



Technical Writing Certificate

Continuing Education

**Non-credit
Online (90 hours)**

Contact:

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Program Description

The Certificate in Technical Writing (Basic Level) is Instructor-Led, meaning you learn from highly qualified industry and tech writing university faculty. This course consists of three specialty courses, each of which is 30 hours long. They are Introduction to Technical Writing for Industry, Intermediate Technical Writing, and Advanced Technical Writing.

The course is specifically developed for those seeking some of the following:

A valid Certificate for writing in the workplace.

A new direction with a career.

Further develop their technical language and communication skills.

Improve and update their technical writing knowledge and skills.

Prepare and deliver training for their companies

Advance into documentation management positions.

Advance career objectives and increase salary in the workplace.

Curriculum

The curriculum is instructor led and will consist of readings, discussions, quizzes and projects.

Your progress will be assessed in several ways, including:

Completion of readings, exercises, and quizzes.

Evaluation of your written work, using detailed guidelines given in each module.

Demonstration of your understanding of technical writing by creating several projects, typically submitted in stages for assessment and feedback.

Students will demonstrate mastery of advanced technical writing by achieving at least 80% on the final project.

Program Fees

Tuition & Fees		\$799
Books	one for each course	\$100
Other fees		<u>none</u>
Total		\$899

Admission Requirements

Basic computer skills

Access to a computer with Internet access

Self discipline to complete the program

Career Potential

Technical Writers, User Manuals, Training Manuals, Industry Newsletters, Web information, Specifications and Requirement writing for industry and engineering.

Rapid growth and change in the high-technology and electronics industries result in a greater need for people to write users' guides, instruction manuals, and training materials. This work requires people who not only are technically skilled as writers, but also are familiar with the subject area.