

Semester – I

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

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

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

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. 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

Semester – II

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

Principles and Practices of Management

1. Business - The Purpose of Management
2. Designing Organisation for Business
3. Need for Managing Organisation and 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

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

Instructional Design for Business Communication

1. Bloom's Taxonomy– A Critical Appreciation
2. Component Display Theory
3. Instructional Design – Various Schools of Thought
4. Learner Analysis – Learning Styles and 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. Writing for sales, marketing and communications teams
3. Writing for social media (FB/Insta/Company Profile)
4. Self-expression
5. Write Well-Organized, Effective Sentences, Paragraphs, and Words
6. Conclusion with impact
7. Web Content/Blogs

Advanced Documentation Types and Processes

1. Specialized Documentation Formats
2. Wiki
3. CMS
4. epub (ebooks)
5. Android Aps
6. iPhone Aps
7. Modern Processes
8. Agile Documentation Processes
9. Topic-based Authoring Process
10. Structured Authoring Process
11. Scrum Model – Technical Writer in Scrum Team
12. Lean Principles to TW

Semester IV

Advanced Technical Writing Tools

1. RoboHELP Advanced Features
2. Wiki
3. DITA Open Toolkit
4. Calibre
5. Macro-builder
6. Cloud-based authoring and editing
7. Adobe Captivate
8. Visio
9. SnagIt
10. Google Analytics
11. Tracking Tools
12. Github
1. 13 Confluence to Manage TW

Research Methodology

1. Understanding Research
2. Scientific Methods and Research
3. Formulating Research Problem and Hypothesis
4. Research Design
5. Data Collection and Measurement
6. Sampling and Sampling Technique
7. Observation
8. The Interview Method
9. The Questionnaire Method
10. The Survey Method
11. The Experimental Method
12. Scaling Techniques and Attitudes Measurement Techniques
13. Data Presentation, Processing and Analysis
14. Hypothesis Testing and Interpretation of Data

Project

Student is required to submit a project by the end of the semester 4.