



Technical Specialist Certificate (AC13)- 36 Credit Hours

Program Description:

The purpose of the Technical Specialist certificate program is to prepare students for positions in business that require technical proficiency to translate technical information to various audiences and in various formats using written and oral communication skills. Graduates may find employment in entry-level positions in a variety of business and industry settings.

Contact:

Beverly Kirk, Dean
 beverly.kirk@westgatech.edu
 706-756-4584

Website:

<https://www.westgatech.edu/program-explorer/transfer-programs/technical-studies/>

Pre-Certificate Requirements					
Program Specific					
<ul style="list-style-type: none"> Min GPA 2.0 Courses rotated among online, Carroll, Coweta, Douglas, Lagrange and Murphy campus Courses with prerequisites require a grade of C or greater in the prerequisite State aid only 					
Set the Track, Start the Track, Stay on Track					
<i>Meet with an Advising Coach to Stay on Track. S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer</i>					
✓	Grade	Semester 1	S	CR	Notes & Milestones
		ENGL 1101 Composition and Rhetoric	ALL	3	Program Admission
		MATH 1111 College Algebra -OR- MATH 1101 Mathematical Modeling	ALL FA, SP	3	Program Admission
		BUSN 1300 Introduction to Business	ALL	3	Program Admission
		CISM 2201 Foundations of Computer Applications	ALL	3	
				12	Program Semester Hours
✓	Grade	Semester 2	S		Notes & Milestones
		Additional 12 hours from Area I, II, III or IV	ALL	3	List of courses Area I, II, III and IV
				3	
				3	
				3	
				12	Program Semester Hours

✓	Grade	Semester 3	S	CR	Notes & Milestones
		BUSN 2190 Business Document Proofreading and Editing	FA, SP	3	Prerequisite ENGL 1010 Corequisite BUSN 1440
		Choose ONE: Area II	ALL	3	Area II courses
		Area IV: Choose One: ARTS 1101 Art Appreciation -OR- MUSC 1101 Music Appreciation -OR- THEA 1101 Theater Appreciation -OR-	ALL ALL FA	3 3 3	Program Admission Program Admission Program Admission
		HUMN 1101 Introduction to Humanities -OR-	ALL	3	Prerequisite ENGL 1101
		RELG 1101 World Religions -OR-	NONE	3	Prerequisite ENGL 1101
		ENGL 2110 World Literature -OR-	NONE	3	Prerequisite ENGL 1101
		ENGL 2130 American Literature -OR-	ALL	3	Prerequisite ENGL 1101
		ENGL 2310 English Literature	SP	3	Prerequisite ENGL 1101
		MGMT 1100 Principles of Management	ALL	3	
				12	Program Semester Hours
Always check online https://www.westgatech.edu/ and meet with your Advising or Faculty Coach to ensure you are viewing the latest and most accurate information.					

Employment Opportunities: <https://www.westgatech.edu/student-life/career-services/>

Articulation Agreements: <https://www.westgatech.edu/admissions/registrars-office/articulation-agreements/>

Financial Aid by Program: <https://www.westgatech.edu/wp-content/uploads/2019/02/WGTC-Available-Aid-By-Program-11-17-2023.pdf>

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