**Technical Communications**

**Liberal Arts and Behavioral/Social Sciences Division**

The certificate in Technical Communications prepares and empowers the student to be an effective communicator with the ability to write and speak about technical subjects to co-workers, management and customers. At almost every level of employment, business and industry are seeking employees who can communicate technical information to others. Most jobs call for writing skills to prepare correspondence, instructions, charts, graphs and proposals in order to explain, illustrate and convince. Workers also need to speak well enough to explain procedures, communicate with customers and to teach others.

This certificate is focused on working adults who have a desire to improve their technical communications skills. A unique feature is the five-course duration allowing the student to complete the program in a few semesters. Courses carry college credit and are offered in the evening for the convenience of working students. The following courses comprise the certificate in Technical Communications:

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| --- | --- | --- |
| **Course No.** | **Title** | **Credits** |
| COM\*H100 | Introduction to Communication | 3 |
| ENG\*H101 | Composition | 3 |
| CSA\*H105 | Introduction to Software Applications | 3 |
| ENG\*H202 | Technical Writing | 3 |
| DAT\*H101 | Introduction to Digital Arts |  |
|  | or |  |
| GRA\*H150 | Introduction to Graphic Design | 3 |
|  | Total Credit Hours | 15 |

To ensure the applicant’s appropriate placement within the program, reading and writing competencies will be assessed. Applicants in need of improvement will be advised to enroll in the College’s academic skills and/or basic writing courses.

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:

1. Demonstrate increased competencies in writing and speaking skills.
2. Effectively articulate technical procedures to co-workers, management, and customers.
3. Utilize current computer software, audio, and video tools in preparing technical presentations.