



SYLLABUS: CERTIFIED TECHNICAL WRITER (CTW)

Program Coordinator: Richard C. Wilson

Location: 100% Online

Examination Dates: The first Wednesday of the New Month.

Email: Team@BusinessTraining.com

Twitter: @BusTraining

Time: Self-Paced Program

PROGRAM AIM: To provide participants with the fundamentals of technical writing along with best practices, mistakes to avoid, and strategies on how to either use technical writing to build a career, business, or to make a living from technical writing itself.

LEARNING OBJECTIVES OF THE CTW

- Strategies to get hired as a technical writer in industries such as science, engineering, health care, government, business and project management, etc.
- How to approach technical writing projects and leverage resources and subject matter experts.
- Learn about fundamental terms/techniques, and emerging technology for technical writers.
- How to use technical writing as a tool to attract new clients and business leads.
- Positioning your expertise through technical writing.
- How to find careers within the technical writing industry.

PROGRAM REQUIREMENTS:

Self-Management: The Certified Technical Writer (CTW) program is a self-study certification program. We greatly want to see you succeed, but your success depends on and directly corresponds to the amount of effort and time you put into learning the material.

Strategic Project completion: The strategic project for the CTW course is laid out in the study guide. This project is worth 50% of the CTW grade and must be received completed before you can schedule your examination date.

Time-Management: Being that the CTW is a self-study program, it is your responsibility to make time to read the required texts, to ask questions as they arise, and to keep in mind your examination date.

Examination: The exam is held on the first Wednesday of the new month.

Please note that your exam date request must be received at least 2 weeks before the exam date. For example, if you are testing on the 6th of July 2016 then you would need to have your project in by June 22, 2016 at the latest.

REQUIRED TEXTS: All of these books are available online and in most bookstores. Amazon.com carries all of the required texts below:

Elements of Technical Writing by Gary Blake & Robert W. Bly ISBN#: 978-0020130857

The Insider's Guide to Technical Writing by Krista Van Laan ISBN#: 978-937434-03-8

REQUIRED TOOLS: Internet access and an Internet browser are required to take the online exam. (Internet Explorer and Firefox work best, though most browsers should suffice.)

Strategic Project: (100 pts) – Instructions are provided in the CTW Study Guide.

Exam: (100 pts)

- 90 multiple choice/true-false questions(90%)
- 1 short-essay question worth(10%)

Questions: If you have any questions or concerns, please feel free to contact us through Team@BusinessTraining.com or call us (305)503-6172 Monday- Friday 9:00 am- 5:00pm EST.



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