



Technical Specialist Certificate (TC13)- 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/>

Campus:

Courses may rotate Online, Carroll, Coweta, Douglas, LaGrange, and Murphy campus

Set the Track, Start the Track, Stay on Track

Meet with an Advising Coach to Stay on Track. S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer

✓	Grade	Semester 1	S	CR	Notes & Milestones
		ENGL 1101 Composition and Rhetoric	ALL	3	Prerequisite must be passed with a "C" or higher Program Admission
Choose One Math Course:					
		MATH 1111 College Algebra	ALL	3	Program Admission
		MATH 1101 Mathematical Modeling			
		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	CR	Notes & Milestones
					Prerequisite must be passed with a "C" or higher
Choose 12 credit hours:					
		Additional 12 hours from Area I, II, III or IV	ALL	12	List of courses Area I, II, III and IV
				12	Program Semester Hours
✓	Grade	Semester 3	S	CR	Notes & Milestones
		BUSN 2190 Business Document Proofreading and Editing	FA, SP	3	Prerequisite ENGL 1010 or ENGL 1101 Corequisite BUSN 1460
		Area II Choose One	ALL	3	Area II courses
Choose One Area IV Course:					
		ARTS 1101 Art Appreciation	ALL	3	Program Admission
		MUSC 1101 Music Appreciation	ALL	3	Program Admission
		THEA 1101 Theater Appreciation	ALL	3	Program Admission
		HUMN 1101 Introduction to Humanities	ALL	3	Prerequisite ENGL 1101
		RELG 1101 World Religions	ALL	3	Prerequisite ENGL 1101
		ENGL 2110 World Literature	SP	3	Prerequisite ENGL 1101
		ENGL 2130 American Literature	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/financial-aid/types-of-aid/>

As set forth in its student catalog, West Georgia Technical College complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. The following person(s) has been designated to manage inquiries regarding the nondiscrimination policies: Equity (Title IX) Coordinator: Melinda Hofius, Assistant Vice President of Student Affairs 770.537.5722, 176 Murphy Campus Blvd., Waco, GA 30182; ADA (Section 504) Coordinators: Students: Zelma Jones, Career and Student Support Services Director, 770.824.5245, 176 Murphy Campus Blvd., Waco, GA 30182, Student504@westgatech.edu, Employees: Teresa Jiles, Assistant Director of Human Resources, 770.537.6056, 176 Murphy Campus Blvd., Waco, GA 30182, wgtcHR@westgatech.edu.