

## Bachelor of Arts in Professional and Technical Communication

### What Are My Career Options?

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Professional and technical communicators work in the medical, business, and science fields in a number of positions, including technical writer and editor, grant officer, usability specialist, new and social media strategist, and e-learning developer.

### Who Are My Advisors?

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Academic Advisors/Counselors work in conjunction with Departmental or Faculty Advisors. Academic Advisors assist students with chosen majors in answering questions concerning General University, Core, and College of Arts and Sciences requirements. They are available to review official degree audits with students, perform graduation checks with students, and review all situations requiring Dean's Office Approval for Arts and Sciences Undergraduate Students (such as Concurrent Enrollment, Overload, and Pass/No Pass Course Option approvals).

#### **Undergraduate Academic Advisors for the College of Arts and Sciences (CAS)**

Undergraduate advising is by appointment only.

CAS Advising Office is located in the General Academic Building (GAB) 220. Phone: (940) 565-2051

**Laura Flowers**

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#### **Undergraduate Faculty Advisor for the Department of Technical Communication**

Undergraduate advising is by appointment only.

TC main office: (940) 565-4458

**Dr. Erin Friess**

[LTC-Ugrad@unt.edu](mailto:LTC-Ugrad@unt.edu)

Auditorium Building

### Where Can I Find Professional Resources?

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The Department of Linguistics and Technical Communication (B.A. Requirements for the Professional and Technical Communication degree)

<http://ltc.unt.edu/undergraduate/ba-professional-and-technical-communication>

Society for Technical Communication

<http://www.stc.org>

## What Are the Degree Requirements?

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**1. Hours Required and General/College Requirements:** A minimum of 120 semester hours, of which 42 must be advanced, and fulfillment of degree requirements for the Bachelor of Arts degree as specified in the “General University Requirements” in the Academics section of the catalog and the College of Arts and Sciences requirements.

**2. Major Requirements:** Majors must complete 36 hours of credit, 24 of which are

- ENGL 1310, or ENGL 1313, or TECM 1700 (preferred);
- TECM 2700—Technical Writing (Prerequisite: ENGL 1310, ENGL 1313, or TECM 1700)
- LING 3060—Principles of Language Study
- TECM 3100—Commercial Publications for High Tech Industries
- TECM 3200—Information Design for Electronic Media
- TECM 4180—Advanced Technical Writing (TECM 2700 is recommended)
- TECM 4190—Technical Editing (TECM 2700 is recommended)
- TECM 4950—Senior Capstone (Note: TECM 4950 must be taken in the final semester.)

Majors may select from the following courses for the remaining 12 hours:

- TECM 3000—Teaching Technical Communication in the High School
- TECM 4100—Writing Grants and Proposals (Prerequisite: TECM 2700 or consent of the dept.)
- TECM 4200—Research Methods for the Practitioner
- TECM 4250—Writing Technical Manuals and Procedures (TECM 2700 is recommended)
- TECM 4700—Writing in the Sciences
- TECM 4800—Special Topics (may be repeated when topics vary)
- LING 4010—English Language in America (Prerequisite: LING 3060 or equivalent)
- LING 4020—Structure of Modern English (Prerequisite: LING 3060 or equivalent)
- LING 4030—Acquisition of English as a Second Language (Prerequisite: LING 3060 or consent of dept.)

**3. Minor Requirements:** Students must complete 18 semester hours, including

- TECM 2700—Technical Writing (Prerequisite: ENGL 1310, ENGL 1313, or TECM 1700)
- TECM 4180—Advanced Technical Writing
- TECM 4190—Technical Editing

**4. Certificate Requirements:** Students may receive a certificate in technical writing by successfully completing the following courses with a grade of B or higher

- TECM 2700—Technical Writing
- TECM 4180—Advanced Technical Writing
- TECM 4190—Technical Editing
- TECM 4100—Writing Grants and Proposals
- or
- TECM 4250—Writing Technical Manuals and Procedures
- or
- TECM 4700—Writing in the Sciences

**5. Other requirements:** A minimum grade of C in each is required for all technical communication courses counting toward the professional and technical communication major. Students majoring in professional and technical communication must contact the Director of Undergraduate Studies, Auditorium Building to prepare their degree audits.