GATEWAY TECHNICAL COLLEGE

Internal Certificate   2012-2013

PROFESSIONAL COMMUNICATIONS CERTIFICATE

Advanced Professional Communications Certificate (90-699-2)

This certificate consists of 24 credits of courses in the Professional Communications Associate Degree program. It is designed for students who desire to complete the majority of course work in Professional Communications but do not need the formal associate degree. Typically, these students have at least a bachelor's degree and/or are currently working as a technical writer and need to expand their skills. Eligible courses are listed below.

Course #	Course Title	Requisites	Credits
801-134	Technical Writing: Project Management		1
801-135	Technical Writing: Portable Document Format		1
204-105	Computer Illustration & Drawing Tech		3
801-106	Technical Writing: Layout & Design		2
801-114	Technical Writing: Safety Info./Product Liability		1
801-128	Technical Writing: Forms Design		1
801-131	Technical Writing: Newsletter Writing		1
801-129	Technical Writing: Technical Photography		2
801-111	Technical Writing: Electronic Publish/Windows		2
204-107	Digital Photography, Intro to		3
801-107	Technical Writing: Audiovisual		2
801-121	Technical Writing: Print Production		2
801-124	Technical Writing: Edit/Proofreading		2
801-125	Technical Writing: Vendor Management/Ethics		1
801-133	Technical Writing: Introduction	801-136	2
801-113	Technical Writing: Online Documentation		2
801-122	Technical Writing: Manuals	801-106; 132; 133; 197	3
801-123	Technical Writing: Procedure Writing		2
801-126	Technical Writing: Externship/Internship	801-106;114;132;133;197	3
204-116	Webpage Design for Graphic Designers	204-107	3
801-108	Technical Writing: Sales Promotion		2
801-117	Technical Writing: Technical Applications		1
801-120	Technical Writing: Grant/Proposal Writing		2

NOTE: Students must complete a certificate program with a minimum of a 2.0 Program GPA.
NOTE: Prerequisites can be waived with departmental approval.