

Intermediate Technical Writing

Self-paced Certificate Program – 100% Online – 4 Months to Complete – Begin Anytime

Course Overview

The Intermediate Technical Writing course introduces you to basic page design such as headings, lists, tables, notices, and highlighting. You learn about and are expected to use standard design, format, and style techniques for the documents you write for this course. The student first studies page-design units, then writes a set of instructions in which you use these guidelines as well as the general standards for good writing.

Activities include readings, projects, exercises, and quizzes on headings, lists, notices, tables, graphics, and highlighting. Throughout the course, participants receive in-depth feedback from the instructor on assignments and may discuss any issues related to technical writing with the instructor.

Outcome

By the end of this course, you will be able to:

- State good design practices for headings, lists, notices, graphics, tables, and highlighting.
- Recognize common problems involving headings, lists, notices, graphics, tables, and highlighting.
- Use standard design, format, and style of headings, lists, notices, graphics, tables, and highlighting in writing projects.
- State the common design and structure of written instructions and for recommendation reports.
- Use headings, lists, notices, graphics, tables, and highlighting effectively in written instructions.
- Perform audience and task analyses in preparation to write instructions.
- Create instructions that focus on reader tasks, that explain actions clearly and that use an effective design enabling readers to accomplish their tasks.

Assessment

Your progress and understanding of the lessons is assessed through:

- Quizzes on headings.
- Quizzes on lists.
- Quizzes on notices, tables, and highlighting.
- Instructor review and acceptance of the instructions and recommendation report.

Outline

- Headings and lists.
- Special notices and graphics.
- Tables and highlighting.
- Writing project.

Course Extensions

This Certificate Course must be completed within the specified time period noted at the time of enrollment. Extension fees are applicable beyond the end date as follows: 1 month, \$149.00; 2 months, \$179.00; 3 months, \$199.00. Upon successful completion of this course, you may apply for a paper-based certificate from one of our Accredited University Partners. University certificate processing fees apply.