



Technical Communications Specialist

(effective Summer 2009)

Technical Certificate of Credit

www.augustatech.edu

Program Acceptance:

Entrance Dates: Fall, Winter, Spring, Summer Day and Evening/Online	Education Required: High School Diploma or GED required for admission	Length of Program: 3+ Quarters – Day 5+ Quarters – Evening
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Program Description:

The Technical Communications Specialist technical certificate of credit introduces students to some of the most important aspects of writing and oral communication skills along with the technical proficiency to translate technical information to various audiences. This program serves as a stand-alone career path or as a supplemental area of expertise taken in concert with another program of study. The sequence of classes encompasses the traditional core classes required of associate and baccalaureate studies. Some of these classes may transfer to area colleges and universities.

Program Objectives:

This program is primarily designed for the associate degree level student that is in the process of exploring and deciding upon a career choice. By enrolling in the Technical Communications Specialist technical certificate of credit, students can begin taking classes without declaring a major program area. Once a student decides upon a program of study, many of the courses in the Technical Communications Specialist will transfer into other programs of study. This program will also fill a need for students that want to attend school but will need to transfer to other institutions in order to complete their educational goals.

Employment Opportunities:

Students completing the Technical Communications Specialist technical certificate of credit could transfer into other associate degree level programs of study. Students completing the certificate program would qualify for entry-level jobs requiring strong written and oral communication skills in a variety of business, health, and industrial organizations. Completers of this program may also successfully transfer course work into other educational institutions.

For information about the program concerning the following areas, contact:

Program Or Courses	Dean's Office	Admissions Procedures	Financial Aid
Ms. Nancy Molik 706 771-4076 nmolik@augustatech.edu Ms. Felicia Wiggins 706-771-4074 fwiggins@augustatech.edu	Mr. John Richardson 706 771-4111 jhrichar@augustatech.edu	Mr. Brian Roberts, Director Admissions Office 706-771-4027 bcrobert@augustatech.edu	Ms. Beverly Smyre-Hines Financial Aid Office 706-771-4148 bsmyre@augustatech.edu

Courses for Technical Communications Specialist TCC (effective Summer 2009)

ENG 1101 Composition and Rhetoric	5
ENG 1102 Literature and Composition	5
HUM 1101 Introduction to Humanities (or)	5
MUS 1101 Music Appreciation (or)	
ART 1101 Art Appreciation	
MAT 1101 Mathematical Modeling (or)	5
MAT 1111 College Algebra	
SCT 100 Introduction to Microcomputers	3
BUS 1120 Document Editing and Proofreading (BUS 148)	3
BUS 1140 Word Processing (BUS 108)	5
BUS 2150 Presentations Applications (BUS 261)	3
XXX xxxx Social Science Core Class	5
XXX xxxx General Core Elective	10

Social Science Classes

(A minimum of 5 credit hours from the following list is required.)

ECO 2100 Principles of Economics	5
ECO 2106 Microeconomics	5
ECO 2105 Macroeconomics	5
PSY 1101 Introductory Psychology	5
SOC 1101 Introduction to Sociology	5

General Core Electives:

(A minimum of 10 credit hours from the following list is required.)

ART 1101 Art Appreciation	5*
BIO 1111 Biology I	5
BIO 2113 Anatomy and Physiology I	5
BIO 2114 Anatomy and Physiology II	5
CHM 1111 Chemistry I	5
CHM 1112 Chemistry II	5
ECO 2100 Principles of Economics	5*
ECO 2106 Microeconomics	5*
ECO 2105 Macroeconomics	5*
ENG 1105 Technical Communications	5
MAT 1101 Mathematical Modeling	5*
MAT 1111 College Algebra	5*
MAT 1112 College Trigonometry	5
MAT 1113 Pre-Calculus	5
MAT 1131 Differential Calculus	5
PHY 1110 Introductory Physics	5
PHY 1111 Mechanics	5
PSY 1101 Introductory Psychology	5*
SOC 1101 Introduction to Sociology	5*
SPC 1101 Public Speaking	5
HUM 1101 Introduction to Humanities	5*
MUS 1101 Music Appreciation	5*

**If not already used as a course to meet above requirements*

Minimum Credit Hours Required for Graduation: 49