

# TECHNICAL & PROFESSIONAL WRITING (TPW)

## TPW 200 Writing Practices in Professional Contexts (Units: 3)

Prerequisite: ENG 114 or equivalent with a grade of C or better.

Introduction to writing practices common in professional workplaces. Analysis of how they influence, and are influenced by, workplace activities and cultures. Topics may include ethics, collaboration, internationalization, common forms, information design, and media choices. (Plus-minus letter grade only)

### Course Attributes:

- C2: Humanities

## TPW 400GW Fundamentals of Technical and Professional Writing - GVAR (Units: 3)

Prerequisite: ENG 214 or equivalent with a grade of C or better.

Forms, methods, standards, and issues central to the work of career writers. Students produce technical instructions, reports, promotions, and correspondence. (ABC/NC grading only)

### Course Attributes:

- Graduation Writing Assessment

## TPW 470 Writing Professional Promotions (Units: 3)

Prerequisites: Technical and Professional Writing student; ENG 214 or equivalent with a grade of C or better; or consent of instructor.

Developing documents for corporate communications, marketing, public relations, and development purposes. High-tech and non-profit applications. (Plus-minus letter grade only)

## TPW 480 Writing Technical Documentation (Units: 3)

Prerequisites: Technical and Professional Writing student; ENG 214 or equivalent with a grade of C or better; or consent of instructor.

Design and develop standard types of technical documentation such as project plans, process descriptions, procedures, tutorials, and usability tests. Topics include audience analysis, writing style, and best practices. (Plus-minus letter grade only)

## TPW 490 Grantwriting (Units: 3)

Prerequisites: Technical and Professional Writing student; ENG 214 or equivalent with a grade of C or better; or consent of instructor.

Practice in grant proposal writing and research. Requests from private non-profit organizations to various funding agencies. (Plus-minus letter grade only) [CSL may be available]

### Course Attributes:

- Social Justice

## TPW 550 Professional Editing (Units: 3)

Prerequisites: Technical and Professional Writing student; ENG 214 or equivalent with a grade of C or better; or consent of instructor.

Expectations for professional editing in the workplace. Development of specialized projects; practice in relevant techniques; application of professional skills, standards, ethics, and methods. Review of grammar, punctuation, and usage. (Plus-minus letter grade only)

## TPW 555 Visual Rhetoric and Document Design (Units: 3)

Prerequisite: ENG 214 or equivalent with a grade of C or better.

Principles of design and visual rhetoric; application of those principles in document design. Workshop teaches publication design software. Required laboratory. (Plus-minus letter grade only)

## TPW 585 Technical Writing Online (Units: 3)

Prerequisite: TPW 400GW or TPW 480 with a grade of C or better.

Standards and methods for designing, writing, producing technical information presented in electronic formats, such as online help, support websites, interactive demos. Learn basics of a widely used software tool. (Plus-minus letter grade only)

## TPW 600 Individual and Team Writing (Units: 3)

Prerequisites: TPW 400GW, TPW 550, TPW 555 with grades of C or better.

Developing professional skills for project management, research, group work, genre analysis, writing, editing production, and presentation. Individual projects explore current tools, trends, and technologies. Teams develop professional materials for local non-profits. (Plus-minus letter grade only) [CSL may be available]

### Course Attributes:

- Social Justice

## TPW 685 Projects in the Teaching of Technical and Professional Writing (Units: 1-4)

Prerequisites: Completion of course in which student will be aide with a grade of C or better. Requires consent of Technical and Professional Writing adviser; limited to one student per course.

Assist with computer laboratory teaching and complete related projects. (Students may earn a maximum of 4 units toward the baccalaureate degree for any course(s) numbered 685 regardless of discipline.) (Plus-minus letter grade only)

## TPW 695 Internship in Technical and Professional Writing (Units: 3)

Prerequisites: Five TPW core or skill elective courses with grades of C or better, including TPW 400GW, TPW 550, TPW 555.

Develop resume and portfolio. Practice job search and interviewing skills. Field experience: professional writing or editing, including structured supervision and evaluation by program faculty and placement sponsor. (Plus-minus letter grade only)

## TPW 699 Independent Study (Units: 1-4)

Prerequisites: Five TPW core or skills elective courses with grades of C or better, including TPW 400GW, TPW 550, TPW 555; consent of instructor.

Special study in some aspect of technical and professional writing, performed under program faculty supervision. May be repeated for a total of 4 units.