



Technical Reports for Industry, Government, and Business

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

Course Overview

This is the second course in the Comprehensive Career Builder Certificate in Technical Writing. In this course, the student begins by learning strategies for finding information sources for writing projects and methods for documenting those sources. From here, you will continue by practicing using character and paragraph styles to increase efficiency and consistency, reviewing how to create traditional outlines and tables of contents, and using templates for format reports. There will be readings along the way and quizzes on the Chicago Manual of Style. Following this fundamental preparation, students practice writing brief technical documents on science or technology topics. To conclude this course, you will apply all that you have learned by writing a formal technical report on a new technology, environmental issue, or scientific discovery.

By the end of Course 2 - Technical Reports for Industry, Government, and Business, you will be able to:

- Conduct effective research for technical reports.
- Properly document the sources of information you borrowed to write reports.
- Use and create character and paragraph styles to increase consistency and efficiency.
- Write concise, well-organized descriptions, processes, extended definitions, and causal analyses.
- Conduct field research and write a brief field-investigative report.
- Write helpful, useful introductions for whole reports or sections of reports.
- Write concise, properly detailed abstracts and executive summaries.
- Create logical, detailed outlines and well-formatted automated tables of contents.
- Know your way around the Chicago Manual of Style.
- Write a well-researched, detailed, concise formal technical report on a new technology, environmental issue, or scientific discovery or conduct laboratory research and write a standard primary-research report.

- Create an online portfolio and add items you've created in this course.

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.

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](#)
- [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 \(3rd Edition\)](#)

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.