



# Corporate Communications and Training

Program Advising Checklist – Catalog Year 2012-2013 • TCM4

The Corporate Communications and Training concentration prepares the student for a career in technology-based training and/or managing the flow of information within and between technical and corporate communications networks and systems. It includes practical experience and a theoretical understanding of corporate training and corporate communication reflecting the culture that exists within a corporation. It focuses on the various methodologies for the dissemination of information within corporations and governmental agencies. The curriculum is designed to provide breadth of knowledge and multi-task capability.

## Technical Communication Core

All technical communication majors are required to complete the following courses:

### Required Core

- COM 1450 - Literacy and Communication Technologies .....
- COM 2720 - Introduction to Communication Concepts and Systems .....
- COM 3780 - Communication Law.....
- COM 4790 - Senior Seminar in Technical Communications.....

**Core Subtotal: 12 credit hours**

### Required Concentration Courses

- COM 2610 - Introduction to Technical Writing .....
- COM 3570 - Training with Technology .....
- COM 3630 - Designing Technical Publications .....

**Concentration Subtotal: 9 credit hours**

### Electives

Choose 21 credit hours from either of the following lists:

- COM 2430 - Introduction to Media Production .....
- COM 2460 - Media Graphics Production.....
- COM 3310 - International Technical Communications .....
- COM 3330 - Technical Writing for Translation.....
- COM 3620 - Technical Editing.....
- COM 3625 - Usability Testing .....
- COM 3635 - Producing Documentation for Web and Print Publication .....
- COM 3670 - Writing for the Environmental Industry .....
- COM 4760 - Advanced Internship in Technical Communications \* .....

*\* Note: Internships require permission of instructor.*

### Optional Electives Outside the Department:

*These courses may have prerequisites within their respective departments.*

- MGT 3550 - Operations Management.....
- MGT 4610 - Labor/Employee Relations .....
- SOC 3160 - Industry, Work, and Occupations.....

**Electives Subtotal: 21 credit hours**

## Corporate Communications and Training: 42 Credit Hours Total

As a reminder to all degree-seeking students, **COLLEGE DEGREE REQUIREMENTS ARE:**

- Complete a minimum of 120 credit hours
- Complete a minimum of 40 upper division credit hours
- Complete a Major/Minor combination, a double or extended major
- Complete all general studies requirements

**Reminder:** No more than 7 semester hours in music ensemble will be counted towards a bachelor's degree for students who are not majoring in music.