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Technical Specialist Technical Certificate of Credit

MAJOR CODE: TC31

The purpose of this certificate 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. This program is offered by the Business Administrative Technology (BUSN) department.

Curriculum

General Education Core

Area I – Essential Skills (3 semester credits)

ENGL 1101 Composition & Rhetoric 3

Area II – Humanities/Fine Arts (6 semester credits)

ENGL 2130 American Literature 3

HUMN 1101 Introduction to Humanities 3

Area III – Social Behavioral Science (6 semester credits)

ECON 1101 Principles of Economics 3

HIST 2112 U.S. History II 3

PSYC 1101 Introductory Psychology 3

Area IV – Natural Sciences/Mathematics (3 semester credits)

MATH 1101 Mathematical Modeling OR (3)

MATH 1111 College Algebra OR (3)

MATH 1112 College Trigonometry OR (3)

MATH 1113 Pre-calculus 3

Area V- Other

ENGL 1102 Literature and Composition 3

General Education Core Electives

[Click Here](#) Select two courses from Area II, III, or IV 3

Occupational Courses

COMP 1000 Introduction to Computers 3

[Click Here](#) Occupational Guided Elective 9

Total Credit Hours 36

Financial Aid

This program may be eligible for institutional, State, and/or Federal financial aid. See Financial Aid Counselor for eligibility requirements and application materials.

Program Specific Information

Program Length 3 Terms (based on full time enrollment)

Entrance Dates Each Semester (based on course & space availability)

Course Availability Day, Evening, and Online Classes

Campus Availability Oakwood, Forsyth, Jackson, Dawson, Winder

Program Cost [Click here to view program costs](#)

Technology Requirements For online courses, [Click Here](#)

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED prior to admission. (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ASSET testing, or submit SAT, ACT, CPE, or COMPASS test scores.

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all education programs and activities including admissions policies, scholarship and loan programs, athletic and other Department and Technical College-administered program, including any Workforce Investment Act of 1998(WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. The Department and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. (For contact information, call 770-531-6300.)

Curriculum and costs are subject to change without prior notice.

Oakwood Campus
2990 Landrum Education Dr.
Oakwood, GA 30566
770-531-6300

Forsyth Campus
7745 Majors Road
Cumming, GA 30041
770-781-6800

Winder-Barrow Campus
89 East Athens St
Winder, GA 30680
770-868-4080

Jackson Campus
631 South Elm St.
Commerce, GA 30529
770-335-1931

Dawson Campus
89 Tiger Circle
Dawsonville, GA 30534
706-216-5461