

HTML: INTRODUCTION

Course: TWRT 207 | Fee: \$433 | Total Hours: 24

This course introduces the basics of creating a webpage by learning HTML, the markup language of the web. Students can begin with using simple text editor to enter code, then move on to using a WYSIWYG editor. Text formatting, graphics, links, tables and frames are all covered.

CREATING VIDEO DEMONSTRATIONS

Course: TWRT 209 | Fee: \$433 | Total Hours: 24

*Includes free use of demo software.

More and more user material is produced as video. This course shows you how to work with video and create product demonstrations. Learn to make and narrate screen recordings, and build exercises, test retention, and publish the demonstrations. Collect user feedback using industry standard software.

WHAT TO EXPECT

Each course has a Critical Path that is intended to guide students to meet the deadlines for assignments, discussions and quizzes in a timely fashion. Students work at their own pace during the week and may be required to participate in a weekly one hour live-chat session on the specified scheduled date (held in the evening). This information is posted on the first day of class. In addition to the online discussions, e-mails, and readings, students must be prepared to spend six to nine hours per week on homework, assignments, and learning materials.

TWO WAYS TO REGISTER:

Online: humber.ca/ets
Telephone: 416.675.5005
1.877.675.5660

ONLINE LEARNING

For information on system requirements for online courses and other information regarding online learning at Humber, visit: humber.ca/onlinelearning, or call 416.675.5049 or 1.877.215.6117

CONTACT

ceparttime@humber.ca
416.675.6622 ext.4139 or 4159

Humber Institute of Technology
& Advanced Learning, North Campus
Education and Training Solutions - Rm. LX104
205 Humber College Blvd.,
Toronto, ON, M9W 5L7

 twitter.com/ETS_Humber

 [linkedin.com/company/humbercollege-ets](https://www.linkedin.com/company/humbercollege-ets)

TECHNICAL WRITING

Online Certificate Program 2017-2018



**WE ARE
THE NEXT STEP
IN YOUR CAREER**

TECHNICAL WRITING CERTIFICATE

Ever wonder who writes all those technical articles, sets of instructions, training manuals and websites? Technical writers are the people who are responsible for these and many other types of documents produced by organizations. If you are looking for a new career, or if you want to develop your writing skills, or if you are just interested in producing technical documents, consider enrolling in the Technical Writing Certificate program.

Courses are taught by senior-level technical writers who know what is expected in the field and will guide you from the basics to expert-level writing.

CERTIFICATE CRITERIA

Four compulsory courses / Two electives - ALL ONLINE

COMPULSORY COURSES

- TWRT 201 Technical Writing: Introduction
- TWRT 202 Print and Online Design
- TWRT 203 Quality and Production
- TWRT 204 Principles of Project Management

ELECTIVE COURSES (2 required)

- TWRT 205 Promoting Your Technical Writing Services
- TWRT 206 Technical Editing
- TWRT 207 HTML: Introduction
- TWRT 209 Creating Video Demonstrations

Documentation and material produced by technical writers include: technical articles, document copywriting, administrative guides, presentations, Internet support sites and website content, policy procedures, manuals, training material, users guides, and more.

TECHNICAL WRITING: INTRODUCTION

Course: TWRT 201 | Fee: \$433 | Total Hours: 24
Prerequisite(s): TWRT 201

Knowledge of Microsoft Word, Excel and Powerpoint as well as basic rules of grammar, style and punctuation are recommended prior to registration.

This course provides the fundamental tools required to be a technical writer. Students will develop and use the various tools that a technical writer uses on the job, such as an audience analysis and a task matrix. Learn effective interview techniques that assist in information gathering and how to write well-constructed procedures that conform to industry standards.

PRINT AND ONLINE DESIGN

Course: TWRT 202 | Fee: \$409 | Total Hours: 21
Prerequisite: TWRT 201

Various document types such as training materials, user manuals, and online help are studied to provide students with essential design and writing knowledge. Students learn the critical differences between print and online document formats, and how to select a proper format and structure that will meet users' needs.

QUALITY AND PRODUCTION

Course: TWRT 203 | Fee: \$409 | Total Hours: 21
Prerequisite(s): TWRT 201 & TWRT 202

Document quality can make the difference between a usable document, and one users struggle to read. In this course, you will learn to transform documents into high-quality, professional documents by paying attention to standards, style guides, writing effective procedures, and measuring usability.

PRINCIPLES OF PROJECT MANAGEMENT FOR TECHNICAL WRITERS

Course: TWRT 204 | Fee: \$409 | Total Hours: 21
Prerequisite: TWRT 201

Meeting project deadlines and budgets are key skills for technical writers. Learn the effective project management techniques that can help deliver successful projects, whether you are working in a team or on your own.

PROMOTING YOUR TECHNICAL WRITING SERVICES

Course: TWRT 205 | Fee: \$433 | Total Hours: 24
Prerequisite: TWRT 201

Learn how to effectively promote yourself as a technical writer. Whether you are looking for your first technical writing job or your next project, become proficient in developing and marketing your promotional materials. This course includes developing portfolios, brochures, websites, social networking, and the basics of selling and promoting.

TECHNICAL EDITING

Course: TWRT 206 | Fee: \$433 | Total Hours: 24
Prerequisite: TWRT 201

Students are introduced to methodologies of the different types of editing (substantive editing and copyediting). Learn how editors work with difficult writers and subject matter experts, and be an integral component of the quality of a documentation project.

For more program information, visit: humber.ca/ets

 ALL COURSES ARE OFFERED ONLINE