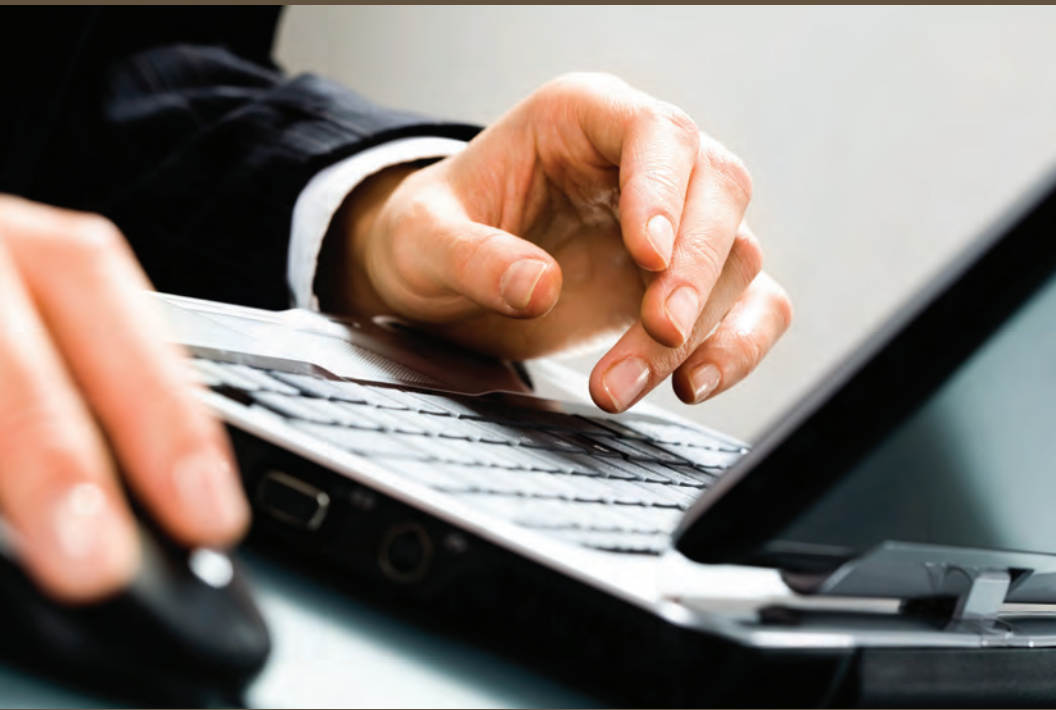


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Technical Communication:
Basic & Advanced
Certificate Program



The Center for
Multidisciplinary
Studies

Technical Communication

Basic & Advanced

Technical communication is an essential, challenging and rewarding profession, one that can be practiced within an organization or through independent contracting. As the technologies evolve, so does the need for skilled communicators. Industrial, business, scientific, medical and non-profit sectors have recognized the importance of communication to their successes. The ability to present information effectively in forms such as manuals, brochures, data sheets, promotional materials, systems documentation, reports, trade and professional journals, web sites and videos, among others is a highly valued asset in the work place today.

The sequence of courses is designed to be completed in three quarters of part-time study. It provides a strong, practical foundation in technical communication skills. The Basic Technical Communication certificate is a pre-requisite for the Advanced Certificate.

“Basic” Certificate:

0688-333: Technical Writing and Editing

Focuses on the writing skills required for preparing technical documents. Adapting material and language for audience and purpose and conventions of technical writing style are emphasized. Strategies for evaluating technical discourse are studied and applied. Prior to enrolling in this course, students must demonstrate command of standard written English prose. (For students in basic technical communication program. Others contact program chair)
Credit 4

0688-363: Technical Document Design

This course presents an overview of the principles and contemporary techniques involved in document design and provides the students with an opportunity to exercise them in the preparation of a technical manual. Topics include the basic principles of graphic design and visual communication, use of computer graphics and page layout programs, typography and its role in document design and reproduction and distribution methods. Students will plan, research, design, write, format, edit and produce a finished technical manual. (Pre-Requisite: 0688-333) Credit 4

Either of the following:

0688-361: Research Techniques

This course offers exposure to and experience with electronic and traditional resources for information generation. Student assignments simulate workplace fact-finding assignments and culminate in an extended feasibility

project of the student's choice. Students work in teams and use problem-solving strategies, assess project requirements, collect data, report periodically on their progress, and formally present their results. A variety of research methodologies are introduced, including interviewing skills, developing and using questionnaires, testing procedures, review and use of literature, and blueprint and specification reading. Credit 4

3088-476: Instructional Design Principles

This course presents an overview of the process of designing instructional packages from need and task analysis through identifying goals and objectives, media selection, program development and validation testing. Credit 4

“Advanced” Certificate:

0688-544: Writing for the Sciences

Course introduces students to the writing requirements for describing scientific and technological subject matter for presentation to general audiences. Students will learn to write and edit material for professional, in-house, trade and popular publications that cover developments in the scientific and technical areas. The editing of scientific writing is also introduced. Credit 4

0688-366: Managing Media Presentations

An introduction to design principles and software applications for creating and organizing media presentations on technical topics. Includes principles of Web page design, the development of computer-based illustrations and electronic presentations. Introduces and covers the use of HTML and other software applications. Project management skills are introduced. Credit 4

0688-367: Writing Software User Documentation

An introduction to the creation of end-user documentation for software products. This course defines the audiences, content, structures, and language of software user manuals and identifies typical problems with them. Practice is provided in writing step-by-step procedures, defining system and software concepts, and describing end user needs. Other types of software documentation as well as usability testing and online information are introduced. Credit 4

About the CMS Certificate Program

Build an academic program that you can complete at a pace that suits your lifestyle. The Center for Multidisciplinary Studies offers several certificate programs designed for students who want to gain expertise in a specific area of study or who wish to focus on one area of study at a time. Credits earned in these programs may be applied toward a degree in Applied Arts and Science. Ask a CMS advisor for more information.

Students must achieve a program GPA of at least 2.0 in order to be certified. A CMS academic advisor can explain the details. Just give them a call or send them an e-mail.

A Degree As Unique As You.

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