Certificate in Professional Technical Communication

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

Course Overview

The Professional Technical Communication Certificate is designed to help new and existing writers work within a range of styles specific to the field of technical writing. This program focuses on advancing the writing styles and competencies needed to create technical written reports, project proposals, feasibility studies, website communications, presentations, manuals, and other forms of technical correspondence. A well-rounded technical writer should have knowledge and writing experience across these areas.

As a technical writer, you may be tasked to write or edit many different types of projects. By applying the principles presented in this course, you can expand your skills to cover a wide range of projects. Just as importantly, you can gain skills that will benefit every project you are assigned. The organizational skills required for a user guide, the attention to client guidelines required for a proposal, and the ability to integrate examples and interviews required for a technical magazine article carry over into other types of writing. In the process of completing this course, you will create a portfolio of well-defined written technical documents, which can be added to or expanded after the class has ended.

Your completed work will be evaluated using the lesson guidelines as criteria. No books are required for this course; instead, web links to multiple resources are provided. Students may complete this program in an accelerated fashion.

This Certificate Course requires you to follow specific instructions for each lesson. You may send your completed first lesson to the Course Administrator who will provide any necessary feedback to ensure you are on the right track for developing your course portfolio. Each lesson builds upon the concepts of the previous lesson and follows the same methodology. When you have completed all the lessons, you will mail your course portfolio to the Course Administrator to review and grade.

Outcome

The Certificate in Professional Technical Communication provides you the opportunity and means to achieve the following outcomes:

- Plan writing projects with a strong understanding of the subject matter.
- Learn how to fit a focused strategy to your audience and purpose.
- Engage in both task and audience analysis.
- Learn how to revamp existing or new documents.
- Expand your writing styles and abilities.
- Hone your skills across a range of writing skill sets.
- Write like an expert and build upon marketable skills.
- Earn a highly recognized Professional Technical Completion Certificate Credential.

Types of Documents

Different types of technical documents require different skills and strategies. By completing the Certificate in Professional Technical Communication, you will learn how to effectively create each of the following documents and practice the accompanying skill sets:

- Proposals: persuasion, using data to make an argument, developing abstracts.
- Data Reports: presenting data visually, writing with parallel structure.
- Scientific Research: using citations, making abstracts concise.
- How-To Guides: doing task analysis, working with lists.
- Instructional Material: developing sample scenarios, monitoring user performance.
- Articles: including real-world examples, being conversational with dense content.

This course examines each of these document types and explores the writing skills associated with them. You may substitute a required document with one of your own suggestions with the permission of the instructor.

Methodology

Each lesson is carefully developed around your ability to develop a baseline of written content that assumes some knowledge, little knowledge, or no knowledge of the technical document assigned. After you read and apply the tips and techniques and grasp the lesson-specific writing strategies, you will reapply this new knowledge to your baseline document. A comparison of the original baseline writing to the developed "treatment" document allows you to apply the new knowledge gained to practical writing experiences in the workplace.

You can complete this course in as little as 10-15 weeks or take up to 2-3 months.

The Certificate in Professional Technical Communication requires independent and self-paced study. The instructional developer of this program has provided a detailed method of study. Self-directed quizzes and short answer probe questions help you evaluate your mastery of specific learning objectives. These tasks are for student evaluation only.

Assessment

To earn the official Certificate in Professional Technical Communication, you are required to submit your completed lessons, which will then be evaluated for accuracy and representative knowledge of the subject matter. This will occur at the beginning, midpoint, and end of the program.