1. Catalog description of the program (program goals and objective)

De Anza College's Technical Writing program prepares students to produce professional-quality documents, reports, manuals, and on-line communication. The program covers all aspects in the research, analysis and writing process required to produce documents on technical subjects; including workplace communication, reports, user manuals, product brochures, training materials, technical articles, abstracts, and policy briefs. The Technical Writing curriculum builds on students' existing research and writing skills and hones them to a professional level. Program graduates will be able to produce clear and concise communication and convey complicated technical information to a lay audience. As students progress through the Technical Writing program, they learn to master increasingly complicated writing projects for different audiences. In addition to helping fine tune students' their research and writing abilities, De Anza College's Technical Writing program gives students the desktop publishing and Web design skills necessary to produce camera-ready print and on-line documents. The Technical Writing program holds classes in the Student Publications lab and shares facilities with the Journalism program. The lab provides students access to high-end computers with the latest design and layout software packages, as well as printers, scanners, cameras, and projectors.

De Anza's Technical Writing program is housed in the Language Arts Division and encourages students to take courses in other aligned disciplines, including journalism, software applications, graphic design, and photography. These courses increase students' breadth of technical skills and marketability on the career front. This program serves the need of individuals who are preparing for a first career as a technical writer, as well as those currently employed in a technical or scientific field who wish to transfer their subject-matter expertise into a writing career. Those who enroll in the Technical Writing program with previous education and training in the technical, scientific, and design fields can begin producing professional-quality work at an earlier stage in their studies.

2. Certificate and degree programs offered (title and units)

Certificate of Achievement – **Technical Writing** – 20 units (quarter)
A.A. Degree – **Technical Writing** – 45 units plus General Education for minimum of 90 units

3. Program-level Student Learning Outcomes

4. Data on certificate and degree awards for previous year (2009-10)

Certificate of Achievement   Technical Writing – 26

Associate in Arts Degree   Technical Writing – 5

5. Regional and State Labor Market Data

Employment opportunities for Technical Writing graduates exist in computer software and hardware design, manufacturing, medical device design, biotechnology, telecommunications, and health care. Individuals with skills in technical writing can also secure employment in business and marketing environments that require employees to possess excellent writing abilities, document design skills, and layout expertise. Individuals with a larger repertoire of technical skills, education, and professional experience have the greatest potential for securing employment. According to the California Employment Development Department's Labor Market Information data for the San Jose-Sunnyvale-Santa Clara MSA, there are projected to be 67 combined annual openings for technical writers for the period 2006-2016, with a steady growth rate of 15.6%. The statewide employment projections for technical writers are also strong with 210 annual openings for the period 2008-2018 and a growth rate 12.5%. It should also be noted that De Anza College's Technical Writing Department Chair and many part-time faculty are members for the Society for Technical Communication and maintain strong contacts with potential employers in the region. The department regularly receives inquires for technical writers and positions that require a similar repertoire of skills and abilities.

6. Areas for new course and/or program development

7. Recommendations of Advisory Committee (retain or delete program)