

WCC General Education Requirements
Effective Fall 2018

Associate degree programs were updated to meet the revised WCC general education requirements below.

Course Distribution Requirements

Associate degree students must complete courses from each of six General Education content areas. The requirements vary, depending on which degree is being earned. The number of general education credit hours required for each degree is as follows.

	AA	AS	AAS
Writing/Composition	3-4 credits	3-4 credits	3-4 credits
2nd Writing/Composition or Communication	3-4 credits	3 credits	3 credits
Mathematics	3-4 credits	3-4 credits	3-4 credits
Natural Sciences ¹	7-8 credits	7-8 credits	3-4 credits
Social & Behavioral Science ²	6 credits	6 credits	3 credits
Arts and Humanities ³	6 credits	6 credits	3 credits
General Education Electives to reach 30 credits	0-2 credits	0-2 credits	N/A
Minimum	30 credits	30 credits	18 credits

¹ Two courses in Natural Science including one with laboratory experience (from two disciplines)

² From two disciplines

³ From two disciplines

Program Information Report

School of Professional Communication

We live in an age of communication. The School of Professional Communication is here to serve those who want to develop skills in radio broadcasting, technical communication or in print and online journalism. Select one of our programs and prepare yourself for an entry-level job or for transfer to a four-year institution.

Washtenaw Community College offers programs at two levels for students who want to begin new careers, or advance in their existing careers. The first level is the certificate, which can vary from nine to thirty-six credits, depending on the field. Certificates generally prepare students for entry-level jobs.

The next level, an Associate in Arts is available for some programs. For some career fields, it is possible to earn a certificate and an Associate in Arts degree in the same field. In these cases, the credit hours from the certificate can be applied to the credit hours needed for the Associate in Arts degree.

Communication

Whether your goal is broadcasting, journalism or technical communication, these programs provide a foundation for entry-level jobs or to undertake advanced studies at a four-year institution.

Technical Communication (AATCD)

Associate in Arts Degree

Program Effective Term: Fall 2018

High Demand Occupation High Skill Occupation High Wage Occupation

In this program, students explore the technical communication process in detail and develop skills in audience analysis, project management, technical writing and editing, document design and usability testing. Using tools of the technical communication profession, students prepare content for print and online delivery, develop screencast training modules, learn how to conduct a formal job search and create professional portfolios to showcase their skills.

The Technical Communication Associate in Arts degree is designed for students transferring to a four-year university and seeking a Bachelor of Arts degree. The General Education requirements fulfill both Washtenaw Community College's requirements and the MTA Transfer requirements.

Articulation:

Eastern Michigan University, BA or BS degree;
Madonna University, BA degree.

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: <http://www.wccnet.edu/curriculum/articulation/levelone/colleges/>.

Program Admission Requirements:

Basic computer literacy.

First Semester		(13 credits)
COM 101	Fundamentals of Speaking	3
ENG 107	Technical Writing Fundamentals	3
ENG 111	Composition I	4
Elective	Math Elective(s)	3
Second Semester		(15 credits)
ENG 208	Technical Writing for Print Delivery	3
ENG 226	Composition II	3
Elective	GDT Elective Select one course from the following: GDT 104, GDT 106, GDT 107 or GDT 108	3
Elective	Soc. Sci. Elective(s) 1*	3
Elective	Soc. Sci. Elective(s) 2*	3
Third Semester		(15 credits)
ENG 209	Technical Writing for Online Delivery	3
Elective	Arts/Human. Elective(s) 1*	3
Elective	Nat. Sci. Elective(s)*	3
Elective	Restricted Elective(s)**	3
Elective	WEB Elective Select one course from the following: WEB 110, WEB 113 or WEB 115	3

Program Information Report

Fourth Semester		(17 credits)
ENG 218	Technical Writing for eLearning	3
ENG 245	Job Search Success Seminar	2
Elective	Arts/Human. Elective(s) 2*	3
Elective	Nat. Sci. Lab Elective(s)*	3
Elective	Restricted Elective(s)**	3
Elective	Elective(s) to reach minimum 60 credits	3

Minimum Credits Required for the Program: 60

Notes:

**If your course(s) exceeds the recommended credit hours, you will need to reduce the number of credits in the restricted electives. Students who plan to transfer to a 4-year university are encouraged to meet with the Technical Communication program advisor to select appropriate general education courses.*

***JRN 210 is strongly recommended. Students must meet with the Technical Communication program advisor to select additional elective courses.*

Done 1/21/18

WASHTENAW COMMUNITY COLLEGE
GENERAL EDUCATION REVISION PROGRAM CHANGE FORM
FOR AA AND AS PROGRAMS 2018-2019

Program Code: AATCD	Program Name: Technical Communication
Division Code: AS HSS	Department: ENG D

This form is to be used only for General Education Revision Program Changes for Associate in Arts (AA) and Associate in Science (AS) programs. Any other program changes should be submitted separately using a standard Program Change Form.

Directions:

1. Review each general education area under **Requested Changes** below and respond as needed.
2. Attach the semester program layout showing the current program listing from the WCC catalog.
 - a. Indicate any changes to be made on the semester layout.
 - b. Draw a line through any courses that should be removed on the semester layout.
 - c. Write in any courses that need to be added on the semester layout.
3. Submit this form and semester program layout to the Office of Curriculum and Assessment (SC 257).

Current General Education Requirements AA and AS	Revised General Education Requirements 2018-2019 AA and AS
Writing 6 - 7 credits	English Composition 3 - 4 credits
Speech 3 credits	2 nd Course in English Composition or one course in Communication 3 - 4 credits
Mathematics 3 - 4 credits	Mathematics 3 - 4 credits
Natural Sciences 3 - 4 credits	Natural Sciences from 2 disciplines including one lab course 7 - 9 credits
Social & Behavioral Sciences 6 credits	Social & Behavioral Sciences from 2 disciplines 6 credits
Arts & Humanities 6 credits	Arts & Humanities from 2 disciplines 6 credits
Critical Thinking 0 credits	Elective Credits to reach a minimum of 30 credit hours 0 - 3 credits
Computer & Information Literacy 3 credits	Total 30 credits
Total 30 - 33 credits	

Please review each General Education Area in the chart below, and record the needed changes in the chart and on the attached semester layout.

REQUESTED CHANGES	
	General Education Area
	<p>English Composition – The requirement for one writing/English composition course remains the same. No changes will be made unless specifically requested below. (Use Writing Elective or ENG 111)</p> <p>Optional Change: KEEP ENG 111</p>
	<p>2nd Course in English Composition or one course in Communication WCC previously required both a second composition/writing course and a communication course. Your options are:</p> <ol style="list-style-type: none"> 1. Allow students to select any course that meets composition/writing or communication (<i>recommended</i>). 2. Require students to take a specific composition course (identify course below and on semester layout). 3. Require students to take a specific communication course (identify course below and on semester layout). <p>Requested Change: KEEP ENG 226</p>

2nd Course in English Composition or one course in Communication Credit Hours
 Because of this change, an extra 3 – 4 credit hours may be available in the program. Please specify how you would like to use those credit hours. Your options are:

1. Reduce the number of credit hours if the program total is over 60 (*recommended*).
2. Replace the course with elective credits as needed to reach a minimum of 60 credit hours.
3. Add a specific program-related course (*please add the course in the semester it should be taken on the semester layout*).

Requested Change: **KEEP COM 101**

Mathematics – The requirement for one mathematics course remains the same. However, the courses that meet the MTA requirement have changed slightly. MTH 148, 149 and 167 do not meet the general education requirement for AA or AS degrees. Please identify an alternate course or list "Math elective".

Optional Change: **N/C**

Natural Sciences from 2 disciplines including one lab course
 WCC previously required one natural science course. Your options are:

1. No change needed – a second natural science course is already included in my program.
2. Add a second natural science course in the semester shown on the semester layout attached. Unless specific courses are required, include one course identified as a lab science course.

Requested Change:

Social & Behavioral Sciences from 2 disciplines – The requirement for two social and behavioral science courses remains the same. No changes will be made unless specifically requested below.

Optional Change:

Arts & Humanities from 2 disciplines – The requirement for two arts and humanities courses remains the same. No changes will be made unless specifically requested below. (Note: A department can designate a COM course as a requirement here. The same course cannot be counted in two areas.)

Optional Change:

Computer and Information Literacy
 The requirement for computer and information literacy has been removed. Your options are:

1. Continue to require a specific computer course. If a specific course is required in your program, we will leave it there. If you previously used "Computer and Information Literacy Course," you will need to specify either a specific course or a list of courses from which to choose.
2. Remove the computer and information literacy course if the program will still meet the minimum of 60 credit hours.
3. Remove the computer and information literacy course and replace the course with elective or other credits as needed to meet the minimum of 60 credit hours.

Required Change: **~~ADD~~ ADD REMAINING CREDIT HOURS TO**

Elective Credits to reach a minimum of 30 credit hours – A course titled "General Education Credit(s) to Reach a Minimum of 30 Credit Hours" will be created and then added as needed to the program.

EWCC
1/15

Reviewer	Print Name	Signature	Date
Initiator	Lisa Veasey		12/7/17
Department Chair	Carrie Krantz		12/7/17
Division Dean/ Administrator	Wynne Brown		12/7/17
Vice President for Instruction			1/9/18

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Entered in: Banner C&A Database Log File
 1/24/18 1/24/18

Program Information Report

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Associate in Arts Degree

Program Effective Term: Fall 2017

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Program Admission Requirements:

Basic computer literacy.

First Semester		(14 credits)
COM 101	Fundamentals of Speaking	3
ENG 111	Composition I	4
Elective	Math Elective(s)	4
Elective	Soc. Sci. Elective(s)	3
Second Semester		(12 credits)
ENG 107	Technical Writing I	3
ENG 226	Composition II	3
Elective	GDT Elective Select one course from the following: GDT 104, GDT 106, GDT 107 or GDT 108	3-4
Elective	Soc. Sci. Elective(s)*	3
Third Semester		(15 credits)
ENG 208	Technical Writing II	3
Elective	Arts/Human. Elective(s)*	3
Elective	Nat. Sci. Elective(s)	3
Elective	Restricted Elective(s)**	3
Elective	WEB Elective Select one course from the following: WEB 110, WEB 113 or WEB 115	3-4

Program Information Report

Fourth Semester		(15 credits)
ENG 209	Technical Writing III	3
ENG 245	Job Search Success Seminar	2
Elective	Arts/Human. Elective(s)*	3
Elective	Nat. Sci. Elective(s)*	4
Elective	Restricted Elective(s)**	3-4

Fifth Semester		(4 credits)
ENG 218	Technical Writing IV	3
	Elective to reach a minimum 60 credits	1-0

Minimum Credits Required for the Program: 60

Notes:

**If your course(s) exceeds the recommended credit hours, you will need to reduce the number of credits in the restricted electives. Students who plan to transfer to a 4-year university are encouraged to meet with the Technical Communication program advisor to select appropriate general education courses.*

***JRN 210 is strongly recommended. Students must meet with the Technical Communication program advisor to select additional elective courses.*

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: AATCD Program Name: Technical Communication

Effective Term: Fall 2017

Division Code: Department: English

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

- | | |
|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Review | <input type="checkbox"/> Program admission requirements |
| <input checked="" type="checkbox"/> Remove course(s): <u>WEB157 (course being inactivated)</u> | <input type="checkbox"/> Continuing eligibility requirements |
| <input type="checkbox"/> Add course(s): _____ | <input type="checkbox"/> Program outcomes |
| <input type="checkbox"/> Program title (title was _____) | <input type="checkbox"/> Accreditation information |
| <input type="checkbox"/> Description | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award | <input checked="" type="checkbox"/> Other <u>Recommend JRN 210 in restricted electives</u> |
| <input type="checkbox"/> Advisors | |
| <input type="checkbox"/> Articulation information | |

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation:

To expose students to another form of professional writing

Financial/staffing/equipment/space implications:

List departments that have been consulted regarding their use of this program.

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	LISA VEASEY	<i>Lisa Veasey</i>	1/6/17
Department Chair	Carrie Krantz	<i>Carrie Krantz</i>	1/9/17
Division Dean/Administrator	Mastra Good	<i>Mastra Good</i>	1/12/17
Vice President for Instruction	William Abernethy	<i>William Abernethy</i>	2/9/17
President	N/A		

Do not write in shaded area. Entered in: Banner 2/17/17 C&A Database 2/17/17 Log File 2/17/17 Board Approval NA

Please submit completed form to the Office of Curriculum and Assessment (SC 257).

Program Information Report

Technical Communication (AATCD)**Associate in Arts Degree**

Program Effective Term: Fall 2016

High Demand Occupation High Skill Occupation High Wage Occupation

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Program Admission Requirements:

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First Semester		(14 credits)
COM 101	Fundamentals of Speaking	3
ENG 111	Composition I	4
Elective	Math Elective(s)	4
Elective	Soc. Sci. Elective(s)	3
Second Semester		(12 credits)
ENG 107	Technical Writing I	3
ENG 226	Composition II	3
Elective	GDT Elective Select one course from the following: GDT 104, GDT 106, GDT 107 or GDT 108	3-4
Elective	Soc. Sci. Elective(s)*	3
Third Semester		(15 credits)
ENG 208	Technical Writing II	3
Elective	Arts/Human. Elective(s)*	3
Elective	Nat. Sci. Elective(s)	3
Elective	Restricted Elective(s)**	3
Elective	WEB Elective Select one course from the following: WEB 110, WEB 113, WEB 115 ^{or} WEB 157	3-4
Fourth Semester		(16 credits)
ENG 209	Technical Writing III	3
ENG 245	Job Search Success Seminar	2
Elective	Arts/Human. Elective(s)*	3
Elective	Nat. Sci. Elective(s)*	4
Elective	Restricted Elective(s)**	3-4
Fifth Semester		(3⁴ credits)
ENG 218	Technical Writing IV	3
Elective to Reach 60 cr. minimum		0-1
Minimum Credits Required for the Program:		60

Notes:

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**Students must meet with the Technical Communication program advisor to select additional elective courses.

Professional Writing

Add
"JRN 210 is strongly recommended."

Program Information Report

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Associate in Arts Degree

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Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: <http://www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges>.

Program Admission Requirements:

Basic computer literacy.

First Semester	Credits
COM 101	Fundamentals of Speaking 3
ENG 111	Composition I 4
Elective	Math Elective(s) 4
Elective	Soc. Sci. Elective(s) 3
Second Semester	Credits
ENG 107	Technical Writing I 3
ENG 226	Composition II 3
Elective	GDT Elective Select one course from the following: GDT 104, GDT 106, GDT 107 or GDT 108 3-4
Elective	Soc. Sci. Elective(s)* 3
Third Semester	Credits
ENG 208	Technical Writing II 3
Elective	Arts/Human. Elective(s)* 3
Elective	Nat. Sci. Elective(s) 3
Elective	Restricted Elective(s)** 3
Elective	WEB Elective Select one course from the following: WEB 110, WEB 113, WEB 115 or WEB 157 3-4

Program Information Report

ENG 209	Technical Writing III	3
ENG 245	Job Search Success Seminar	2
Elective	Arts/Human. Elective(s)*	3
Elective	Nat. Sci. Elective(s)*	4
Elective	Restricted Elective(s)**	4

ENG 218	Technical Writing IV	3
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Minimum Credits Required for the Program: 60

Notes:

**If your course(s) exceeds the recommended credit hours, you will need to reduce the number of credits in the restricted electives. Students who plan to transfer to a 4-year university are encouraged to meet with the Technical Communication program advisor to select appropriate general education courses.*

***Students must meet with the Technical Communication program advisor to select additional elective courses.*

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: AATCD Program Name: Technical Communication

Effective Term: Fall 2016

Division Code: HSBS Department: E/W

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

- | | |
|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Review | <input checked="" type="checkbox"/> Program admission requirements |
| <input checked="" type="checkbox"/> Remove course(s): GDT 105, Remove Computer & Info Literacy, Remove MTH restrictions | <input type="checkbox"/> Continuing eligibility requirements |
| <input checked="" type="checkbox"/> Add course(s): GDT 104, WEB 115, 2 nd Natural Science Ele. | <input type="checkbox"/> Program outcomes |
| <input type="checkbox"/> Program title (title was _____) | <input type="checkbox"/> Accreditation information |
| <input checked="" type="checkbox"/> Description (see attachment) | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Advisors | |
| <input type="checkbox"/> Articulation information | |

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation:

- GDT 105 is rarely offered and GDT 104 is an appropriate alternative.
- WEB 115 gives students more options in WEB elective area.
- Computer literacy requirement will be met by taking required GDT or WEB electives.
- MTH should be unrestricted to facilitate transfer.
- A second Natural Science elective was added to align with MTA.
- Description change reflects changes at the course level.
- Program admission requirements should align with other WCC programs in Professional Communication.

Financial/staffing/equipment/space implications:

N/A

List departments that have been consulted regarding their use of this program.

Digital Media Arts

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Lisa Veasey		12/2/15
Department Chair	Carrie Krantz		12/3/15
Division Dean/Administrator	Kristin Good		12/3/15
Vice President for Instruction	Michael Nealon		1/25/16
President	Rose Bellanca		

Do not write in shaded area. Entered in: Banner 2/16 C&A Database Log File Board Approval

Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

No Done
 1099ed 12/3/15 *[Signature]*
 Office of Curriculum & Assessment

Technical Communications (AATCD)

Description

In this program, students explore the technical communication process in detail and develop skills in audience analysis, project management, technical writing and editing, document design and usability testing. Using the Adobe Technical Communication Suite, students prepare documents for both online and print delivery, learn how to conduct a formal job search, and create professional portfolios to showcase their skills in technical communication.

The Technical Communication Associate in Arts degree is designed for students transferring to a four-year university and seeking a Bachelor of Arts degree. The General Education requirements fulfill both Washtenaw Community College's requirements and the MACRAO Transfer requirements.

Articulation

Eastern Michigan University, BA or BS degree;
Madonna University, BA degree.

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges.

Admissions Requirements

Basic Computer Literacy
~~Students must demonstrate basic computer literacy or complete the WEC Computer Literacy Requirement prior to entering the program.~~

~~Students must have an Academic Math Level of 3 to enroll in MTH 160 or MTH 169. One year of high school algebra with a "C" or better is recommended.~~

Contact Information

Humanities, Social & Behav Sci

English/Writing Dept

Lisa Veasey

Division

Department

Advisors

* See Attachment

*

Requirements

(Items marked in orange are available online.)

First Semester

Class	Title	Credits
<u>COM 101</u>	Fundamentals of Speaking	3
<u>ENG 111</u>	Composition I	4
* <u>Elective(s)</u>	Computer and Information Literacy <i>e This will be met by other classes</i>	3
* <u>Elective(s)</u>	MTH 160, MTH 169 or higher level math course <i>Math</i>	4
Total		14

Second Semester

Class	Title	Credits
<u>ENG 107</u>	Technical Writing I	3
<u>ENG 226</u>	Composition II	3
* <u>Elective(s)</u>	GDT Elective Select one course from the following: GDT 105 , GDT 106, GDT 107, GDT 108 <i>GDT 104^{4cr} 3cr 3cr 3cr</i>	3-4
<u>Elective(s)</u>	<u>Social and Behavioral Science</u> *	3
Total		12-13

Third Semester

Class	Title	Credits
<u>ENG 208</u>	Technical Writing II	3
<u>Elective(s)</u>	<u>Arts and Humanities</u> *	3
	Restricted Elective(s) **	3
* <u>Elective(s)</u>	<u>Social and Behavioral Science</u> * <i>Move to 1st sem</i>	3
* <u>Elective(s)</u>	WEB Elective Select one course from the following: WEB 110, WEB 113, WEB 157 <i>3cr</i> <i>WEB 115^{4cr}</i>	3-4
* Total	<i>ADD Elective Natural Science 3</i>	15-16

Fourth Semester

Class	Title	Credits
<u>ENG 209</u>	Technical Writing III	3
<u>ENG 245</u>	Job Search Success Seminar	2
<u>Elective(s)</u>	<u>Arts and Humanities</u> *	3
<u>Elective(s)</u>	<u>Natural Sciences</u> *	4
	Restricted Elective(s) **	4
Total		16

Fifth Semester

Class	Title	Credits
<u>ENG</u> <u>218</u>	Technical Writing IV	3
Total		3
	Total Credits Required	60

Footnotes

*If your course(s) exceeds the recommended credit hours, you will need to reduce the number of credits in the restricted electives. Students who plan to transfer to a 4-year university are encouraged to meet with the Technical Communication program advisor to select appropriate general education courses.

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Technical Communication: Associate in Arts (AATCD)

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Communication

Whether your goal is broadcasting, journalism or technical communication, these programs provide a foundation for entry-level jobs or to undertake advanced studies at a four-year institution.

Technical Communications (AATCD)

Associate in Arts Degree

Program Effective Term: Fall 2015

High Demand Occupation High Skill Occupation High Wage Occupation

In this program, students explore the technical communication process in detail and develop skills in audience analysis, project management, technical writing and editing, document design and usability testing. Using the Adobe Technical Communication Suite, students prepare documents for both online and print delivery, learn how to conduct a formal job search, and create professional portfolios to showcase their skills in technical communication.

The Technical Communication Associate in Arts degree is designed for students transferring to a four-year university and seeking a Bachelor of Arts degree. The General Education requirements fulfill both Washtenaw Community College's requirements and the MACRAO Transfer requirements.

Articulation:

Eastern Michigan University, BA or BS degree;
Madonna University, BA degree.

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: <http://www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges>.

Program Admission Requirements:

Students must demonstrate basic computer literacy or complete the WCC Computer Literacy Requirement prior to entering the program.

Students must have an Academic Math Level of 3 to enroll in MTH 160 or MTH 169. One year of high school algebra with a "C" or better is recommended.

First Semester		(14 credits)
COM 101	Fundamentals of Speaking	3
ENG 111	Composition I	4
Elective	Computer Lit. Elective(s)	3
Elective	MTH 160, MTH 169 or higher level math course	4
Second Semester		(12 credits)
ENG 107	Technical Writing I	3
ENG 226	Composition II	3
Elective	GDT Elective Select one course from the following: GDT 105, GDT 106, GDT 107, GDT 108	3
Elective	Soc. Sci. Elective(s)*	3
Third Semester		(15 credits)
ENG 208	Technical Writing II	3
Elective	Arts/Human. Elective(s)*	3
Elective	Restricted Elective(s)**	3

Program Information Report

Elective	Soc. Sci. Elective(s)*	3
Elective	WEB Elective Select one course from the following: WEB 110, WEB 113, WEB 157	3

Fourth Semester (16 credits)

ENG 209	Technical Writing III	3
ENG 245	Job Search Success Seminar	2
Elective	Arts/Human. Elective(s)*	3
Elective	Nat. Sci. Elective(s)*	4
Elective	Restricted Elective(s)**	4

Fifth Semester (3 credits)

ENG 218	Technical Writing IV	3
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Minimum Credits Required for the Program: 60

Notes:

**If your course(s) exceeds the recommended credit hours, you will need to reduce the number of credits in the restricted electives. Students who plan to transfer to a 4-year university are encouraged to meet with the Technical Communication program advisor to select appropriate general education courses.*

***Students must meet with the Technical Communication program advisor to select additional elective courses.*

ACADEMICS

Technical Communication Associate in Arts Degree

Associate in Arts Degree

2013 - 2014 2014 - 2015 2015 - 2016

Description

In this program, students explore the technical communication process in detail and develop skills in audience analysis, project management, technical writing and editing, document design and usability testing. Using the Adobe Technical Communication Suite, students prepare documents for both online and print delivery, learn how to conduct a formal job search, and create professional portfolios to showcase their skills in technical communication.

The Technical Communication Associate in Arts degree is designed for students transferring to a four-year university and seeking a Bachelor of Arts degree. The General Education requirements fulfill both Washtenaw Community College's requirements and the MACRAO Transfer requirements.

Articulation

Eastern Michigan University, BA or BS degree;
Madonna University, BA degree.

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges.

Admissions Requirements

Students must demonstrate basic computer literacy or complete the WCC Computer Literacy Requirement prior to entering the program.

Students must have an Academic Math Level of 3 to enroll in MTH 160 or MTH 169. One year of high school algebra with a "C" or better is recommended.

Contact Information

Division: Humanities, Social & Behav Sci
Department: English/Writing Dept
Advisors: lgardner@wccnet.edu

Requirements

(Items marked in **bold** are available online.)

First Semester

Class	Title	Credits
✓	Fundamentals of Speaking	3
✓	Composition I	4
✓	MTH 160, MTH 169 or higher level math course	4
Elective(s)	Computer Literacy (WCC-101)	3
Elective(s)	Arts and Humanities *	3
Total		17 14

Second Semester

Class	Title	Credits
✓	Technical Writing I	3
✓	Composition II	3
✓	GDT Elective Select one course from the following: GDT 105, GDT 106, GDT 107, GDT 108	3
Elective(s)	Humanities	3
Elective(s)	Social Sciences	3
Total		18 12

Third Semester

Class	Title	Credits
✓	Technical Writing II	3
✓	Elective(s) Arts and Humanities *	3

✓	Restricted Elective(s) **	3
✓	WEB Elective. Select one course from the following: WEB 110, WEB 113, WEB 157	3
✓	Elective(s) General and Behavioral Science *	3
	Total	15

Fourth Semester

Class	Title	Credits
✓	Restricted Elective(s) **	4
✓	Technical Writing III	3
✓	Technical Writing IV	3
	<i>Natural Science</i>	<i>4</i>
✓	Job Search Success Seminar	2
	<i>Arts + Humanities</i>	<i>3</i>
	Total	12
	Total Credits Required:	60

Semester 5
Footnotes *Technical Writing IV*

*If your course(s) exceeds the recommended credit hours, you will need to reduce the number of credits in the restricted electives. Students who plan to transfer to a 4-year university are encouraged to meet with the Technical Communication program advisor to select appropriate general education courses.
 **Students must meet with the Technical Communication program advisor to select additional elective courses.

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: AATW Program Name: Technical Communication

Effective Term: Fall 2011

Division Code: HSS Department: English/Writing

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Review | <input type="checkbox"/> Program admission requirements |
| <input checked="" type="checkbox"/> Remove course(s): <u>BOS 257, GDT 105, INP 150</u> | <input type="checkbox"/> Continuing eligibility requirements |
| <input checked="" type="checkbox"/> Add course(s): <u>Add INP & GDT restricted electives as options, reduce other electives for a minimum of 60 credits</u> | <input type="checkbox"/> Program outcomes |
| <input checked="" type="checkbox"/> Program title (title was <u>Technical Writing</u>) | <input type="checkbox"/> Accreditation information |
| <input checked="" type="checkbox"/> Description | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Advisors | |
| <input type="checkbox"/> Articulation information | |

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation:

To create more program flexibility and increase completion rates.

Financial/staffing/equipment/space implications:

N/A

List departments that have been consulted regarding their use of this program.

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	LISA VEASEY	<i>Lisa Veasey</i>	3/14/11
Department Chair	Carrie Krantz	<i>Carrie Krantz</i>	3/15/11
Division Dean/Administrator	Bill Abernethy	<i>Bill Abernethy</i>	MAR 16 2011
Vice President for Instruction		<i>[Signature]</i>	3/30/11
President			

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Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website. 4/1/11 *pk*

Program Information Report

School of Professional Communication

We live in an age of communication. The School of Professional Communication is here to serve those who want to develop skills in radio broadcast, technical writing, or in print and online journalism. Select one of our programs and prepare yourself for an entry-level job or for transfer to a four-year institution.

Communication

Prepare to transfer to a four-year school or begin a career in radio and/or other forms of broadcast arts.

Technical Communications (AATCD)

Associate in Arts Degree

Program Effective Term: Fall 2011

In this program, students explore the technical communication process in detail and develop skills in audience analysis, project management, technical writing and editing, document design and usability testing. Using the Adobe Technical Communication Suite, students prepare documents for both online and print delivery, learn how to conduct a formal job search, and create professional portfolios to showcase their skills in technical communication.

The Technical Communication Associate in Arts degree is designed for students transferring to a four-year university and seeking a Bachelor of Arts degree. The General Education requirements fulfill both Washtenaw Community College's requirements and the MACRAO Transfer requirements.

Articulation:

Madonna University, BA degree.

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: <http://www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges>.

Program Admission Requirements:

Students must demonstrate basic computer literacy or complete the WCC Computer Literacy Requirement prior to entering the program.

Students must have an Academic Math Level of 3 to enroll in MTH 160 or MTH 169. One year of high school algebra with a "C" or better is recommended.

General Education Requirements (33 credits)

ENG 111	Composition I	4
ENG 226	Composition II	3
COM 101	Fundamentals of Speaking	3
MTH 160 or MTH 169	Basic Statistics / Intermediate Algebra	4
Nat. Sci.	Elective(s)*	4
Soc. Sci.	Elective(s)*	6
Arts/Human.	Elective(s)*	6
Computer Lit.	Elective(s)	3

Major/Area Requirements (27 credits)

ENG 107	Technical Writing I	3
ENG 208	Technical Writing II	3
ENG 209	Technical Writing III	3
ENG 218	Technical Writing IV	3
ENG 245	Career Practices Seminar	2
Elective	Select one GDT course from the following: GDT 105, GDT 130, GDT 139, GDT 140	3-4
Elective	Select one INP course from the following: INP 140, INP 150, INP 152**, INP 153	3
Elective	Students must meet with the Technical Communication program advisor to select additional elective courses.	7

Minimum Credits Required for the Program: 60

Notes:

*If your course(s) exceeds the recommended credit hours, you will need to reduce the number of credits in the restricted electives. Students who plan to transfer to a 4-year university are encouraged to meet with the Technical Communication program advisor to select appropriate general education courses.

** INP 152 requires student to complete GDT 140 as a prerequisite.

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: AATW Program Name: Technical Writing: Associate in Arts

Effective Term: Fall 2006

Division Code: HSS

Department: English/Writing

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

<input type="checkbox"/> Review	<input type="checkbox"/> Program admission requirements
<input checked="" type="checkbox"/> Remove course(s): ENG 185	<input type="checkbox"/> Continuing eligibility requirements
<input checked="" type="checkbox"/> Add course(s): ENG 218	<input type="checkbox"/> Program outcomes
<input type="checkbox"/> Program title (title was _____)	<input type="checkbox"/> Accreditation information
<input type="checkbox"/> Description	<input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)
<input type="checkbox"/> Type of award	<input type="checkbox"/> Other _____
<input type="checkbox"/> Advisors	
<input type="checkbox"/> Articulation information	

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation:
 To incorporate a new course without increasing the minimum credits required for the program.

Financial/staffing/equipment/space implications:
 None

List departments that have been consulted regarding their use of this program.
 ENGLISH/WRITING

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Lisa Veasey		1/13/06
Department Chair	Carrie Krantz Fischer		1/17/06
Division Dean/Administrator			JAN 17 2006
Vice President for Instruction			2/6/06

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Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

University Transfer Programs

Technical Writing (AATW)

Associate in Arts Degree

Program Effective Term: Fall 2006

This program prepares students for entry-level staff positions and freelance writing opportunities in the field of technical writing. Students sharpen their writing skills, explore the technical writing process in detail, write manuals and online help systems, and obtain hands-on experience using the leading tools of the technical writing trade.

Program Admission Requirements:

Students must have basic computer knowledge, a general understanding of the Windows OS and Office 2000, and experience using the Internet or complete CIS 100 before entering the program.

Students must have a minimum COMPASS Algebra score of 46 or complete MTH 097 with a "C" or better before enrolling in MTH 160 or MTH 169. One year of high school algebra with a "C" or better is recommended.

Continuing Eligibility Requirements:

Students must demonstrate basic computer literacy skills by successfully passing the Computer and Information Literacy Test. The test may be taken at any point during the program, but must be completed before graduating.

General Education Requirements		(30 credits)
ENG 111	Composition I	4
ENG 226	Composition II	3
COM 101	Fundamentals of Speaking	3
MTH 160 or	Basic Statistics	
MTH 169	Intermediate Algebra	4
Nat. Sci.	Elective(s)*	4
Soc. Sci.	Elective(s)*	6
Arts/Human.	Elective(s)*	6

Major/Area Requirements		(31 credits)
BOS 257	Word Processing and Document Formatting II	3
ENG 107	Technical Writing I	3
ENG 208	Technical Writing II	3
ENG 209	Technical Writing III	3
ENG 218	Technical Writing IV	3
ENG 245	Career Practices Seminar	2
GDT 105	Introduction to Mac Graphics	3
INP 150	Web Coding I	3
	Restricted Electives**	8-9

Minimum Credits Required for the Program

61

Notes:

**If your course(s) exceeds the recommended credit hours, you will need to reduce the number of credits in the restricted electives. Students who plan to transfer to a 4-year university are encouraged to meet with the Technical Writing Program Advisor to select appropriate general education courses.*

***Students must meet with the Technical Writing Program Advisor to select appropriate elective courses.*

PROGRAM CHANGE FORM

Program Code:

Program Name:

Effective Term:

AATW

Technical Writing/Associate in Arts

Fall 2005

Directions:

1. Attach the current program listing from the WCC catalog and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Course Syllabus Form, but should be submitted at the same time as the program change form.

Requested Changes:

- | | |
|-------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| <input checked="" type="checkbox"/> Remove <u>1</u> course(s) | <input type="checkbox"/> Advisors |
| <input type="checkbox"/> Add _____ course(s) | <input type="checkbox"/> Articulation information |
| <input type="checkbox"/> Total credits: Current credits <u>61</u> After changes <u>63</u> | <input type="checkbox"/> Program admission requirements |
| <input type="checkbox"/> Title (title was _____) | <input type="checkbox"/> Continuing eligibility requirements |
| <input type="checkbox"/> Description | <input type="checkbox"/> Program outcomes |
| | Other <u>Move Support Courses/Increase Electives</u> |
- Show all changes on the attached page from the catalog.

Rationale for proposed changes:

-Removal of INP 153: This course, designed for INP students, serves only a subset of the students in the Technical Writing program, specifically those who wish to deliver technical information via the web. This subset of students would be advised to take the course as a restricted elective.

--Moving GDT 105, INP 150, and BOS 257: These courses are an integral part of the program and should be included in the Major/Area Requirements section.

--Increase Restricted Electives: This change enables students to specialize in a particular area of interest, under the supervision of the program advisor.

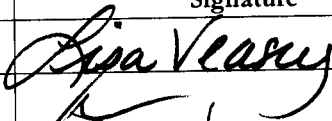

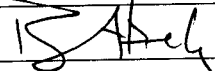
Financial/staffing/equipment/space implications:

N/A

List departments that have been consulted regarding the use of this program.

INP

Signatures:

Reviewer	Print Name	Signature	Date
Program Change Initiator	Lisa Veasey		1/27/05
Department Chair	Carrie Krantz Fischer		1/27/05
Division Dean/Administrator	Bill Abernethy		01/25/05

Vice President for Instruction	Roger Palay	<i>Roger M. Palay</i>	2/2/05
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Please submit completed form to the Office of Curriculum and Articulation Services.

Technical Communication

UNDER CONSTRUCTION

Technical Writing (AATW)

Associate in Arts Degree

Program Effective Term: Fall 2005

This program prepares students for entry-level staff positions and freelance writing opportunities in the field of technical writing. Students sharpen their writing skills, explore the technical writing process in detail, write manuals and online help systems, and obtain hands-on experience using the leading tools of the technical writing trade.

Program Admission Requirements:

Students must have basic computer knowledge, a general understanding of the Windows OS and Office 2000, and experience using the Internet or complete CIS 100 before entering the program.

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Continuing Eligibility Requirements:

Students must demonstrate basic computer literacy skills by successfully passing the Computer and Information Literacy Test. The test may be taken at any point during the program, but must be completed before graduating.

General Education Requirements

(30 credits)

ENG 111	Composition I	4
ENG 226	Composition II	3
COM 101	Fundamentals of Speaking	3
MTH 160 or	Basic Statistics	
MTH 169	Intermediate Algebra	4
Nat. Sci.	Elective(s)*	4
Soc. Sci.	Elective(s)*	6
Arts/Human.	Elective(s)*	6

Major/Area Requirements

(32 credits)

BOS 257	Word Processing and Document Formatting II	3
ENG 107	Technical Writing	3
ENG 185	English Grammar and Usage	3
ENG 208	Advanced Technical Writing I	3
ENG 209	Advanced Technical Writing II	4
ENG 245	Career Practices Seminar	2
GDT 105	Introduction to Mac Graphics	3
INP 150	Web Coding I	3
	Restricted Electives**	8-9

Minimum Credits Required for the Program

62

Notes:

If your course(s) exceeds the recommended credit hours, you will need to reduce the number of credits in the restricted electives. Students who plan to transfer to a 4-year university are encouraged to meet with the Technical Writing Program Advisor to select appropriate general education courses.

***Students must meet with the Technical Writing Program Advisor to select appropriate elective courses.*

**WASHTENAW COMMUNITY COLLEGE
PROGRAM CHANGE REQUEST**

(1) Program Title: Scientific and Technical Course Program Number: STC Effective Term: WINTER, '93
 (2) Change Information:

Current Program Course Requirements:			Proposed Program Course Requirements		
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
GDT 113	PRINCIPLES OF PRODUCTION	4		BUSINESS / TECHNICAL SCIENTIFIC ELECTIVE	4
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> VICE-PRESIDENT RECEIVED OCT 1992 </div>		Current Total Credits:			Proposed Total Credits:
Non-Course Program Requirements: INSTRUCTION & STUDENT SERVICES			Non-Course Program Requirements:		

(3) Rationale for Proposed Changes: *Technical writers need to know computer-aided publishing, but they do not need to know principles of production, as practiced before the advent of desktop publishing*

(4) Financial/Staffing/Resource Implications of Change

(5) Has this program change been reviewed by all affected instructional departments? yes no

(6) Signatures	Comments	Signature	Date
Program Change Initiator		<i>Dean Hancock</i>	10/23/92
Department Chair(s) or Area Director(s)		<i>J. Hatcher</i>	10/29/92
Dean(s)		<i>Rickard L. Salant</i>	OCT 30 1992
VP for Instruction/Student Services		<i>Mary Allen</i>	11/1/92

Scientific and Technical Communication Associate in Applied Science Degree Program: Code STC

Advisor: Dan Minock

This associate degree program is designed to provide career training as a technical writer. In the current market setting, a technical writer must be able to convey scientific and technical information precisely, accurately, and clearly. Work settings for technical writers can be many and varied. Businesses and government use technical writers to explain new technologies and translate complex materials and concepts into clear and easy-to-understand terms. A technical writer must be computer-literate. This program is designed so that students can specialize in a specific area of technical writing. For each semester, students should select an elective from their chosen speciality.

Business electives may be chosen from the disciplines of:

Accounting -- ACC	Business -- BMG and/or RES
Computer Instruction -- CIS and/or CPS	Foods and Hospitality -- CUL and/or HRM
Business Office Systems -- BOS	

Technical electives may be chosen from the disciplines of:

Automotive Service -- ABR and/or ASV	Computer Instruction -- CIS and/or CPS
Drafting -- ARC, BPR and/or IND	Electricity/Electronics -- ELE
Industrial Technology -- FLP, INM, MET and/or NCT	Visual Arts Technology -- GDT and/or PHO
Welding and Fabrication -- WAF	

Scientific Electives may be chosen from the disciplines of:

Life Sciences -- BIO	Mathematics -- MTH
Physical Sciences -- AST, CEM, GLG and/or PHY	

Course Number	Course Title	Credit Hours
First Semester		
CMT 101	Fundamentals of Speaking	3
ENG 100	Communication Skills	4
GDT 102	Computer Aided Publishing I.....	4
MTH 160	Basic Statistics	4
Elective	Business/Technical/Scientific Elective*	3
		18
Second Semester		
ENG 107	Technical Communications	3
GDT 217	Computer Aided Publishing II.....	4
Elective	Restricted Humanities Elective	3
Elective	Business/Technical/Scientific Electives*	7
		17
Third Semester		
BIO 101	Concepts of Biology	4
ENG 108	Advanced Technical Communications	3
Elective	Business/Technical/Scientific Electives*	9
		16
Fourth Semester		
ENG 109	Award-Winning Documents	3
ENG 199	Internship	1-3
ENG 245	Career Practices	2
PLS 108	Government and Society	3
Elective	Business/Technical/Scientific Electives*	4-6
		13-17

Total credit hours for program: 64-68

* Please see advisor before selecting electives

Restricted Humanities Electives

ART 130 Art Appreciation
 ENG 140, 160, 170, 181, 200, 211, 212, 213, 222, 223, 224, 240, 241 (see catalog for titles)
 MUS 180 Music Appreciation