

Program Information Report

Broadcast, Communication, Visual, Digital & Fine Arts

Technical Communication (AATCD)

Associate in Arts Degree

Program Effective Term: Winter 2026

High Demand Occupation High Skill Occupation High Wage Occupation

Program is also available online

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.

Program Admission Requirements:

Basic computer literacy.

| First Semester | | (13 credits) |
|---|--|--------------|
| COM 101 | Fundamentals of Speaking | 3 |
| ENG 107 | Technical Writing Fundamentals | 3 |
| ENG 111 or | Composition I | |
| ENG 111X | Composition 1 | 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 1: GDT 101, GDT 104, GDT 108 or GDT 110 | 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 | GDT Elective 2: GDT 101, GDT 104, GDT 108 or GDT 110 | 3 |
| 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 | Elective(s) to reach minimum 60 credits | 3 |
| Elective | Restricted Elective(s)** | 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.

Program Information Report

Transfer

Technical Communication (AATCD)

Associate in Arts Degree

Program Effective Term: Winter 2026

High Demand Occupation High Skill Occupation High Wage Occupation

Program is also available online

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Program Admission Requirements:

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| First Semester | | (13 credits) |
|---|--|--------------|
| COM 101 | Fundamentals of Speaking | 3 |
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| ENG 111 or | Composition I | |
| ENG 111X | Composition 1 | 4 |
| Elective | Math Elective(s) | 3 |
| Second Semester | | (15 credits) |
| ENG 208 | Technical Writing for Print Delivery | 3 |
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| Elective | GDT Elective 1: GDT 101, GDT 104, GDT 108 or GDT 110 | 3 |
| Elective | Soc. Sci. Elective(s) 1* | 3 |
| Elective | Soc. Sci. Elective(s) 2* | 3 |
| Third Semester | | (15 credits) |
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| Elective | Nat. Sci. Elective(s)* | 3 |
| Elective | Restricted Elective(s)** | 3 |
| Elective | GDT Elective 2: GDT 101, GDT 104, GDT 108 or GDT 110 | 3 |
| 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 | Elective(s) to reach minimum 60 credits | 3 |
| Elective | Restricted Elective(s)** | 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.

PROGRAM CHANGE FORM

| | | |
|----------------------------|--|------------------------------------|
| Program Code: AATCD | Current Program Name: Technical Communication | Effective Term: Winter 2026 |
| Division Code: HSBS | Department: English/Academic Readiness | |

Directions:

1. Attach the current program listing from the WCC catalog or website 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 CurricUNET, but should be submitted at the same time as the program change form.
4. If changes affect the program assessment plan or if program outcomes are updated, please submit a Program Assessment Plan Change form. These changes must be approved separately from the program change form and should be submitted at the same time. Current program assessment plans can be found on the Curriculum and Assessment Program Information page.

Requested Changes:

- ☐ Remove course(s): _____
☒ Add course(s): Add the "or ENG 111X option
☐ Program title (new title is _____)
☐ Description
☐ Advisors
☐ Program admission requirements
☐ Continuing eligibility requirements

- ☐ Program outcomes (may also result from removing or adding a course)*
☐ Program assessment plan*
☐ Accreditation information
☐ Other _____

Note: A change to the Award Type requires the submission of a new program proposal form and a separate program inactivation form. Contact the Director of Curriculum & Assessment for more information.

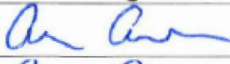


Show all changes on the catalog page you attach.

* Please submit a Program Assessment Plan Change form.

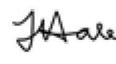
Rationale for proposed changes:

Adding ENG 111X option

Financial/staffing/equipment/space implications:**List departments that have been consulted regarding their use of this program.****Signatures:**

| Reviewer | Print Name | Signature | Date |
|---|----------------|--|---------|
| Initiator | Aaron Anderson |  | 4/22/25 |
| Department Chair | Aaron Anderson |  | 4/22/25 |
| Division Dean/Administrator | Anne Nichols |  | 4/22/25 |
| <p>Please return completed form to the Office of Curriculum & Assessment, SC 257 or by e-mail to curriculum.assessment@wccnet.edu Once reviewed by the appropriate faculty committees we will secure the signature of the VPI.</p> | | | |
| Reviewer | Print Name | Signature | Date |

PROGRAM CHANGE FORM

| Reviewer | Print Name | Signature | Date |
|--|--------------------|---|-------------------------|
| Curriculum Committee Chair | Randy Van Wagnen | RVanWagnen | 6/10/25 |
| Assessment Committee Chair | Jessica Hale |  | 6/10/25 |
| Executive Vice President for Instruction | Dr. Brandon Tucker | Brandon Roderick Tucker PhD <small>Digitally signed by Brandon Roderick Tucker PhD Date: 2025.06.12 15:18:13 -04'00'</small> | 6/12/25 |

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Reviewed by C&A Committee 5/29/25

Program Information Report

Broadcast, Communication, Visual, Digital & Fine Arts

Technical Communication (AATCD)

Associate in Arts Degree

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Program Admission Requirements:

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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 1: GDT 101, GDT 104, GDT 108 or GDT 110 | 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 | GDT Elective 2: GDT 101, GDT 104, GDT 108 or GDT 110 | 3 |

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 | Elective(s) to reach minimum 60 credits | 3 |
| Elective | Restricted Elective(s)** | 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.

Program Information Report

Transfer

Technical Communication (AATCD)

Associate in Arts Degree

Program Effective Term: Fall 2025

High Demand Occupation High Skill Occupation High Wage Occupation

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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.

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Program Admission Requirements:

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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 |
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Third Semester (15 credits)

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|----------|--|---|
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| Elective | Restricted Elective(s)** | 3 |
| Elective | GDT Elective 2: GDT 101, GDT 104, GDT 108 or GDT 110 | 3 |

Fourth Semester (17 credits)

| | | |
|----------|---|---|
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| ENG 245 | Job Search Success Seminar | 2 |
| Elective | Arts/Human. Elective(s) 2* | 3 |
| Elective | Nat. Sci. Lab Elective(s)* | 3 |
| Elective | Elective(s) to reach minimum 60 credits | 3 |
| Elective | Restricted Elective(s)** | 3 |

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Notes:

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PROGRAM CHANGE FORM

| | | |
|----------------------------|--|----------------------------------|
| Program Code: AATCD | Current Program Name: Technical Communication | Effective Term: Fall 2025 |
| Division Code: HSBS | Department: English/Academic Readiness | |

Directions:

1. Attach the current program listing from the WCC catalog or website and indicate any changes to be made.
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4. If changes affect the program assessment plan or if program outcomes are updated, please submit a [Program Assessment Plan Change](#) form. These changes must be approved separately from the program change form and should be submitted at the same time. Current program assessment plans can be found on the [Curriculum and Assessment Program Information page](#).

Requested Changes:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Remove course(s): WEB 110, WEB 113, WEB 115, GDT 106 | <input type="checkbox"/> Program outcomes (may also result from removing or adding a course)* |
| <input checked="" type="checkbox"/> Add course(s): GDT 101, GDT 110 | <input type="checkbox"/> Program assessment plan* |
| <input type="checkbox"/> Program title (new title is _____) | <input type="checkbox"/> Accreditation information |
| <input type="checkbox"/> Description | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Advisors | |
| <input type="checkbox"/> Program admission requirements | |
| <input type="checkbox"/> Continuing eligibility requirements | |

Note: A change to the Award Type requires the submission of a new program proposal form and a separate program inactivation form. Contact the Director of Curriculum & Assessment for more information.

Show all changes on the catalog page you attach.

* Please submit a [Program Assessment Plan Change](#) form.

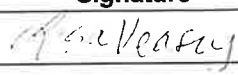
Rationale for proposed changes:

Web courses and programs have been discontinued.

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 |  | 2/13/25 |
| Department Chair | Aaron Anderson | Aaron Anderson /s/ | 2/28/25 |
| Division Dean/Administrator | Anne Nichols | Anne Nichols /s/ | 2/27/25 |
| <p>Please return completed form to the Office of Curriculum & Assessment, SC 257 or by e-mail to curriculum.assessment@wccnet.edu Once reviewed by the appropriate faculty committees we will secure the signature of the VPI.</p> | | | |
| Reviewer | Print Name | Signature | Date |

PROGRAM CHANGE FORM

| | | | |
|--|--------------------|---------------------|---------|
| Curriculum Committee Chair | Randy Van Wagnen | <i>R Van Wagnen</i> | 4-14-25 |
| Assessment Committee Chair | Jessica Hale | <i>J Hale</i> | 4/17/25 |
| Executive Vice President for Instruction | Dr. Brandon Tucker | <i>BT</i> | 4/24/25 |

Do not write in shaded area. Entered in: Banner _____ C&A Database _____ Log File _____

Please modify the second semester
Restricted GDT Elective list as follows:

Select GDT Elective 1:

- GDT 101: History of Graphic Design
- GDT 104: Introduction to Graphic Design
- GDT 108: Photoshop Graphics
- GDT 110: Interface Design I

Please modify the third semester
Restricted WEB Elective as follows:

Remove all WEB electives

Add the following:

Select GDT Elective 2:

- GDT 101: History of Graphic Design
- GDT 104: Introduction to Graphic Design
- GDT 108: Photoshop Graphics
- GDT 110: Interface Design I

Technical Communication (AA)

Catalog Effective Term: Fall 2024
Program Code: AATCO
Credential: Associate in Arts
Program is also available online
High Demand Occupation, High Skill Occupation, High Wage Occupation

Second Semester

| | | |
|----------------|--------------------------------------|---|
| <u>ENG 208</u> | Technical Writing for Print Delivery | 3 |
| <u>ENG 226</u> | Composition II | 3 |

| | | |
|--|--------------------------------|---|
| Select one of the following GDT Electives: | | 3 |
| <u>GDT 104</u> | Introduction to Graphic Design | |
| <u>GDT 106</u> | Illustrator Graphics | |
| <u>GDT 108</u> | Photoshop Graphics | |

| | |
|--------------------------------|---|
| <u>Soc. Sci. Elective(s) 1</u> | 3 |
|--------------------------------|---|

| | |
|--------------------------------|---|
| <u>Soc. Sci. Elective(s) 2</u> | 3 |
|--------------------------------|---|

| | |
|---------|----|
| Credits | 15 |
|---------|----|

Third Semester

| | | |
|----------------|---------------------------------------|---|
| <u>ENG 209</u> | Technical Writing for Online Delivery | 3 |
|----------------|---------------------------------------|---|

| | | |
|--|-----------------------|---|
| Select one of the following WEB Electives: | | 3 |
| <u>WEB 110</u> | Web Development I | |
| <u>WEB 113</u> | Web User Experience I | |
| <u>WEB 115</u> | Interface Design I | |

Select GDT Elective 1:

- GDT 101: History of Graphic Design
- GDT 104: Introduction to Graphic Design
- GDT 108: Photoshop Graphics
- GDT 110: Interface Design I

Select GDT Elective 2:

- GDT 101: History of Graphic Design
- GDT 104: Introduction to Graphic Design
- GDT 108: Photoshop Graphics
- GDT 110: Interface Design I

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

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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 4SS | 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).


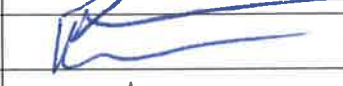
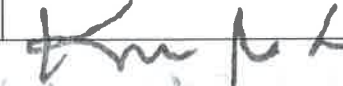

| Current General Education Requirements AA and AS | | Revised General Education Requirements 2018-2019 AA and AS | |
|---|-----------------|--|---------------|
| Writing | 6 - 7 credits | English Composition | 3 - 4 credits |
| Speech | 3 credits | 2 nd Course in English Composition or one course in 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 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) Optional Change: KEEP ENG 111 |
| | 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: <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). 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:</p> <ol style="list-style-type: none"> 1. Reduce the number of credit hours if the program total is over 60 (<i>recommended</i>). 2. Replace the course with elective credits as needed to reach a minimum of 60 credit hours. 3. Add a specific program-related course (<i>please add the course in the semester it should be taken on the semester layout</i>). <p>Requested Change: KEEP COM 101</p> |
| <p>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".</p> <p>Optional Change: N/C</p> |
| <p>Natural Sciences from 2 disciplines including one lab course WCC previously required one natural science course. Your options are:</p> <ol style="list-style-type: none"> 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. <p>Requested Change:</p> |
| <p>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.</p> <p>Optional Change:</p> |
| <p>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.)</p> <p>Optional Change:</p> |
| <p>Computer and Information Literacy The requirement for computer and information literacy has been removed. Your options are:</p> <ol style="list-style-type: none"> 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. <p>Required Change: ADD ADD REMAINING CREDIT HOURS TO</p> |
| <p>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.</p> |

Elective Credits

| 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 |

Office use only

Entered in: ☒ Banner ☒ C&A Database ☐ Log File

1/24/18

1/24/18

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 2017

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 | | (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:

- ☐ Review
- ☒ Remove course(s): WEB157 (course being inactivated)
- ☐ Add course(s): _____
- ☐ Program title (title was _____)
- ☐ Description
- ☐ Type of award
- ☐ Advisors
- ☐ Articulation information
- ☐ Program admission requirements
- ☐ Continuing eligibility requirements
- ☐ Program outcomes
- ☐ Accreditation information
- ☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)
- ☒ Other Recommend JRN 210 in restricted electives

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 | Wanda Good | <i>Wanda Good</i> | 1/12/17 |
| Vice President for Instruction | <i>[Signature]</i> | William Abernethy | 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

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/departments/curriculum/articulation.php?levelone=colleges>.

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, 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 | | (3 credits) |
| ENG 218 | Technical Writing IV | 3 |
| Elective to Reach 60 cr. minimum | | 0-1 |
| 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.

Professional Writing

Add
"JRN 210 is strongly recommended."

Program Information Report

School of Professional Communication

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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

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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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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:

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

| Required Courses | | | 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 |

| Restricted Electives | | | Credits |
|----------------------|----------------------|--|---------|
| ENG 218 | Technical Writing IV | | 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.*

***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:

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

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.

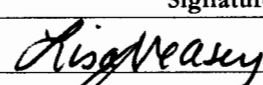
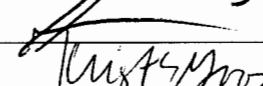
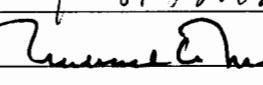
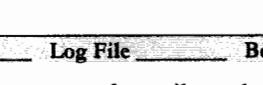
Financial/staffing/equipment/space implications:

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 2/5/16 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 Date
 1099ed 12/3/15
 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

~~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

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>This will be met by WEB 110</i> | 3 |
| * <u>Elective(s)</u> | MTH 160, MTH 169 or higher level math course <i>MTH 115 + CMT 100</i> | 4 |
| Total | <i>Math</i> | 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 104} , GDT 106, GDT 107, GDT 108 <i>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 4th SEM</i> ^{WEB 115} <i>4cr</i> | 3 |
| * <u>Elective(s)</u> | WEB Elective Select one course from the following: WEB 110, WEB 113, WEB 157 ^{4cr} <i>3cr</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.

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

Technical Communication: Associate in Arts (AATCD)

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.

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Program Information Report

School of Professional Communication

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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 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 |
|---------|----------------------|---|

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 - 20142014 - 20152015 - 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.

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Articulation

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Madonna University, BA degree.

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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: [English/Writing](#)

Requirements

(Items marked in **blue** 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 Applications (240-101) or | 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) | Natural Sciences * | 3 |
| Elective(s) | Social Sciences or Foreign Language * | 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 |
| ✓ | Job Search Success Seminar | 2 |
| | Total | 12 |
| | Total Credits Required: | 60 |

Semester 5

Footnotes

Technical Writing IV

3

*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 | |

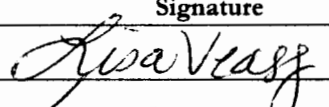
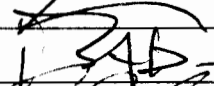
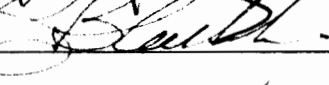
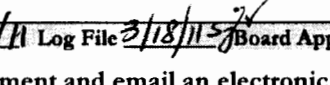
Show all changes on the attached page from the catalog.**Rationale for proposed changes or discontinuation:**

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 |  | 3/14/11 |
| Department Chair | Carrie Krantz |  | 3/15/11 |
| Division Dean/Administrator | Bill Abernethy |  | MAR 16 2011 |
| Vice President for Instruction | |  | 3/30/11 |
| President | | | |

Do not write in shaded area. Entered in: Banner 4/1/11 C&A Database 4/1/11 Log File 3/18/11 Board Approval 4/1/11Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

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 | Basic Statistics | |
| MTH 169 | 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.

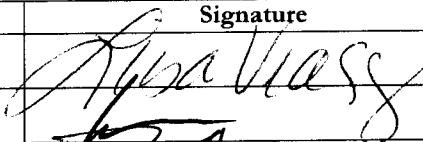

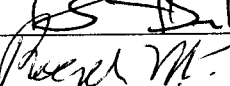
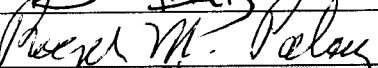
Financial/staffing/equipment/space implications:

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 |

Do not write in shaded area. Entered in: Banner _____ C&A Database 2/6 Log File 1/22/06, 3/1/06

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:

AATW

Program Name:

Technical Writing/Associate in Arts

Effective Term:

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:☒ Remove 1 course(s)☐ Add _____ course(s)☐ Total credits: Current credits 61 After changes 63☐ Title (title was _____)☐ Description☐ Advisors☐ Articulation information☐ Program admission requirements☐ Continuing eligibility requirements☐ Program outcomesOther Move Support Courses/IncreaseElectives

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.

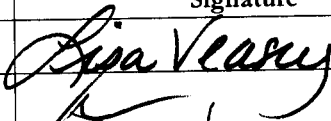

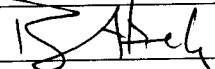
Financial/staffing/equipment/space implications:

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 |
|--------------------------------|-------------|-----------------------|--------|

Please submit completed form to the Office of Curriculum and Articulation Services.

Office of Curriculum & Articulation Services

Program Change Form 8-2003

Access Program File _____

Log _____

Copied and Returned _____

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.

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

(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 Communication 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 </div> | | | | | |
| OCT 1992 | | 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 X no

| (6) Signatures | Comments | Signature | Date |
|---|----------|--------------------------|-------------|
| Program Change Initiator | | <i>Don Hancock</i> | 10/23/92 |
| Department Chair(s) or Area Director(s) | | <i>E. Hatcher</i> | 10/29/92 |
| Dean(s) | | <i>Rickard L. Salant</i> | OCT 30 1992 |
| VP for Instruction/Student Services | | <i>Phyllis 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 specialty.

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