

# TECHNICAL WRITING, CERTIFICATE OF ACHIEVEMENT (C)

## Overview

This Certificate program provides training and skills in preparation for immediate employment as a computer technical writer variety of organizations. It provides skills needed for career entry in this employment area. Students who complete this program should demonstrate the following knowledge and skills:

- Inspect the role of information systems within an organization to gain a foundation in information technology terminology and concepts.
- Analyze and evaluate the principles of usability and usability testing to determine their significance in technical documentation.
- Use correct grammar and effective professional writing style to compose common technical documents that reflect the principles of usability.
- Apply design and page layout guidelines to create documents that enhance usability.

The Technical Writing Certificate is a stackable certificate designed to prepare students for an entry-level position as a Technical Writer in the field of information technology. Program completers will be able to obtain positions in any organization, or in IT service organizations.

## Requirements

### Certificate of Achievement Requirements

Complete all department requirements with a "C" or better or "pass" in each course. Candidates for a Certificate of Achievement are required to complete at least 20% of the department requirements through SBCC.

Code	Title	Units
<b>Department Requirements</b>		
CIS 101	Introduction to Computers and Information Systems	4
CIS/ENG 181	Technical And Professional Writing	3
CIS 245	IT Project Management	4
COMP 171	Business English	3
GDP 111	Introduction to Graphic Design	3
<b>Total Units</b>		<b>17.00</b>

## Learning Outcomes

1. Inspect the role of information systems within an organization to gain a foundation in information technology terminology and concepts.
2. Analyze and evaluate the principles of usability and usability testing to determine their significance in technical documentation.
3. Use correct grammar and effective professional writing style to compose common technical documents that reflect the principles of usability.
4. Apply design and page layout guidelines to create documents that enhance usability.

## Recommended Sequence

Make an appointment with your SBCC academic counselor through Starfish to create a Student Education Plan that reflects a recommended course sequence for this program that is tailored to your individual needs.

How to schedule an Academic Counseling appointment (<https://www.sbcc.edu/counselingcenter/counselingappointments.php>).