

## 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.

<b>ENGL 1110*</b> . . . . . <b>English Composition I (A)</b> . . . . .	3
<b>OR</b>	
<b>ENGL 1111</b> . . . . . <b>English Composition I (B)</b>	
ENGL 1121 . . . . . English Composition II - Technical Focus . . . . .	3
ENGL 2202 . . . . . Technical Research and Report Writing . . . . .	3
ENGL 2203 . . . . . Technical Editing . . . . .	2
ITIS 1005 . . . . . Computers and Information Processing . . . . .	3
ITIS 1510 . . . . . Using Windows Applications: Word Processing . . . . .	3
ITIS 1540 . . . . . Using Windows Applications: Presentation Graphics . . . . .	3
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

**Certificate Total: 32**

\*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 1130 . . . . . Art Drawing I . . . . .	3
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### Web Media Group

ITIS 1100 . . . . . Internet: Services, Tools and Web Page Creation . . . . .	2
ITIS 1130 . . . . . Introduction to Web Design . . . . .	1

### Photographic Media Group

PHOT 2300 . . . . . Electronic Imaging I . . . . .	3
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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
ITCS 1105 . . . . . Web Programming I . . . . .	2
ITIS 1120 . . . . . Introduction to Flash . . . . .	2

### **French**

FREN 1001 . . . . . Elementary French I . . . . .	4
FREN 1002 . . . . . Elementary French II . . . . .	4
FREN 2001 . . . . . Intermediate French I: Conversation and Grammar . . . . .	3
FREN 2002 . . . . . Intermediate French II: Culture and Civilization . . . . .	3

### **German**

GERM 1001 . . . . . Elementary German I . . . . .	4
GERM 1002 . . . . . Elementary German II . . . . .	4
GERM 2001 . . . . . Intermediate German I: Conversation and Grammar . . . . .	3
GERM 2002 . . . . . Intermediate German II: Culture and Civilization . . . . .	3

### **Italian**

ITAL 1001 . . . . . Elementary Italian I . . . . .	4
ITAL 1002 . . . . . Elementary Italian II . . . . .	4
ITAL 2001 . . . . . Intermediate Italian I: Conversation and Grammar . . . . .	3
ITAL 2002 . . . . . Intermediate Italian II: Culture and Civilization . . . . .	3

### **Spanish**

SPAN 1001 . . . . . Elementary Spanish I . . . . .	4
SPAN 1002 . . . . . Elementary Spanish II . . . . .	4
SPAN 2001 . . . . . Intermediate Spanish I: Conversation and Grammar . . . . .	3
SPAN 2002 . . . . . Intermediate Spanish II: Culture and Civilization . . . . .	3

**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.