

## Associate in Applied Science and Career Certificates

### TECHNICAL COMMUNICATION

#### Communication Arts, Humanities and Fine Arts Division Room B237, (847) 543-2040

Technical communicators are employed in a wide variety of occupational areas to produce the written documentation required at each step of the manufacturing process. They provide the communication links between divergent technical specialties as well as between different levels of technical expertise. This program offers training in both communication skills and technical skills. These skills may be gained two ways: by specializing in communications and electing a technical area or areas, or by specializing in a technical area and electing communications courses.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select General Education electives (\*) from those listed on page 94. All course prerequisites must be met.

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### TECHNICAL COMMUNICATION (Associate in Applied Science) Plan 23TA

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#### Required General Education Coursework .....15

CMM 121	Fundamentals of Speech <i>or</i>	
CMM 128	Interviewing Practices .....	3
ENG 121	English Composition I .....	3
HUM 127	Critical Thinking <i>or</i>	
PHI 122	Logic <i>or</i>	
	Humanities or Fine Arts Elective* .....	3
MTH 117	Technical Mathematics I <i>or</i>	
MTH 122	College Algebra <i>or</i>	
MTH 141	Quantitative Literacy.....	3-4
PSY 122	Psychology of Business and Industry .....	3

#### Required English Coursework .....9-10

ENG 113	Technical Communication Practicum <i>or</i>	
EWE 220	Cooperative Work Experience I <i>and</i>	
ENG 266	Professional Communication .....	3-4
ENG 120	Technical Composition I .....	3
ENG 126	Advanced Composition: Scientific and Technical Communications .....	3

#### Required Technical Communications Coursework ....16-20

AOS 113	Comprehensive Word Processing <i>or</i>	
ART 271	Introduction to Electronic Graphic Publishing <i>or</i>	
CIT	Elective <i>or</i>	
DMD 116	Web Design and Development .....	1-4
ART 111	Printing Production.....	3
ART 129	Introduction to Photography I <i>or</i>	
ART 222	Introduction to Computer Art <i>or</i>	
EGR 121	Engineering Graphics <i>or</i>	
ELT 111	Electronic Drafting.....	3
	Technical Specialty Electives .....	6-9

#### Required Technical Specialty Coursework.....14

Choose technical specialty electives from fields such as advertising, data processing, electronics, engineering, publicity or public relations, sales management, sales promotion, or software development.

#### Additional Required Coursework .....6-7

MTH 118	Technical Mathematics II <i>or</i>	
MTH 123	Trigonometry <i>or</i>	
MTH	Elective (higher than MTH 123).....	3-4
	Social Science Elective* .....	3

#### Total Hours AAS Degree .....60

#### Technical Specialty Electives

Select a minimum of 14 hours from courses within the technical fields of data processing, electronics or software development, engineering, mathematics, graphics or technical specialty electives

Students interested in careers in advertising, sales management, sales promotion, publicity or public relations should select these courses.

BUS 121	Introduction to Business	
BUS 122	Principles of Marketing	
BUS 212	Business to Business Marketing	
BUS 213	Principles of Salesmanship	
BUS 221	Business Law	

#### Choosing a Dual Degree

A student may elect to receive two Associate Degrees, one in Technical Communication and one in a technical field (such as electronics, engineering, etc.). This option is possible because many of the same general education courses are required in both programs and because 15-20 credit hours of technically specialized courses count towards the AAS in Technical Communication. Thus, a student may earn this degree in connection with another degree program by adding the necessary written communications and graphics courses. See a counselor or advisor for more information.

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### TECHNICAL COMMUNICATION (Certificate) Plan 23TG

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ART 111	Printing Production.....	3
ART 222	Introduction to Computer Art.....	3
CMM 128	Interviewing Practices .....	3
DMD 116	Web Design and Development.....	3
ENG 113	Technical Communication Practicum .....	3
ENG 120	Technical Composition I .....	3
ENG 121	English Composition I .....	3
ENG 126	Advanced Composition: Scientific and Technical Communication.....	3
ENG 266	Professional Communication .....	3
	Technical Specialty Elective .....	3

#### Total Hours for Certificate.....30

## ***Associate in Applied Science and Career Certificates***

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### **PROFESSIONAL TECHNICAL COMMUNICATION**

#### **(Certificate) Plan 23TI**

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This certificate is appropriate for students who have already completed a degree in another field, and wish to retrain and re-enter the job force.

ART	111	Printing Production.....	3
DMD	116	Web Design and Development.....	3
ENG	113	Technical Communication Practicum .....	3
ENG	120	Technical Composition I .....	3
ENG	126	Advanced Composition: Scientific and Technical Composition .....	3
ENG	266	Professional Communication .....	3

**Total Hours for Certificate .....18**

For more information on recommended courses or program specific advising, contact faculty member Lori Allen or the Communication Arts, Humanities and Fine Arts division at (847) 543-2042.