Program Map

Business, Government, and Technical Communications: Business and Government Communications

Degree: Business and Government Communications Specialization Associate of Applied Science (AAS)
Certificate: Business and Government Communications Level 1 (C1)

ARTS, DIGITAL MEDIA & COMMUNICATIONS

Program Description: The Associate of Applied Science Degree in Business and Government Communications Specialization is designed for information specialists in business and government who write a lot in their work but who are not trained as writers and whose job titles do not include "writer". Coursework includes developing print, online, and graphic materials; writing grant and new-business proposals as well as effective business correspondence; handling statistical material both in text as well as in tables, charts, and graphs; using software applications common to the business and government work environments; and, most importantly, practicing clear succinct direct writing that is carefully adapted to its intended audience and that gets the job done.

Contact:
Wayne Butler, Ph.D.
Department Chair
wbutler@austincc.edu
512-223-4029

Department Website:
www.austincc.edu/tcm/

The Certificate in Business and Government Communications is designed for information specialists in business and government who write a lot in their "writer". Coursework in this certificate program can be applied to the Associate of Applied Science degree in Business and Government Communications Specialization.

Contact the department chair for Business, Government, and Technical Communications for waiver, substitution, and transfer possibilities.

Use this Program Map to choose courses with your college advisor and track your progress towards milestones and completion of program.

Pre-Degree Requirements

Program Specific	Reading and Writing Placement *Placements based on TSI*	Mathematics Placement *Placements based on TSI*
	☐ Basic Developmental Courses ☐ ESOL Courses ☐ INRW Courses	☐ MATD-0332 - Basic Math Skills ☐ MATD-042x/032x – ALEKS Sequence ☐ MATD-0385/0485 – Developing Mathematical Thinking* **Not prerequisite for MATH-1314/1324* ☐ MATD-0370 – Elementary Algebra** ☐ MATD-0390 – Intermediate Algebra** ***Take MATD-0370 and 0390 to prepare for MATH-1314/1324*

D=Degree
C1=Level 1 Certificate

SEMESTER-BY-SEMESTER PROGRAM PLAN FOR FULL-TIME STUDENTS

Plans can be modified to fit the needs of part-time students by adding more semesters

C1	D	Semester 1	CR	Advising Notes
	●	EDUC 1300 - Effective Learning: Strategies for College Success **OR** Oral Communication	3	All first-time Austin Community College (ACC) students with fewer than 12 SCH of successful college credit must take EDUC 1300 course in their first semester at ACC. All other students can choose a speech course from the Component Area Option section of the Core Curriculum Course List.
	●	ENGL 2311 - Technical and Business Writing	3	
●	●	ETWR 1372 - Grammar/Style	3	
●	●	Computer Elective **OR** Visual Communication Elective	3	Select from BCIS 1305 and COSC 1301, or contact the department chair for substitution possibilities. **OR** Select from the ARTC 1302 and ARTC 1313, or contact the department chair for substitution possibilities.
			12	**Program Semester Hours / Meet with your advisor**

		Semester 2		
		ETWR 1373 - Government and Business Correspondence	3	
		ETWR 1378 - Administrative Policy Writing	3	Prerequisites: Strong writing skills; familiarity with or interest in government or business operations.
		ETWR 1374 - Graphics for Business, Government and Technical Information	3	
		ETWR 2476 - Technical Publications with MS Word	4	
		Mathematics	3-4	Select from the appropriate section of the Core Curriculum Course List.
			16-17	**Program Semester Hours / Meet with your advisor**
		Semester 3		
		Business Studies Elective	3	Select from ACNT 1303, BUSG 2309, COMM 2327, IBUS 1305, or MRKG 1311, or contact the department chair for substitution possibilities.
		BTCM 2378 - Green Rhetoric: Communicating Sustainability	3	
		ETWR 1376 - Grant Proposals and Business Plans	3	
		Language, Philosophy, and Culture **OR** Creative Arts	3	Select from the appropriate section of the Core Curriculum Course List.
		Business, Government, and Technical Communications Elective	4	Select from ETWR 1375, ETWR 2364, ETWR 2365, or ETWR 1471, or contact the department chair for substitution possibilities.
			16	**Program Semester Hours / Meet with your advisor**
		Semester 4		
		ETWR 2379 - Editing Government, Business and Technical Information	3	
		Social and Behavioral Sciences	3	Select from the appropriate section of the Core Curriculum Course List.
		Business, Government, and Technical Communications Elective	4	Select from ETWR 1375, ETWR 2364, ETWR 2365, or ETWR 1471, or contact the department chair for substitution possibilities.
		Computer Elective **OR** Visual Communication Elective	3	Select from BCIS 1305 and COSC 1301, or contact the department chair for substitution possibilities. **OR** Select from the ARTC 1302 and ARTC 1313, or contact the department chair for substitution possibilities.
		ETWR 1379 - Technical Communicators: Careers and Professionalism	3	Capstone course. **ACHIEVEMENT:** Level 1 Certificate in Business and Government Communications **ACHIEVEMENT:** Associate of Applied Science degree in Business and Government Communications Specialization
			16	**Program Semester Hours**
		Total Program Hours	**60-61**	

Please always check online at **austincc.edu/catalog** or meet with your academic or program advisor to ensure that you are viewing the latest and most accurate information.

Career & Transfer Resources

ACC's Career & Transfer websites provide detailed, guided information on career exploration and transfer.
www.austincc.edu/career; **www.austincc.edu/transfer**

For further information regarding this specific program, please see the Career & Transfer Resources supplement provided in the next section of this Program Map.

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Career & Transfer Resources Updated 2/21/18

Career Information

Business and government technical writers prepare administrative policy documents, correspondence to the regulated public, guidance documents that interpret administrative rules, researched reports (which include analysis of program data), grant proposals, and requests for proposals. Also, business and government organizations do in fact hire technical writers (variously called technical communicators, information specialists, and content creators), in which case the Technical Communication degree is preferable.

Common Job Titles
Technical Writers, Editors, Copy Writer, Grant Writer, Content Manager, Information Architect. Jobs in this field often require a Bachelor's degree in Tehnical communication or almost any other field. Students with a Bachelor's degree should consider earning the Technical Communication Certificate instead of this degree.

Regional Labor Market Information
Technical Writers: New workers start around $43,129. Normal pay is $60,929 per year. Highly experienced workers can earn up to $99,584. Over the last year, 174 companies have posted 764 jobs for Technical Writers. There are currently 567 Technical Writers that are employed in Austin-Round Rock, TX.
Source: https://austincc.emsicc.com/careers/technical-writer

Career and labor market research tools (see Quick Reference Guide at http://www.austincc.edu/career):
EMSI: https://austincc.emsicc.com/, Bureau of Labor Statistics: http://www.bls.gov/ooh/, O*NET: https://www.onetonline.org/

Career Resources: ACC's career services website provides information on career exploration and employment at http://www.austincc.edu/career. Students are encouraged to consult with their area of study advisor for additional career assistance. The above information is provided as a guide and reference tool for occupations related to this program. This is not a guarantee of job placement in any of these occupations after successful completion of an ACC program. The common job titles listed are representative titles and are provided for career research. These are not the only occupations possible in this area of study.

Transfer Information

The Associate of Applied Science in Business, Government and Technical Communications provides a pathway to transfer to a four-year college or university where students can earn a bachelor's degree. Transfer options and course guides are found below. Students are strongly encouraged to select a transfer destination by the time they have completed 24 semester credit hours.

Transfer Guides: *The universities listed here do not constitute an ACC endorsement. Transfer course evaluations and determination of what courses will count toward a bachelor's degree are made by the receiving transfer institution. See Transfer guides at www.austincc.edu/transfer.*

Students who wish to earn what is often called an "inverted" Bachelor's degree (typically in Organizational Communication) should consider these institutions:
St. Edward's University
Concordia University

Students who wish to earn Bachelor's degrees in Technical Communication or related fields should consider these institutions:
Texas Tech University
North Texas
Texas State University

Students who have earned a Bachelor's degree and want to further their education in Technical Communication should consider the Masters of Technical Communication degree at these institions:
Texas Tech University
Texas State University

Students should be aware that ETWR courses do not normally transfer to universities. Only ENGL 2311 transfers. Please consult with an advisor or articulation officer from the receiving insititution to ensure the latest information as soon as possible.