



21250 Stevens Creek Blvd.  
Cupertino, CA 95014  
408-864-5678  
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# 2009 - 2010

Academic Year

# Technical Writing

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

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

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

Career Center  
Student and Community  
Services Bldg. 2nd Fl.  
408-864-5711

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

### Certificate of Achievement 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 offered on a pass/no-pass basis only.

## Technical Writing

### A.A. Degree

Complete the requirements listed for the Certificate of Achievement plus a specialty area of study, and meet the corresponding A.A./A.S. degree requirements.

Requirements	Technical Writing Cert. of Achievement	20
Specialty Area*	(contact department chair to create)	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

## Technical Writing

### Certificate of Achievement †

Complete the following and meet the corresponding certificate requirements.

Prerequisite  
EWRT 211

EWRT 1A recommended

#### Requirements

- 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.

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

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