

# TECHNICAL WRITING (TECW)

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**TECW 1101 Credits: .5**

**Technical Communication Total Hours: 6.5**

Learn the art of writing for business and the professions. This course will help you evaluate your current writing skills and identify what is required to master the art of technical writing. The emphasis is on creating clear, professional communications. Topics include: technical communication, form and style in technical communication, creating audience-centred documents, and the profession of technical writing. Prior Learning Assessment is available.

**TECW 1102 Credits: .5**

**Current Issues Tech Writing Total Hours: 6.5**

Update your skills by adopting the techniques of successful technical writers. Explore trends in the technical communication profession and the growth in the application of online writing. Discuss the development of a work portfolio and its use as an employment aid. Review the key characteristics necessary for success in this field.

**TECW 1103 Credits: .5**

**Editing Total Hours: 6.5**

Successful technical writers have good style and design skills built on a foundation of strong technical skills in writing mechanics, editing, and plain language usage. This course focuses using editing skills to improve writing. Practise the three levels of editing, as well as peer review and group editing. Topics include: grammar review, plain language, conceptual and stylist editing, proofreading, peer and group editing, interpersonal issues in editing, and computerized document checkers.

**TECW 1104 Credits: .5**

**Document Project Management Total Hours: 6.5**

Covers the critical steps of managing document projects from conception or proposal through to delivery. Learn how to produce a document plan and monitor project process. Topics include: what defines project management; the project development process and document project flow; project preparation and planning; and how to conduct, complete, and deliver a project.

**TECW 1105 Credits: .5**

**Proposal Writing Total Hours: 6.5**

An effective proposal sets you apart in the current competitive marketplace. This course examines the principles and techniques of writing and presenting winning proposals. Topics include process, style, content, and delivery.

**TECW 1106 Credits: .5**

**Online Documentation Total Hours: 6.5**

Tips and success strategies for writing online documentation. Focuses on the principles of good writing and design in an online environment. Topics include: what is "online," determining project scope and terms of reference, standards of the development process, developing a document plan or storyboard, principles of online writing and design, creating a prototype, user testing, and delivering the final project. Prior Learning Assessment is available.

**TECW 1107 Credits: .5**

**Designing and Writing Manuals Total Hours: 6.5**

Review the document development process for producing effective manuals and training guides. Topics include information design techniques, improving usability of manuals via reader analysis and peer review, and considerations for internationalizing documents. Prior Learning Assessment is available.

**TECW 1108 Credits: .5**

**Industry Report Writing Total Hours: 6.5**

Focuses on the structure, content, format, audience, purpose, and style of reports. Students learn about report format components, utilizing them to facilitate reader access and comprehension; communicate effectively and clearly with reader(s) by addressing leader concerns, needs, and interests; and analyze and develop a clear and appropriate structure that facilitates reading and comprehension.

**TECW 1110 Credits: .5**

**Info Design & Human Factors Total Hours: 6.5**

Explores the effective application of design principles and processes, taking into account a number of human factor issues, to create audience-oriented information for print and web-based media. This is not a computer course.