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Technical Writing

Academic Year
2012 - 2013

Technical Writing
Department
Bldg. L4 Rm. L41a
408-864-5565

Language Arts
Division
Bldg. L1 Rm. L11
408-864-8547

Counseling Center
Student & Community
Services Bldg. 2nd Fl.
408-864-5400

Career Services Info.
Student & Community
Services Bldg. 2nd Fl.
408-864-5400

Please visit the Counseling Center to apply for certificates and degrees, and for academic planning assistance.

Certificate of Achievement Level Requirements

A minimum "C" grade in each major course.

Note: A maximum of six (6) quarter units may be transferred from other academic institutions.

A.A./A.S. Degree Requirements

1. Completion of all General Education (GE) requirements (31-42 quarter units) for the A.A./A.S. degree. GE units must be completed with a minimum 2.0 GPA ("C" average).
2. Completion of all major requirements. Each major course must be completed with a minimum "C" grade. Major courses can also be used to satisfy GE requirements (except for Liberal Arts degrees).
Note: A maximum of 22 quarter units from other academic institutions may be applied toward the major.
3. Completion of a minimum of 90 degree-applicable quarter units (GE and major units included). All De Anza courses must be completed with a minimum 2.0 GPA ("C" average). All De Anza courses combined with courses transferred from other academic institutions must be completed with a minimum 2.0 GPA ("C" average).
Note: A minimum of 24 quarter units must be earned at De Anza College.

Major courses for certificates and degrees must be completed with a letter grade unless a particular course is only offered on a pass/no-pass basis.

Technical Writing

Certificate of Achievement

A.A. Degree

In the certificate of achievement and AA degree programs students receive training in technical writing, project management, employment strategies, business communication, and technical publications and design in accordance with current industry trends. Students pursuing the certificate of achievement or the AA degree in Technical Writing obtain marketable skills to help them gain employment, reposition themselves for a new job or industry, or win promotions in their current field.

Student Learning Outcomes - upon completion, students will be able to:

- examine required competencies to gain employment in industry and demonstrate mastery of core competencies by designing a compelling cover letter and resume to effectively market their skill set.
- create various professional documents that showcase their ability to define purpose and audience, structure data and graphics into procedures and descriptions, think strategically, manage projects, and organize relevant self-produced materials in a professional portfolio.
- research, analyze, plan, schedule, design, write, and evaluate a technical manual that meets or exceeds the industry standard.
- utilize team communication skills and collaborative work strategies as part of a publication team to design and produce a camera-ready document or product, including selecting and evaluating graphics, type, and paper.

Certificate of Achievement

1. Meet the requirements for this certificate level.
2. Complete the following.

Requirements

TWRT 61	Introduction to Technical Writing	5
TWRT 62	Survey of Technical Writing	5
TWRT 63	Technical Publications	5
TWRT 64	Technical Writing Seminar	5
	Total Units Required	20

Prerequisite and Corequisite information:

- EWRT 1A is the prerequisite for TWRT 61.
- TWRT 61 is the prerequisite/corequisite for TWRT 62.
(Concurrent enrollment is allowed for TWRT 61 and TWRT 62.)
- TWRT 61 is the prerequisite for TWRT 63.
- TWRT 62 is the prerequisite for TWRT 64.

The TWRT courses above are also listed under BUS and EWRT.

A.A. Degree

1. Meet the A.A./A.S. degree requirements.
2. Complete the Certificate of Achievement course requirements. 20
3. Complete a specialty area of study as described below. 25

Contact the Technical Writing department chair to create your specialty area of study (25 units minimum). Select courses from TWRT Special Topics or TWRT Special Projects courses and/or discipline areas such as:

- Computer Applications
- Computer Aided Design/Digital Imaging
- Computer Information Systems
- Graphic Design
- Journalism
- Photography

Your specialty area description with signed approval from the department chair must accompany your degree application.

Major	Technical Writing	45 units
GE	General Education (31-42 units)	
Electives	Elective courses req'd. when major units plus GE units total is less than 90	
	Total Units Required	90 units