

Technical Communications Professional Certificate (2541)

This certificate provides preparation essential for careers in technical communications. It is designed for those already employed in technical positions or in related positions, those seeking to move into careers in technical writing and editing, or those wishing to upgrade their skills. Students will develop skills in technical writing and editing, public speaking, working in small groups, information technology, and the use of common tools in the technical communications profession. In addition, students will select a specialization in traditional media, Web media, or photographic media. Students also have the option of adding a focus on modern languages to meet the high demand for bilingual communications.

ENGL 1110* English Composition I (A)	3
OR	
ENGL 1111 English Composition I (B)	
ENGL 1121English Composition II - Technical Focus	3
ENGL 2202Technical Research and Report Writing	3
ITIS 1005.....Computers and Information Processing	3
ITIS 1510Using Windows Applications: Word Processing	3
ITIS 1540.....Using Windows Applications: Presentation Graphics	2
ITIS 2501.....Technical Communication Applications	2
SPCH 1050**Fundamentals of Public Speaking	2
SPCH 1150***.....Fundamentals of Interpersonal Communication	2
SPCH 2300.....Small Group Communication.....	3
Choose course(s) from the Electives Groups	3-4

Certificate Total: 29-30

**English course selection is based on placement test results (ENGL 1111 is 4 credits, only 3 credits apply to the degree).*

***Students may substitute SPCH 1000. This 3 credit course may be required for students transferring to a four-year college.*

****Students may substitute SPCH 1100. This 3 credit course may be required for students transferring to a four-year college.*

Electives Groups: Students must complete 3 credits by selecting **all** of the courses within one of the following groups of courses.

Traditional Media Group:

ARTS 1130Art Drawing I

Web Media Group:

ITCS 1105.....Web Programming I.....

ITIS 1100.....Internet: Services, Tools and Web Page Creation

Photographic Media Group:

PHOT 2300.....Electronic Imaging I

While the following are not required in the Technical Communications Professional Certificate, students may benefit from taking any of these additional courses or sequence of courses:

ENGL 1125.....Fundamentals of Grammar	2
ENGL 1130.....Principles of Prose Style	2
ENGL 2203.....Technical Editing	2
ITIS 1108.....Using an HTML Editor	2
ITIS 1120.....Introduction to Flash	2

French

FREN 1001Elementary French I

FREN 1002Elementary French II

FREN 2001Intermediate French I: Conversation and Grammar

FREN 2002Intermediate French II: Culture and Civilization

German

GERM 1001Elementary German I

GERM 1002Elementary German II

GERM 2001Intermediate German I: Conversation and Grammar

GERM 2002Intermediate German II: Culture and Civilization

Italian

ITAL 1001Elementary Italian I

ITAL 1002Elementary Italian II

ITAL 2001Intermediate Italian I: Conversation and Grammar

ITAL 2002Intermediate Italian II: Culture and Civilization

Spanish

SPAN 1001Elementary Spanish I

SPAN 1002Elementary Spanish II

SPAN 2001Intermediate Spanish I: Conversation and Grammar

SPAN 2002Intermediate Spanish II: Culture and Civilization

NOTE: While not required in this program, students interested in increasing their keyboarding proficiency can take BUSM 1050 Keyboarding or BUSM 1060 Keyboarding Skill Development