TECHNICAL COMMUNICATION (TCOM)

TCOM 205. INTRODUCTION TO TECHNICAL COMMUNICATION. 5 Credits.
Pre-requisites: ENGL 201.
Satisfies: a BACR for humanities and arts.
In this course, students learn to create a well-crafted text as determined by the conventions of technical writing. This includes clarifying the purpose of documents, conveying meaning clearly and concisely in documents, organizing documents logically, and making choices concerning style, tone, and degree of complexity based on the target audience. Students create a variety of documents including memos, professional emails, proposals, instructions, reports, and oral presentations.

TCOM 300. WRITING FOR THE PROFESSIONS. 5 Credits.
Cross-listed: ENGL 300, SUST 300.
Pre-requisites: ENGL 201.
This course focuses on analyzing and creating effective communication practices for professional writing. Communication projects such as proposing new research projects, creating and integrating data graphics into professional reports, and reporting data to recommend problem-based solutions through reports and presentations will be emphasized in this course.

TCOM 305. PRINT LAYOUT AND CONTENT DESIGN. 5 Credits.
Cross-listed: JRNM 305.
This course emphasizes content-driven design and layout, and it focuses on the basic principles and skills needed in journalism and technical communication when writing and publishing content. In this course, students will develop and practice the content design and layout skills necessary to succeed in a variety of professional settings.

TCOM 309. GRAMMAR FOR PROFESSIONAL WRITERS. 5 Credits.
Cross-listed: ENGL 309, JRNM 309.
Pre-requisites: ENGL 201.
Many professionals continue to struggle with grammar and usage rules throughout their careers. In this course, students will refresh and improve their knowledge of English grammar, style and usage rules. They will develop confidence in using correct punctuation, capitalization and verb forms, and learn how to create and employ different types of sentence structures, becoming proficient at writing clear, correct sentences to communicate effectively with a variety of audiences.

TCOM 404. INSTRUCTIONS AND PROCEDURES. 5 Credits.
Pre-requisites: TCOM 205.
In our technologically rich world, instructions and procedures pervade our professional lives. In this course, students will learn the art and practice of how to write, design, test and deliver instructions and procedures. Skills learned in this course are highly desired in a variety of settings including government, industry, corporate and non-profit agencies.

TCOM 405. USABILITY. 5 Credits.
Notes: may be stacked with ENGL 505.
Usability is a metric for which we gauge the effectiveness of our technical communication. We may often describe a product as "usable" or not "user-friendly." These terms indicate whether the product is or is not easy to navigate, use or comprehend. This course emphasizes user research and usability evaluation to test and revise technical products and artifacts so users can complete tasks efficiently and successfully. In this class, students will research the needs of representative users (including their environmental limitations and the tasks they need to complete), develop a usability test plan, conduct usability evaluations, and analyze, report, and present this research in a way that assists writers/producers to create new, more usable iterations of their technical communication products.

TCOM 407. PROPOSAL WRITING. 5 Credits.
Pre-requisites: ENGL 201.
Investigation of funding sources, use of government documents for research and evaluation of submitted proposals are among areas covered. Emphasis is on clear, concise writing of individualized student projects.

TCOM 409. EDITING IN TECHNICAL COMMUNICATION. 5 Credits.
Pre-requisites: ENGL 309, JRNM 309 or TCOM 309.
This course develops the principles and practices of technical editing. Students will learn how to copy, edit and proofread a variety of technical and professional documents, using standard symbols and conventions. Students will also learn to use style sheets to track emendations and they will gain an understanding of the responsibilities of an editor to make texts effective and usable.

TCOM 424. CONTENT MANAGEMENT. 5 Credits.
Pre-requisites: TCOM 404.
In this course, students will learn the principles and practices of content management. They will learn associated technologies as well as how to write, design and integrate content to fulfill organizational goals and how to communicate consistent information through multiple formats, delivery channels, and devices.

TCOM 490. SENIOR CAPSTONE: ISSUES IN TECHNICAL COMMUNICATION. 5 Credits.
Pre-requisites: TCOM 205, TCOM 305, TCOM 309, TCOM 404, TCOM 407.
Satisfies: a university graduation requirement–senior capstone.
Senior Capstone.

TCOM 495. TECHNICAL COMMUNICATION INTERNSHIP. 1-15 Credits.
Notes: may be repeated.
Pre-requisites: TCOM 404, TCOM 407 and TCOM 409; permission of the instructor, department chair and college dean.
A minimum of 20 hours work per week as a student-intern in technical communication for a cooperating business, industry or agency. Students may earn from 5–15 credits.

TCOM 499. DIRECTED STUDY. 1-15 Credits.
Pre-requisites: permission of the instructor, department chair and college dean.
Independent study under faculty direction, adapted to individual needs of the students.