



School of Continuing Education & Workforce Development

Short Term Certificate Programs

Technical Writing Certificate

Program Overview: The Technical Writing Certificate of Completion introduces students to the many aspects of contemporary technical writing practices and helps them develop the skills and confidence to communicate complex technical concepts simply and effectively. Participants can take individual courses or the entire series.

- ✓ **FUNDAMENTALS OF TECHNICAL WRITING:** This course will provide participants an introduction to Technical Writing as it pertains to descriptive papers and reports.
- ✓ **PROOFREADING AND EDITING SKILLS:** Participants in this course will learn professional proofreading, editing symbols and editing applications.
- ✓ **BUSINESS AND GENERAL CORRESPONDENCE:** Participants will gain useful information on several types of formal business documents including proposals, executive summaries and presentation. Participants will examine and review existing documents for content, writing style and composition.
- ✓ **PROCESS, POLICES AND PROCEDURE:** Participants will examine and review existing documents for content, composition and clarity. Participants will also have an opportunity to re-write existing documents, learn the mechanics of writing instructions, directions, processes and procedures.
- ✓ **WRITING FOR ELECTRONIC COMMUNICATIONS:** Participants will examine writing for the internet, television and other electronic outlets including scripts, commercials and website pages. Participants will also explore guidelines for writing emails and other outlines.