



Online Technical Writing Certificate Program

Overview

Technical writing and communication is one of the ten fastest-growing fields in both the Sacramento area and the nation. Salary estimates for the Sacramento region range from entry-level positions at \$30,000 - \$45,000 to \$75,000 for publication managers. The Online Technical Writing Certificate Program offers cutting-edge skills and concepts necessary for success in this dynamic field.

Prerequisites

Participants in this program must have good writing skills and basic computer literacy. Participants must complete the *Introduction to the Technical Writing Certificate Program* course prior to enrolling in the remaining courses. All courses must be completed before students can enroll in the *Final Project*.

Structure

The program consists of eight online courses. Participants can complete the program within 8 months. This program was designed in collaboration with the Society for Technical Communication (STC). STC members are eligible for a 10% discount on all technical writing courses. Proof of membership is required at the time of registration.

Contact

For more information, visit www.cce.csus.edu or contact a program representative at ccebusiness@csus.edu or **916.278.4433**.

Courses

Introduction to the Technical Writing Certificate Program

Today's technical writers function as strategic players when they write, edit and deliver. This free introductory course addresses the challenges of effective communication in a digital age that requires hard copy credibility, real time accessibility and long term reliability. **(2.1 CEUs)**

Technical Writing and Editing

Learn the skills necessary for advanced writing and editing for print and online documentation. Review the elements of technical writing, writing styles, document types, style guides, writing standards, writing mechanics and effective editing guidelines. **Prerequisites:** *Introduction to the Technical Writing Certificate Program*. **(2.1 CEUs)**

Principles of Usability

Learn the concepts, terminology and goals of user-centered design. Learn how to perform an audience analysis and make design decisions based on the user's goals, tasks and environment. **Prerequisites:** *Introduction to the Technical Writing Certificate Program*. **(1.4 CEUs)**

Project Planning and Research

Develop the knowledge and skills needed to plan, implement and complete documentation projects; estimate the resources needed to complete one document or a document set; and manage and track a documentation project from inception to revision. **Prerequisites:** *Introduction to the Technical Writing Certificate Program*. **(1.0 CEUs)**

Courses Continued...

Technical Concepts and Tools

Learn about network protocol, database interface, programming languages and program logic constraints. Gain experience with desktop publishing applications and evaluating graphical user interface tools. **Prerequisites:** *Introduction to the Technical Writing Certificate Program.* (2.1 CEUs)

Project Communication

Explore the “prewriting” processes through associative thinking, strategic planning and conducting effective research. Learn to investigate projects, create a project road map and work with subject matter experts. **Prerequisites:** *Introduction to the Technical Writing Certificate Program.* (1.4 CEUs)

Writing for the Web

Learn the theory behind the practices of how people read and use online documentation. Spend time designing and critiquing technical writing on the Web and understand how interactivity can be fabulous and fantastic or dismal and disastrous. **Prerequisites:** *Introduction to the Technical Writing Certificate Program.* (1.2 CEUs)

Final Project

This capstone course delivers a real-world project that teaches development processes, information gathering, interview skills, project management and packaging an end product. It’s a great addition to your portfolio. **Prerequisites:** All courses must be completed before students can enroll in the *Final Project.* (0.7 CEUs)



The Sacramento State, College of Continuing Education is proud to be an authorized Society for the Technical Communication Registered Education Provider.

Members of STC may apply for a **10% discount** on courses in the technical writing certificate program. To receive the discount, participants must indicate their STC membership at the time of registration. To join STC before registering, please visit www.stc.org.



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