Program Curriculum

SEMESTER I

English Grammar
1. Introduction To Grammar
2. Parts Of Speech-I
3. Parts Of Speech-II
4. Articles
5. Vocabulary
6. Tenses
7. Sentence's Structure
8. Proof Reading
9. Illustrations

Introduction To Technical Writing
1. Journey Towards Technical Writing
2. Technical Writing & Technology
3. Need For Technical Writing
4. Roles & Functions of Technical Writer
5. Challenges In Technical Writing
6. Types Of Technical Document
7. Skills Required for Technical Writing
8. 7 Cs of Effective Writing
9. End Products of Technical Writing

Technical Writing Style & Editing
1. Milestones In the Writing Process
2. Rhetoric & Composition
3. Methods Of Development
4. Style & Tone in Technical Communication
5. Sentence Construction & Paragraph Writing
6. Paraphrasing
7. Writing For Localization
8. Editing
9. Style Guide

Document Development Life Cycle – I
1. Introduction To DDLC
2. Writing Process
3. Prerequisites Of Writing of DDLC Content
4. Requirements In DDLC
5. Audience Analysis in Technical Writing
6. Documentation Outline
7. Estimation Of Timelines & Resources
8. Document Design
9. Designs For Documentation
10. SDLC & DDLC

Document Development Life Cycle – II
1. Developing A Prototype
2. Style Guides & Templates
3. Development Of Style Guides
4. Reviewing
5. Packaging For Printed Documentation
6. Packaging For Online Help
7. Testing Help Systems
8. Planning & Estimating Documentation
9. Advantages of applying DDLC

SEMESTER II

Technical Writing Software Tools
1. Technical Writing Tools
2. Document Formatting
3. Formatting Layouts
4. Illustration Tools
5. Content Management System
6. Adobe Captivate
7. User Interface
8. DITA
9. Html & Xml

Advanced Concepts in Technical Writing
1. Human Factors Engineering
2. Legal Aspects of Technical Writing
3. Medical & Engineering Writing
4. Multimedia Development
5. Instructional Design
6. Content Development & Review
7. Script Writing and Storyboarding

Technical Writing in Project Management
1. Project Management
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 Subject Matter Experts
12. Project Tracking

Principles & Practices of Management
1. Business - The Purpose of Management
2. Designing Organisation for Business
3. Need For Managing Organisation & Business
4. Management Of Standard Functions
5. Managing Resources
6. Planning
7. Decision Making
8. Organising
9. Staffing
10. Leading - Directing, Communicating, Motivating
11. Controlling
12. Coordinating (Synchronising)
13. Evolution Of Management Thought
14. Pursuing Management as A Career

Submission-I
Student has to submit document based on course learning in Sem-1 & Sem-2.

Program Curriculum

SEMESTER III

Business communication
1. Communication in Business
2. Process of Communication
3. Psychological and Cultural Dimensions of Business Communication
4. Listening
5. The Writing Process – Planning
6. Writing Process: Organizing, Composing and Revising Business Messages
7. Writing Routine, Good News and Goodwill Messages
8. Writing Indirect Messages
9. Short and Long Reports
10. Developing and Delivering Effective Presentations
11. Interviews and Meetings
12. Group Communication Strategies
13. Resumes and Employment Letters
14. Communicating with Technology
15. Formats for Business Documents
16. International business Communication

Instructional Design for Business Communication
1. Id Models & Strategy
2. Component Display Theory
3. Instructional Design – Various Schools of Thought
4. Learner Analysis – Learning Styles & Demographics
5. The Design of Instruction for Organisations
6. Instructional Design at The Frontier
7. Strategic Communication
8. Id Tools/Rapid Authoring Tools
9. Articulate 360
10. Sample Business Documents

Introduction To Creative Writing in Business Communication
1. Business Writing Essentials
2. Marketing: Writing for Sales & Marketing.
3. Social Media: Writing for social media
4. Self-Expression
5. Effective Writing
6. Conclusion With Impact
7. Web Content & Blog writing
8. Writing for Print Media
9. The Travelling Story- Teller

Advanced Documentation Types & Processes
1. Specialized Documentation Formats
2. Wiki
3. CMS
4. Epub (Ebooks)
5. Mobile Applications
6. Modern Processes
7. Agile Documentation Processes
8. Topic-Based Authoring Process
9. Structured Authoring Process
10. Scrum Model – Technical Writer in Scrum Team
11. Lean Principles to Tw

Submission-II
Student has to submit document based on course learning in Sem-3

Program Curriculum

SEMESTER IV

Advanced Technical Writing Tools
1. Robohelp Advanced Features
2. Wiki
3. Calibre
4. Macro-Builder
5. Cloud-Based Authoring & Editing
6. Visio
7. Google Analytics
8. Tracking Tools
9. Ms-Word
10. Confluence To Manage Tw
11. Frame Maker, St4
12. Jira, Aaha
13. Screen Capturing Tools

User Guides
1. Formats Of User Guides, Help Manuals
2. Significance Of Frontmatter, Body, Endmatter
3. Introduction, Background & Theory in User Guide
4. Design & Decision Criteria of The Content
5. Mapping User Journeys
6. How To Choose a Template
7. Chunking Of Content
8. Why To Sequence the Steps in User Guide
9. Final Review.

User Experience & Marketing
1. Difference Between Ux & Marketing in Technical Writing
2. Similarities Between Ux & Marketing in Technical Writing
3. Why Is Ui Text Needed in Technical Writing
4. How To Include Ui Text in Technical Writing
5. Difference Between Interfaces (Printed Vs Digital)
6. Create Scenarios in Technical Documents
7. Value Adds for Effective Marketing
8. Instructions For Seamless Ux
9. User Journey: Complex to Simple

Project
Student is required to submit a project based on course
learning in all Semester.