

## Technical Writing & Communication

Certificate requires a total of 110 course hours  
75 Required, 35 Elective

### REQUIRED COURSES

Fundamentals of Technical Writing	15 hours
Fundamentals of Document Design	15 hours
Professional Editing I	15 hours
Web Content Design for Writers and Editors	15 hours
Writing White Papers	15 hours

## Technical & Professional Editing

Certificate requires a total of 110 course hours  
81 Required, 29 Elective

### REQUIRED COURSES

Fundamentals of Technical Writing	15 hours
Professional Editing I	15 hours
Professional Editing II	15 hours
Professional Proofreading	6 hours
Substantive Editing	15 hours
Developmental Editing	15 hours

## Information Design

Certificate requires a total of 110 course hours  
70 Required, 40 Elective

### REQUIRED COURSES

Fundamentals of Technical Writing	15 hours
Fundamentals of Document Design	15 hours
Design Principles: Introduction	16 hours
Usability Workshop	9 hours
Web Content Design for Writers and Editors	15 hours

Participants may design a customized certificate program in a specialized track, such as Science Writer or Programmer/Writer, through the program advisor.

Please see the Technical Communication website for a current, comprehensive list of electives.

## Electives

Choose from the list below or from any other Technical Communication courses

Authoring Help	15 hours
Cascading Style Sheets – Level 1	15 hours
Creating Process Documentation	7½ hours
Designing Effective Websites	7½ hours
Information Architecture for the Web	9 hours
Introduction to Blogging	6 hours
Introduction to Instructional Design	12 hours
Introduction to Science and Medical Writing	6 hours
Introduction to SDK Writing	6 hours
Introduction to Technical Report Writing	3 hours
Introduction to XML for Technical Writers and Editors	6 hours
Launching Your Technical Communication Career	3 hours
Managing Communication Styles	3 hours
Managing Small Projects	6 hours
Project Management for Technical Writers and Editors	15 hours
Technology Overview for Non-Technical Professionals	3 hours
Visual Thinking	12 hours
Web Graphics with Photoshop	12 hours
Word Styles and Templates for Technical Writers	6 hours
Writing and Editing for the Web	6 hours
Writing for the Nonprofit Sector	9 hours
Writing Style Guides	6 hours

### FOR MORE INFORMATION:

- Get full course and schedule information at [www.gotobcc.com/ce/techcomm](http://www.gotobcc.com/ce/techcomm)
- Attend a free Technical Communication Certificate information session. Call (425) 564-2263 for dates
- Questions about the program? Contact Gloria Campbell at (425) 564-2943 or [gcampbel@bellevuecollege.edu](mailto:gcampbel@bellevuecollege.edu)

## CONTINUING EDUCATION

### Technical Communication Certificate Programs

Small class size. Personalized attention.  
Practical instruction.



[www.gotobcc.com/ce/techcomm](http://www.gotobcc.com/ce/techcomm)

## TECHNICAL COMMUNICATION CORE COURSES

### Design Principles: Introduction

All forms of visual art are based on the elements and principles of design. Students create two-dimensional abstract compositions using the elements of line, shape, value, and color. With a new visual vocabulary, learn to analyze work in terms of visual balance, movement, emphasis, unity, and variety. The class includes lectures, demonstrations, and studio exercises, and will provide you with the tools to create compositions in any medium.

### Developmental Editing

Advanced course. The developmental edit focuses on the structure and organization of a document. You will learn to identify and eliminate redundancy, make transitions, and maximize the effectiveness of tone. Students must have a basic familiarity with Microsoft Word and Internet Explorer. Prerequisite: Substantive Editing and Professional Editing I and II.

### Fundamentals of Document Design

Learn how to apply basic design concepts and typography to page design and layout for print documentation. Examine the importance of Word style sheets, how to create them, and how to modify existing sheets. Strong Word skills required. Experience with InDesign or other page layout software required. *Offered online and in the classroom.*

### Fundamentals of Technical Writing

Designed for both entry-level and experienced writers, this practical, hands-on course provides an introduction to technical writing. Learn the critical elements of audience, project design, language, use of graphics, editing, and problem solving. Working in groups, students gain practice and performance feedback in real-life technical writing exercises. *Offered online and in the classroom.*

### Professional Editing I

Producing clearly written materials that are free from errors is a big challenge. The editor has to know current usage, spot layout inconsistencies, and improve text without stepping on the author's ego. Learn the latest standards for capitalization, punctuation, and general grammar usage; how to edit at the right level; and how to produce finished copy. *Offered online and in the classroom.*

### Professional Editing II

Being an effective editor requires more than language skills—it demands sound editorial judgment. Learn how to think like an editor, choose the appropriate level of edit, make style decisions, collaborate with writers, manage workflow, and make tradeoffs to meet deadlines. Prerequisites: Professional Proofreading and Editing I or experience in the field. *Offered online and in the classroom.*

### Professional Proofreading

Careful proofreading can prevent embarrassing, costly mistakes. In this workshop, you will learn proofreading strategies; standard proofreading marks; and review the rules of grammar, punctuation, spelling, capitalization, and numbers.

### Substantive Editing

Advanced editing course. The Substantive Editor reads a manuscript from the point of view of the intended audience. Learn to evaluate sentences and paragraphs to convey the intended meaning; analyze voice, tone, tense, style, and procedural logic; and determine factual consistency. Prerequisites: Editing I and II and basic familiarity with MS Word and Internet Explorer.

### Usability Workshop

Learn how to create varied types of documentation that are effective for the users. Explore usability issues for print documents, websites, and help systems. Practice applying usability testing principles through in-class exercises and assigned homework.

### Web Content Design for Writers and Editors

To organize and shape content for delivery on the Web, writers and editors need key information and specialized skills. Explore the roles of writer and editor on a Web team and learn how to resolve common Web style issues. You'll write and edit both in-class exercises and a take-home assignment. You should be familiar with and have access to the Internet.

### Writing White Papers

Advanced course. Writing a white paper requires a combination of technical knowledge, marketing savvy, sensitivity to audience, ability to relate with subject matter experts, and writing skills. In this course, you'll learn to identify the purpose, the readers, and how a white paper is different from other forms of technical writing. Prerequisite: Fundamentals of Technical Writing or experience with technical writing.

### ATTEND A FREE INFORMATION SESSION

Meet with the program advisor for an overview of the three programs, basic requirements, job opportunities, and the courses that best meet your career goals.

Find out more at [www.gotobcc.com/ce/techcomm](http://www.gotobcc.com/ce/techcomm)

Bellevue College reaffirms its policy of equal opportunity regardless of race or ethnicity, color, creed, religion, national origin, sex, sexual orientation including gender identity or expression, age, marital or family status, disability, or status as a disabled veteran or Vietnam era veteran. Please visit [www.bellevuecollege.edu/equal.asp](http://www.bellevuecollege.edu/equal.asp).

# Technical Communication Certificate Program Overview

Register by phone at (425) 564-2263  
or online at [www.gotobcc.com](http://www.gotobcc.com)



## Learn your skills from technical communication professionals.

- Curriculum provides work-relevant skills in demand by employers today
- Hands-on courses taught by industry professionals
- Small class size and personalized attention
- Several core courses offered online

The Bellevue College Technical Communication Programs are practical, interactive, and above all, directly transferable to the workplace. Designed with the working professional in mind, our flexible schedule allows you to complete the program at your own pace, taking as few as one or two classes a week.

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