



# Technical Communication: The Profession, Writing Style, and Format

Self-paced Certificate Program – 100% Online – 5 Months to Complete – Begin Anytime

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## Course Overview

This is the first course in the Comprehensive Career Builder Certificate in Technical Writing. Students are introduced to the practice of styling and formatting of industry, government, and business documents. Students review strategies for finding information for writing projects and learn methods for documenting those sources. They study and practice task orientation, which is critical to good user-oriented documents, and review writing styles common in user documentation.

In this course, we begin with a thorough refresher bootcamp in grammar, usage, and punctuation, and then study style and format for industry, government, and business documents (such as headings, vertical lists, warning notices, highlighting, tables, graphics), technical terminology, and wordiness problems. During this course, you will correct documents containing the kinds of problems you are studying and read and take quizzes on *The Insider's Guide to Technical Writing*. To conclude this course, students do a major overhaul on a technical report and on a user guide.

By the end of Course 1 - Technical Communication: The Profession, Writing Style, and Format, you will be able to:

- Recognize problems with and format text with headings, vertical lists, and notices (using the free online textbook).
- Add graphics to documents and format them properly.
- Apply and develop a highlighting scheme that controls italics, bold, etc.
- Create properly formatted tables and charts.
- Know how to look up issues involving technical terminology (using *Microsoft Manual of Style*).
- Recognize and correct sentence style problems (passive voice, wordiness, etc.).

- Write useful introductions for whole documents and for individual sections within documents.
- Create helpful cross-references.
- Recognize and correct common problems in grammar, usage, and punctuation.
- Correct technical business documents containing problems you have studied in this course.
- Optionally, write a set of instructions or a recommendation report (or both).
- Read and take the quizzes on Insider's Guide to Technical Writing.

## **Assessment**

The Comprehensive Career Builder Certificate in Technical Writing requires that the student engage in independent and self-paced study. The instructional developer of this program has been careful to provide a detailed method of study. Self-directed quizzes and short answer probe questions are created to give students a good sense of if they are on track with their learning objectives. These tasks are for student evaluation only.

In order to earn the official Comprehensive Career Builder Certificate in Technical Writing the student will be required to submit samples of completed work that will then be evaluated for accuracy and representative knowledge of the subject matter. More details regarding the process leading to the Comprehensive Career Builder Certificate in Technical Writing are described in detail in the course curriculum.

## **Required Text**

- [The Insider's Guide to Technical Writing \(2<sup>nd</sup> edition\)](#)
- [Microsoft Manual of Style \(4th Edition\)](#)
- [The Chicago Manual of Style, 16th Edition](#)
- [Read Me First! A Style Guide for the Computer Industry, Third Edition \(3rd Edition\)](#)