

The Graduate Certificate in Technical Communication Essentials

Entirely Online



Department of Humanities

College of Science and Liberal Arts

New Jersey Institute of Technology

October 2011 Rev

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WHY PURSUE A GRADUATE CERTIFICATE IN TECHNICAL COMMUNICATION ESSENTIALS?

The ability to convey ideas and information is most highly prized in all industries throughout the global economy. The field of communication is expanding rapidly, spurred by the ever-close relationship between technology and both economic and social affairs. New advances in communication tools, widen opportunities for those with a firm grasp of new media, such as web content and design, podcasting, streaming video, digital music, e-commerce and graphic email. A certificate in Technical Communication Essentials provides the opportunity to gain knowledge and skills for a variety of positions crucial in the twenty-first century. People who can communicate will always be in great demand; employers rate the capacity to communicate as number one when considering prospective employees.

WHY STUDY TECHNICAL COMMUNICATION ESSENTIALS AT NJIT?

Consistently Ranked by Princeton Review as one of America's "Best Colleges" and the recipient of the NJ Technology Council "Excellence in Technology Education." NJIT offers a technology-rich campus environments. Computing is an intrinsic part of the campus culture, and every department, from architecture to transportation, actively works to advance the state of the art in computing applications. The Technical Communication Essentials Certificate prepares students to communicate in the rapidly changing technology fields. Students gain skills and knowledge in technical writing and editing, documentation, content management, and web-based training in order to enter or expand careers as technical writers, editors, trainers, website designers, and documentation specialists.

GAINFUL EMPLOYMENT DISCLOSURE

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://adultlearner.njit.edu/programs/technicalcommunications-cert-ge.php>

WHAT WILL I LEARN?

The certificate focuses on such areas as the creation of proposals, publishing, web design, knowledge management, creation of proposals, new media, agile development, and content management.

WHAT COURSES ARE OFFERED?

Required: Core Courses

PTC 601 Advanced Professional and Technical Communication*

PTC 605 Elements of Visual Design*

Select two (2) from:

PTC 620 Proposal Writing*

PTC 624 Professional and Technical Editing*

PTC 632 Content Management and Information Architecture*

PTC 650 Web-based Training Design*

Complete course descriptions can be found in the NJIT Online Catalog at <http://catalog.njit.edu/graduate>.

*Now or shortly available online.

Courses are subject to change.

√ Take care to select courses in proper order. Check course descriptions, because they state if one course must be taken before (i.e.; is a prerequisite to) another.

WHERE ARE THE CLASSES OFFERED?

The full credential can be studied **online**. Customized NJIT degrees and academic certificates can be brought on-site to your company or customized and conducted at a location convenient to a consortium of companies.

WHAT IS THE TUITION FOR GRADUATE COURSES?

Use the tuition calculator to see full costs, and the fuel saving calculator to figure how much gas money is saved by studying **online**, visit: <http://adultlearner.njit.edu/costs>.

Studying ONLINE, but live out-of-state? Benefit from the new **online tuition rate** just for you, visit: <http://online.njit.edu>.

IS FINANCIAL AID AVAILABLE EVEN FOR PART TIME STUDENTS?

Yes, sources of financial aid or tax credits are available at: <http://adultlearner.njit.edu/costs>.

CAN THE GRADUATE CERTIFICATE CREDITS BE APPLIED TO AN ADVANCED DEGREE?

Courses in the Graduate Certificate program in Technical Communication Essentials can be wholly applied to NJIT's MS in Professional and Technical Communication or MS in Information Systems.

HOW DOES THE GRADUATE CERTIFICATE PROGRAM WORK?

In any given year, NJIT offers a new slate of Graduate Certificates, each in a specific area which is in a fast growing and employable profession. Each stand-alone credential is a milestone in its own right and can be a 12-credit springboard to a matching Masters Degree program at NJIT or elsewhere. The credential can be completed in as little as one academic year of part time study. Many can be studied in whole or in part online. The straightforward and rapid admissions process requires possession of an undergraduate degree with a satisfactory grade point average. A GRE or GMAT score is not a pre-requisite. Depending on the program, courses can be taken online, on campus, or at NJIT extension sites around New Jersey. For a complete list of available Graduate Certificates, please visit <http://www.njit.edu/gradcert>.

BRINGING A GRADUATE CERTIFICATE TO YOUR COMPANY

Arrangements can be made to bring a Graduate Certificate or Master's program on-site to your company. A customized Graduate Certificate can also be offered to match your company's area of technological and managerial specialty. For more information about Company Collaborative Graduate Certificates or enrollment in any of our Graduate Certificates, please contact Continuing Professional Education.

FOR FURTHER INFORMATION:

Division of Continuing Professional Education
1-800-624-9850 (Toll Free)
1-973-596-3060 (New Jersey)
Email: cpe@njit.edu

ON THE WEB:

<http://www.njit.edu/gradcert> / <http://twitter.com/njitcpe>

APPLY ONLINE:

<http://adultlearner.njit.edu/admissions>