

Course Name

Certificate in Technical Communication with an Emphasis in Project Management

Contact Hours: 6

Course Description

There is a strong connection between the project manager and the technical communicator. The skills that we refine over time as technical communicators have a critical place in project management: communicating content, identifying audience needs, extracting knowledge from subject matter experts, and ensuring quality deliverables. Many technical communicators can step into a project manager role using these highly transferable, existing skills. What are the transferable skills?

How can you work toward a broader role in your organization? What is project management? Why is project management important to the technical communicator? Using an interdisciplinary approach applicable across multiple programs of study, this course enhances your understanding of project management and prepares you to step up successfully for project management assignments and roles in your career using basic technical writing skills.

Course Prerequisites: This course focuses on how technical writing can be applied to project management; therefore, to ensure your success, you should have a general understanding of technical writing/technical communication and project management. You should also possess basic reading and writing skills in English.

Outcome

Students who successfully complete their course of study will have the necessary knowledge to use technical writing best practices to manage both small and large projects in their respective work areas.

Assessment

Students will assess themselves through a self-assessment question bank where they must achieve 80% or higher for successful completion. Multiple tries are allowed to reach the passing percentage.

Outline

Lesson 1: Defining Technical Writing and Project Management
Lesson 2: Technical Writing Basics
Lesson 3: Organizing Your Writing and Your Project
Lesson 4: Project Implementation Using your Technical Writing Skills
Lesson 5: Evaluating Your Technical Communication Products
Lesson 6: In Case of Failure and Course Summary

US\$ Cost: US680.00

CEU Credits: 2.4

Certification: Clemson University/Chatanooga State College