

# TECHNICAL COMMUNICATION (CERTIFICATE)

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**Catalog Effective Term:** Fall 2024

**Program Code:** CTTC

**Credential:** Certificate

**Program is also available online**

*High Demand Occupation, High Skill Occupation, High Wage Occupation*

As a fast-track program for career changers or a foundational program for first time professionals, this program provides the knowledge and skills necessary for writing end-user documentation such as printed manuals, online help systems and screencast training modules. Using tools of the technical communication profession, students will develop skill in:

- Audience analysis
- Tutorial, procedure and reference guide writing
- Project management
- Document design
- Usability testing

Designed to provide the student with practical and theoretical principles of technical communication, the program prepares students for employment in a wide variety of opportunities in the field. To this end, students will also learn how to conduct a formal job search and create professional portfolios to better compete for jobs. Those without previous college experience can use this certificate to seek work as interns and in co-op positions in technical communication while pursuing the Associate in Arts Degree in Technical Communication.

## Program Admission Requirements

Basic computer literacy.

**Minimum Credits Required for the Program: 20**

Code	Title	Credits
<b>Major/Area Requirements</b>		
ENG 107	Technical Writing Fundamentals <sup>1</sup>	3
ENG 208	Technical Writing for Print Delivery	3
ENG 209	Technical Writing for Online Delivery	3
ENG 218	Technical Writing for eLearning	3
ENG 245	Job Search Success Seminar	2
Select one GDT course of the following:		3
GDT 104	Introduction to Graphic Design	
GDT 106	Illustrator Graphics	
GDT 108	Photoshop Graphics	
Select one WEB course of the following:		3
WEB 110	Web Development I	
WEB 113	Web User Experience I	
WEB 115	Interface Design I	
<b>Total Credits</b>		<b>20</b>

<sup>1</sup> Students with equivalent coursework/experience are encouraged to contact the program advisor for appropriate course placement.