

POST GRADUATE DIPLOMA IN TECHNICAL WRITING

(PGDTW)

PROGRAMME CURRICULUM

Semester - I

1. Introduction to Technical Communication
2. Information Development Life Cycle - I
3. Information Development Life Cycle - II
4. Technical Writing Style and Editing
5. English Grammar

Introduction to Technical Communication

- 1 Communication Theory
- 2 Frame of References
- 3 Communication Technology
- 4 Need for Technical Communication
- 5 Roles and Functions of Technical Communicators
- 6 History of Technical Communication
- 7 Barriers in Technical Communication
- 8 Challenges in Technical Communication
- 9 Different Kinds of Technical Document (On Paper/On Line)
- 10 Skills required for Technical Communication

Information Development Life Cycle - I

- 1 Introduction to DDLC (Document Development Life Cycle):
- 2 Writing Process
- 3 Research Methodology
- 4 Requirements in IDLC: Document Specification and Study of Functional Domain
- 5 Audience Analysis in Technical Communication

- 6 Documentation Outline
- 7 Estimation of Timelines and Resources
- 8 Information Design
- 9 Typography of Design
- 10 Designs for Print Documentation
- 11 Designs for Online Documentation

Information Development Life Cycle - II

- 1 Developing a Prototype
- 2 Style Guides and Templates
- 3 Development of Style Guides
- 4 Reviewing
- 5 Packaging for Printed Documentation
- 6 Packaging for Online Help
- 7 Testing Help Systems
- 8 SDLC and DDLC
- 9 Planning and Estimating Documentation
- 10 Single Sourcing
- 11 HTML and XML
- 12 DITA

Technical Writing Style and Editing

- 1 Milestones in the Writing Process
- 2 Rhetoric and Composition
- 3 Methods of Development - Part I
- 4 Methods of Development - Part-II
- 5 Style and Tone in Technical Communication

- 6 Sentence Construction and Paragraph Writing
- 7 Quoting, Paraphrasing and Writing Introductions & Conclusions
- 8 Style and Language
- 9 Writing for Localization
- 10 Editing
- 11 Style Guide
- 12 User Interface

English Grammar

- 1 Basics of Grammar
- 2 Grammatical Terms
- 3 Adjectives and Pronouns
- 4 Verbs
- 5 Mood and Tenses
- 6 More Grammatical Terms
- 7 Structures
- 8 Proofreading
- 9 Illustrations
- 10 Reports and Proposals
- 11 Housestyle
- 12 Subjectwise Technical Writing

Semester - II

1. Technical Communication Software Tools
2. Advanced Concepts in Technical Communication
3. Technical Communication Project Management
4. Principles and Practices of Management
5. Project

Technical Communication Software Tools

- 1 Getting Familiar with Technical Communication Software Tools
- 2 Working with Layouts
- 3 Formatting Text, Paragraphs and Tables
- 4 Formatting Layouts - I
- 5 Formatting Layouts - II
- 6 Illustration Tools
- 7 Screen Capturing Tools
- 8 Content Management System
- 9 XML Editors
- 10 DITA

Advanced Concepts in Technical Communication

- 1 Concept of Usability in Technical Writing
- 2 Human Factors Engineering
- 3 Legal Aspects of Technical Writing (Copyright and Trade Name)
- 4 Legal Writing
- 5 Medical and Engineering Writing
- 6 Multimedia
- 7 Introduction to Instructional Design
- 8 Theories in Instructional Design
- 9 Instructional Design Process - ADDIE Model and Kirkpatrick Model
- 10 Content Development and Review
- 11 Storyboarding and Script Writing

Technical Communication Project Management

- 1 Project Management - An Overview
- 2 Requirements Study
- 3 Estimation
- 4 Project Scope
- 5 Project Deliverables
- 6 Resource Identification
- 7 Project Initiation
- 8 Project Planning
- 9 Risk Management
- 10 Technical Communication Team Management
- 11 Working with Partners/External Service Providers/Content Developers
Project Tracking 12

Principles and Practices of Management

- 01 Business - The Purpose of Management
- 02 Designing Organisation for Business
- 03 Need for Managing Organisation and Business
- 04 Management of Standard Functions
- 05 Managing Resources
- 06 Planning
- 07 Decision Making
- 08 Organising
- 09 Staffing
- 10 Leading - Directing , Communicating, Motivating
- 11 Controlling
- 12 Coordinating (Synchronising)

13 Evolution of Management Thought

14 Pursuing Management as a Career

SCDL