

# MERCER UNIVERSITY

## Catalog 2008-2009



**College of Liberal Arts**

**Eugene W. Stetson School of  
Business and Economics**

**School of Engineering**

**Tift College of Education**

**Townsend School of Music**

**School of Medicine**

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*Macon, Georgia 31207*

## **TCO Courses**

### **TCO 285. Document and Web Design**

**(3-0-3)**

Designing effective print and web documents for varying audiences and purposes. Includes basic design principles, integration of visuals, analysis of multiple documents, production issues, and introduction to computer software for desktop publishing and web design. Requires additional lab time outside of class.

### **TCO 325. Multimedia**

**(3-0-3)**

Prerequisite: TCO 285.

An introduction to the technical aspects of computer-based multimedia. Technical and hardware issues as well as theory and design concepts will be covered. Students will analyze the audience and purpose for multimedia, consider advantages and disadvantages of different technologies, and design, build and test multimedia products. Recommended for TCO majors and minors. Includes laboratory exercises and design projects.

### **TCO 341. Technical Communication**

**(3-0-3)**

Prerequisites: EGR 108 or equivalent; completed minimum 45 credit hours.

Introduction to forms and processes of technical communication, including letters and memos, reports, instructions, and proposals. Includes oral presentations, peer reviews, collaborative efforts. Emphasis is on determining audience and purpose, especially within organizational contexts, and on designing effective documents. Introduction to resume and data gathering.

**TCO 345. Communication in Management (3-0-3)**

Prerequisite: TCO 341, or permission of instructor.

Study of the role of communication in management of publications, projects, and people. Includes information specification and planning, quality standards, tracking systems, production, and evaluation. Emphasis on understanding organizational structures, building teams, and adapting to rapidly changing technologies and expectations.

**TCO 351. Reports and Proposals (3-0-3)**

Prerequisite: TCO 341.

Covers the principles involved in preparing scientific or technical reports and proposals for various audiences. Audience analysis, clarification of communication purposes, and presentational skills are included. Attention is given to research skills, individual and collaborative writing processes, review and editing procedures, layout and document design, and styles of reports and proposals.

**TCO 361. Usability (3-0-3)**

Prerequisites: TCO 285, TCO 341.

Theory and practice of designing usable information for different audiences and purposes (document usability, interface design, web usability, etc.). Students participate in a major course project introducing planning and project management, user and task analysis, document and interface design, usability testing. Includes laboratory exercises and design projects.

**TCO 363. Instructional Design (3-0-3)**

Prerequisites: TCO 285, TCO 341.

Theory and practice of designing information products for teaching or training; includes concepts of adult learning theory, delivery in various models (face to face, online, on CD, etc.), and evaluation of learning. Students participate in a major course project including planning and project management, instructional design, and training.

**TCO 376. Visual Communication (3-0-3)**

Prerequisite: TCO 285 or permission of instructor.

Introduction to theoretical and applied principles of visual communication. The course explores theories of visual communication which help us understand the structure and organization of the visual world, and explores practical applications of these principles in planning and designing visual systems for new, emerging media. Includes laboratory exercises and design projects.

**TCO 421. Technical Editing (3-0-3)**

Prerequisite: TCO 341.

A workshop course covering the essential tasks performed by technical editors, including editing for grammar, style, form, and content; organizational principles for reader-centered texts; integrated use of art, figures, and numbers in layout; indexing; and managing people and processes in all phases of document preparation. Attention is given to the editor's role in dealing with authors, audiences and purpose, and to the complex analytical skills required for technical editors.

**TCO 425. Advanced Multimedia (3-0-3)**

Prerequisites: TCO 285, TCO 325, and TCO 341.

This course is an advanced study of the technical aspects of multimedia, including animation, video, audio, wiki design, podcasting, and multimedia portfolios. Students will build web content in a collaborative wiki environment, author custom animation, and shoot and edit digital video for incorporation into an online project. The end deliverable is an authored DVD with a professional portfolio. Includes laboratory exercises and design projects.

**TCO 476. Communication in High-Tech Environments (3-0-3)**

Prerequisite: TCO 341.

This senior capstone course focuses on a topic of significance in the future of technical communication. Through research and presentations, students generate a body of knowledge and identify critical issues related to the future of technical communication.

**TCO 480. Introduction to Senior Design or Internship (0-1-0)**

Prerequisites: TCO 341 and at least two additional required TCO Core Courses.

Course provides guidance for selecting either Senior Design or Internship options. To successfully complete the course, students will either (a) establish a team and select a design project, or (b) find an appropriate full-time internship. Seminars will be conducted to assist students in creating portfolios, defining projects, creating an action plan, and interviewing with potential clients or employers. Seminar attendance is required to obtain a satisfactory course grade. Graded S/U.

**TCO 487, 488. Senior Design Exhibit I, II (1-3-2, 1-3-2)**

Prerequisites: TCO 341, senior standing, permission of chair of TCO department.

Technical communication design project in small groups; plan, design, produce, test, and revise a technical document or product under faculty supervision. Prepare presentations at both proposal and final phases. Students must design document(s) or products appropriately for audience and purpose; master technical content, organization, and layout; use appropriate technology; and write with clarity and precision. Professional presentational skills are expected. TCO 488 includes Graduation Exhibit.

**TCO 496. Technical Communication Internship (1-0-3)**

Prerequisite: permission of TCO Department Program Director.

Corequisite: TCO 498.

This full-time, semester-long internship is the preferred option for TCO majors. Provides the student with practical experience in a technical communication setting, under the supervision of a faculty member. A journal and written report will be submitted, along with documents produced in the internship, if applicable. Interns will deliver a seminar for faculty and students on their internship experience (see TCO 498). Graded S/U

**TCO 498. Graduation Exhibit (1-0-1)**

Prerequisite: senior status.

Corequisite: TCO 496.

Public presentation of portfolio, seminar, or other senior capstone exhibits. Required for students selecting TCO 496. Internship, rather than TCO 487-488. Senior Design Project.

SPECIAL COURSES: TCO 491, 492, 493, 499 for variable credit. May be repeated for credit with approval of academic advisor and the Technical Communication Department Program Director.

**TCO 491-492-493. Special Topics (1-6 hours)**

**TCO 499. Independent Study (1-6 hours)**