements subject to change. Check with an academic advisor before registering.***

For more information, contact:

**University of Pittsburgh  
College of General Studies  
412-624-6600  
[www.cgs.pitt.edu](http://www.cgs.pitt.edu)**