

# Bachelor of Science in Professional and Technical Communication



## What Are My Career Options?

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The BS program prepares students for entry-level positions as technical writers/editors, content developers, or usability professionals, most commonly working on teams to create user guides, web content, and proposals in companies within the information technology, consulting, and healthcare industries. Students earning the BS will be especially well-qualified for jobs in technology-heavy positions (e.g., front-end web developer, business analyst, etc.) in information technology and software companies.

## Who Are My Advisors?

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Academic Advisors/Counselors work in conjunction with Departmental of Faculty Advisors, Academic Advisors assist students with chosen majors in answering questions concerning General University, Core, and College of Liberal Arts and Social Sciences (CLASS) 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 CLASS Undergraduate Students (such as Concurrent Enrollment, Overload, and Pass/No Pass Course Option approvals).

### **Undergraduate Academic Advisors for the College of Liberal Arts and Social Sciences (CLASS)**

Undergraduate advising is by appointment only.

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

Lisa Whitby: [Lisa.Whitby@unt.edu](mailto:Lisa.Whitby@unt.edu)

Esther Oppong: [Esther.Oppong@unt.edu](mailto:Esther.Oppong@unt.edu)

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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

Lee Dollar: [Lee.Dollar@unt.edu](mailto:Lee.Dollar@unt.edu)

[TC.Undergrad@unt.edu](mailto:TC.Undergrad@unt.edu)

Auditorium Building room 105

## Where Can I Find Professional Resources?

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The Department of Technical Communication (BS Requirements for the Professional and Technical Communication degree)

<https://techcomm.unt.edu/undergraduate>

Society for Technical Communication

<http://www.stc.org>

A minimum of **120** hours, of which **42** must be advanced, and fulfillment of degree requirements for the Bachelor of Science degree as specified in the “University Core Curriculum” in the Academics section of the university catalog and the College of Liberal Arts and Social Sciences requirements. Note: The BS does **not** require foreign language proficiency.

1. **Majors** must complete **36** hours with a **C** or higher in each Technical Communication class plus **6** hours in one of three technology foundation areas. Students must earn a minimum GPA of 2.5 in all Professional and Technical Communication major courses. Students must contact the Director of Undergraduate Studies, Auditorium Building, Room 317, to prepare their degree audits.
  - a. Foundation Courses (**12** hours):
    - TECM 2700 – Technical Communication (summer also)
    - TECM 2800 – The Profession of Technical Communication
    - TECM 3550 – Content Strategy in Technical Communication
    - TECM 4180 – Advanced Technical Communication (summer also)
  - b. Technical Communication Core Courses (**12** hours):
    - TECM 3100 – Commercial Publication for High-Tech Industries (fall only)
    - TECM 3200 – Information Design for Electronic Media (spring only)
    - TECM 4100 – Proposal Writing
    - TECM 4190 – Technical Editing
  - c. Research Methods (**6** hours):
    - TECM 4300 – Usability and User Experience in Technical Communication
    - TECM 4500 – Content Analysis in Technical Communication
  - d. Additional Technical Communication Courses (**6** hours):
    - Two additional TECM courses at the 3000 or 4000 level
  - e. Technology Foundations Course Options (**6** hours):
    - Option 1
      - BCIS 2610 – Business Computer Programming & BCIS 3630 – Object Oriented Programming
    - Option 2
      - DSCI 2710 – Data Analysis with Spreadsheets & DSCI 3710 – Business Statistics with Spreadsheets
    - Option 3
      - Any two CSCE courses at UNT
2. **Minors** must complete a total of **18** semester hours with a minimum grade of **C** in each Technical Communication course.
  - a. Required TECM minor courses (**9** hours):
    - TECM 2700 – Technical Writing
    - TECM 4180 – Advanced Technical Communication
    - TECM 4190 – Technical Editing
  - b. Students must choose an additional 3 courses (**9** hours) from the list below, **2 of which must be 3000 or 4000 level**.
    - TECM 1700 – Introduction to Professional, Science, and Technical Writing
    - TECM 3100 – Visual Technical Communication (fall only)
    - TECM 3200 – Information Design for Electronic Media (spring only)
    - TECM 4100 – Writing Proposals
    - TECM 4250 – Writing Technical Procedures and Manuals
    - TECM 4700 – Writing in the Sciences

3. Certificates:

**Digital Media Studies Certificate (TECM)**

Students may receive a certificate in digital media studies by successfully completing the following courses (**15** hours) with a grade of **B** or higher.

a. Required Courses (**9** hours):

- COMM 3820 – Social Media Perspectives
  - MRTS 3360 – Social Media Strategies
  - TECM 1500 – New Media for You College Career
- OR
- TECM 3500 – Digital Media for Professional Communication

b. Electives (**6**) hours

- COMM 3420 – Communication and New Technology
- COMM 4320 – Communications and Virtual Gaming
- JOUR 4270 – Strategic Social Media
- MRTS 4475 – Digital Media and Society
- TECM 3200 – Information Design for Electronic Media
- Internship option (TECM 4920, MRTS 4480, or COMM 4800) with department approval
- Other courses approved by certificate advisor

**Technical Writing Certificate (TECM)**

Students may receive a certificate in technical writing from the Department of Technical Communication by successfully completing the following courses (**12** hours) with a grade of **B** or higher:

a. Courses:

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