

PROFESSIONAL WRITING (221-699-43)

The high-performance workplace, Internet e-businesses, government agencies and smaller high-tech businesses require technically knowledgeable, skilled communicators to prepare documentation, reports, manuals, and publications, and to prepare and present briefings and oral presentations. This certificate prepares students to perform the range of skills involved in writing, revising and editing workplace documents, publications and presentations.

<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>
ENG 111	College Composition I	3
ENG 116	Writing for Business	3
ENG 134	Grammar for Writing and Speaking	3
ENG 137	Communication Processes I	3
---	Degree-Related Electives ¹	1-3
Total Minimum Credits		13-15

¹ENG 121, ENG 115, and SPD 126 are 3 credits; SPD 127 is 1-2 credits.

For more information about this career studies certificate, contact the **Communications and Humanities Division** in room 857 Templin Hall, 757/825-2799, or at www.tncc.edu.

RECREATION AND PARKS MANAGEMENT (221-460-30)

<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>
SDV 100	College Success Skills	1
MTH 120	Introduction to Mathematics	3
HLT 106	First Aid and Safety	2
MKT 170	Customer Service	2
BUS 117	Leadership Development	3
RPK 100	Introduction to the Field of Recreation, Parks & Leisure Studies	3
RPK 135	Program Planning	3
RPK 146	Recreation Facilities Management & Design	3
RPK 265	Risk Management	3
RPK 201	Recreation and Parks Management	3
RPK 290	Coordinated Internship or	
RPK 297	Cooperative Education	3
Total Minimum Credits		29

For more information about this career studies certificate, contact the **Business, Public Services and Social Sciences Division** in room 122 Diggs Hall or at 757/825-2900 or www.tncc.edu.