Certificate Course
in
Technical Writing

ibruk®

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Registration Form Certificate Course in Technical Writing

About Technical Writing

Technical writing is the art and science of making relevant technical information accessible to audiences in a variety of settings.

Technical writers typically create deliverables such as:

▸ User and Technical Manuals

▸ Online Help

▸ Case Studies & White Papers

▸ Software Demos & Simulations

Did You Know?

▸ The **Asian Educator** magazine estimates that there are about **20,000** technical writers in India today and that at least **35,000** additional technical writers are needed in the next 5 years.

   ◦ http://asianeducator.com/articles/investment/80

▸ *US News and World Report*, in its report of 50 Best Careers for 2011, rated technical communicator as a one of the top careers with strong growth over the next decade.

   ◦ http://www.usnews.com/articles/money/careers/2010/12/06/best-careers-2011-creative-and-service-jobs.html

▸ *The Wall Street Journal* ranks technical communication in the top 25 out of 200 best jobs for 2011 based on environment, income, employment outlook, physical demands, and stress.

   ◦ http://online.wsj.com/public/resources/documents/st_BESTJOBS0104_20110105.html

▸ Several companies such as **Oracle, Microsoft, HP, Samsung, Motorola, Intel,** and **IBM** have large technical writing teams in India.

🔔 **This is your chance to be a part of this thriving profession!**

About This Course

The team at ibruk Consulting has more than **100 person years** of cumulative experience in planning, designing and executing technical writing projects for IT and engineering majors across the world.

We have distilled this experience to create **comprehensive** and **practical** technical writing courses that meet industry requirements.

With our **Certificate Course in Technical Writing**, you will gain:

▶ a deep understanding of technical writing as a domain

▶ insights into how you can build a successful career in technical writing

▶ complete hands-on experience in:

- using industry standard processes
- using popular technical writing tools
- creating user manuals and online help

Support from Adobe

Adobe is providing a 60-day license for Adobe RoboHelp to all students.

Overview of the Course

Module	Title
Module 1.	An Introduction to Technical Communication
Module 2.	The Document Development Lifecycle (DDLC)
Module 3.	Characteristics of Effective Content
Module 4.	Mastering Microsoft Word
Project 1	Creating a well-researched, well-formatted, and well-structured article
Module 5.	Creating a User Manual
Module 6.	Working with Snagit
Project 2	Creating a user manual
Module 7.	Understanding topic-based authoring
Module 8.	Authoring in Adobe RoboHelp
Project 3	Creating online help with Adobe RoboHelp
Module 9.	Emerging Trends in Technical Communication

Detailed Course Outline

Introduction to Technical Writing

▶ What is technical writing?

▶ What do technical writers do?

▶ What **can** technical writers do?

▶ Skills required to be an effective technical writer

▶ Career paths for a technical writer

Creating Effective Content

▶ Characteristics of effective content

▶ Structuring information effectively

▶ Presenting information effectively

- Headings
- Lists
- Tables
- Graphic aids and illustrations
- Typographic conventions
- Layout considerations

▶ Enhancing Writing Skills

- Writing clearly, concisely and precisely
  - Techniques
  - Tips and tricks
- Handling common writing problems:
  - Using appropriate punctuation
  - Ensuring subject-verb agreement
  - Maintaining parallelism
  - Eliminating dangling, misplaced and squinting modifiers
- Avoiding:
  - Negative sentence construction
  - Colloquialism
  - Bias
  - Opinion
- Avoiding plagiarism
  - Citing sources
- Role of style guides

The Document Development Lifecycle (DDLC)

- Analyse
- Plan
- Write
- Edit
- Review
- Test
- Deliver

Working with Snagit

- Working with different types of screen captures
- Setting screen capture preferences
- Editing images in Snagit Editor

Creating Manuals

- Understanding different types of manuals
- Understanding the structure of a manual
- Planning a manual
- Writing the content:
  - Explanations
  - Instructions

Authoring in Microsoft Word

- Defining page layout
- Formatting text using styles
- Inserting and formatting images
- Creating and formatting SmartArt
- Working with tables
- Editing features
  - Working with advanced find and replace
  - Using the Paste Special option effectively
- Working with references
  - Adding cross-references
  - Adding captions
  - Inserting footnotes and endnotes

- Adding and updating headers and footers
- Working with sections
- Completing the document
    - Table of contents
    - Index
- Tracking changes
- Other useful features
    - AutoText
    - AutoCorrect
    - Comments
    - Navigation Pane
- Creating styles
    - Paragraph
    - Character
    - Lists

Understanding Topic-based Authoring

Authoring in Adobe RoboHelp

- Understanding Adobe RoboHelp
    - Features
    - Interface
    - Possible outputs
- Working with projects
    - Opening a project
    - Understanding the project folder structure
    - Understanding and changing project settings
    - Creating a project
    - Working with folders
- Working with topics
    - Creating a new topic
    - Understanding and changing topic properties
    - Working with the WYSIWYG editor
    - Adding text content
    - Formatting text content using styles
    - Renaming, copying, deleting, and importing topics
- Working with images
    - Inserting images
    - Editing images
    - Understanding and changing image properties
    - Working with image maps

- Working with tables
- Working with lists
- Working with links and navigation aids
  - Using:
    - Hyperlinks
    - Related topics links
    - See Also links
    - Text-only popups
- Creating a:
  - Table of Contents
  - Index
- Generating outputs
  - Printed documentation
  - Online help
  - Mobile documentation
- Working with conditional text
  - Understanding conditional text
  - Creating conditional tags
  - Applying conditional tags
- Some dos and don'ts

Understanding Emerging Trends in Technical Communication

Evaluation Method

- The participants will appear for a total of **3 tests** with questions of the following type:
  - Multiple choice
  - True/False
  - Fill in the blanks
- There are **3** projects that:
  - will have detailed instructions.
  - the participants have to complete **independently** and within the **specified time**.

Certification

- A **Certificate of Completion** will be awarded to those participants who have:
  1. An attendance of more than 80%.
  2. A score of at least 60% in all the 3 tests.
  3. Completed all 3 projects in the allotted time and in the specified manner.

- A **Certificate of Participation** will be awarded to participants who meet **all** of the following criteria:
    1. An attendance of more than 80%.
    2. Score of more than 60% in at least **2** of the **3** tests.
    3. Completed **all 3 projects** in the allotted time and in the specified manner.
- The participants have the option of:
    - retaking any of the tests **once** at a cost of Rs. 1000/- per test.
    - redoing and resubmitting any of the projects **once** at a cost of Rs. 3500/- per project.

Support

Placement Support

- We will pass on any leads we have to the participants. However, the participants will have to complete the process at organisations.
- We **do not** offer a placement guarantee.

Post Training Support

- The ibruk Consulting team will answer all queries related to the topics covered in the course from the course participants within **2 working days**. Queries can be submitted via email, phone or through a form on our website.

The Training Methodology

- The training will:
    - Follow a **knowledge-comprehension-practice** cycle.
    - Be hands-on and interactive with comprehensive exercises at various points in time.

Course Schedule and Fees

Schedule

- **Duration**: July 9, 2018 to August 17, 2018
- **Time**: Monday, Wednesday and Friday from 2:30 PM to 4:30 PM

Fees

- The course fees will be **Rs. 35,000**/- + 18% GST.
- **Discount:** INR 3500/- for registrations completed **on or before July 3, 2018**.
- The course fees is payable 100% in advance by a cheque or draft payable in Mumbai and made out to **ibruk Consulting Pvt Ltd**.
- There will be **no** refund of fees **after** the start of the course.

Payment Options

Full Payment			
	Discount	**Total Fees**	**With 18% GST**
Registration and Full Payment **before** July 3, 2018	10%	INR 31,500.00	INR 37,170.00
Registration and Full Payment **on or after** July 3, 2018	5%	INR 33,250.00	INR 39,235.00
Payment in Installments			
Registration and Part Payment **before** on or July 7, 2018	0%	INR 35,000.00	**1st Installment with Registration before July 7, 2018**: INR 20,650/-
			2nd Installment on or before July 30, 2018: INR 20,650/-

About ibruk Consulting

Established in 2007, ibruk Consulting Pvt Ltd is a technical writing and courseware development firm based in Mumbai, India, with clients such as:

- Thomson Reuters
- IBM
- NCR
- EMC^2
- GE Industrial
- Johnson & Johnson
- Larsen & Toubro
- Larsen & Toubro General Insurance
- BNP Paribas
- Tech Mahindra
- Tata Consultancy Services
- Tata Communications
- Diebold Software Services
- Mastek
- Cognizant
- Datamatics
- DP World (Dubai Ports)
- KLA-Tencor
- Fair Issac
- LSI
- ADP
- Lionbridge
- Elitecore Technologies
- TickerPlant
- Agilent
- Zycus
- Secure Meters
- Invensys
- Interwoven
- RSA
- Rolls-Royce Marine
- Secure Meters
- Skill Fusion
- Nexient Learning
- FocalWorks
- Tangence
- WebFishery
- Extensior
- CyberRoam
- Knight Frank
- TickerPlant
- Xalted
- SunGard

Talk to Us

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Registration Form
Certificate Course in Technical Writing (Part-Time)

Contact Details

Name:

Address:

Telephone:

Email:

Photograph

Educational Details (Formal and Informal)

Qualification	Institution	Year/Grade

Work Experience

Organization	Designation	Duration

Payment Details

Cheque No:		Date:	
Bank:		**Branch:**	
Amount:			

I have read and understood all the terms and conditions.

Date:

Signature: