CTW
CERTIFIED TECHNICAL WRITER

SYLLABUS: CERTIFIED TECHNICAL WRITER (CTW)

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Program Coordinator: Richard C. Wilson
Location: 100% Online
Examination Dates: The first Wednesday of the New Month.

Email: Support@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.

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.

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.)

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 Support@BusinessTraining.com or call us (305)503-9050 Monday- Friday 9:00 am- 5:00pm EST.

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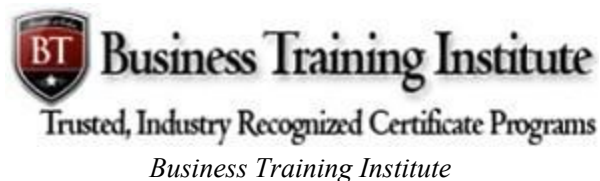
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Monday – Friday

9:00am -5:00pm EST

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