

TECHNICAL COMMUNICATION (CERTIFICATE)

Catalog Effective Term: Fall 2025

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
Major/Area Requirements		
ENG 107	Technical Writing Fundamentals ¹	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 GDT Elective 1:		3-4
GDT 101	History of Graphic Design	
GDT 104	Introduction to Graphic Design	
GDT 108	Photoshop Graphics	
GDT 110	Interface Design I	
Select GDT Elective 2:		3-4
GDT 101	History of Graphic Design	
GDT 104	Introduction to Graphic Design	
GDT 108	Photoshop Graphics	
GDT 110	Interface Design I	
Total Credits		20

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