

Certificate Course in Technical Writing

August, 2016

Equal Opportunity Cell Tezpur University



The Equal Opportunity Cell conducts one semester Certificate Course in Technical Writing every academic year. The programme has been approved and supported by University Grants Commission under its scheme- “Career Oriented Programme”. Thrust on skill based education has led the University Grants Commission (UGC) to reorient and reshape its policies and programmes to make the current Indian Higher Education System more relevant and career-oriented. It is envisaged that professionally qualified graduates with a sound knowledge of their core disciplines and expertise in domain skill will have more openings in service, industry and self-employment sectors. Demand and scope for such professionally trained graduates are visible in the applied fields of almost all basic/core disciplines and faculties in the current changing global scenario and is likely to increase in the future.

What is Technical Writings?

The origins of technical writing as a discipline may be traced to World-War I, when need for technology-based documentation in the fields of military, manufacturing, electronics, and aerospace industries was felt. The Society for Technical Communication (STC) defines technical writing as “..a broad field that includes any form of communication that exhibits one or more of the following characteristics: (1) communicating about technical or specialized topics, such as computer applications, medical procedures, or environmental regulations; (2) communicating by using technology, such as web pages, help files, or social media sites; or (3) providing instructions about how to do something, regardless of how technical the task is, and regardless of whether technology is used to create or distribute that communication.” Technical writing is a communication that aims at conveying particular information meant for particular purposes to a particular set of audience. It is most often than not an explanation of scientific and technical subjects associated with finance, construction, medicine, agriculture, technology etc. technical writing translates complex technical concepts and instructions into a series of simple steps that enable users to perform a specific task in a specific way. To present appropriate information, writers must understand the audience and their goals. Technical writers are a bridge between makers of a technology and users of a technology. A technical writer understands products and writes about them in user-friendly language.

A technical writer creates some of the following:

- Design specifications
- User Manual/Guides
- Hardware Manuals
- Installation Manuals
- Online Help

Career Opportunities in Technical Writing

In recent times job Opportunities in the field of Technical writing has increased exponentially and offers scope to people from different educational backgrounds. At present it is a multi-billion dollar industry and has a demand for more than two million jobs in India. Technical writing provides opportunities in best companies and offers a steady career growth. There is an ever increasing demand for Technical writers because without documentation, products do not sell. This has resulted in a huge demand for Technical Writers having expertise in areas such as information technology, manufacturing, telecommunication, automobile, banking and many more. Few sectors that need Technical Writers are Information Technology, Telecom, Electronic, BPO, Aerospace/Defense, Manufacturing, Software Publishing Companies etc.

Course Content

Course Code	Title	Credit
TW0011	Introduction to Technical Writing	3
TW0012	Documentation Development Life Cycle	5
TW0013	Foundation of Writing	4
TW0014	Software Tools and Web Technology for Technical Writing	4
TW0015	Project Work	4

Important points

Flexi Timing

In order to accommodate working professionals the timing of the course would be kept flexible.

Duration of the programme

One semester or Six (6) months

Eligibility Criteria

Students pursuing graduation are eligible to apply for the course. Admission to the course will be determined on the basis of marks obtained in the Higher Secondary Examination.

How to apply: Eligible candidates may apply in the [prescribed format](#) along with copies of relevant testimonials and an application fee of Rs. 100 in the form of Demand Draft in favor of Registrar, Tezpur University Branch. Completed application form along with DD is to be sent to:

Education Officer-Equal Opportunity Cell
Tezpur University
PO: Napaam, Tezpur, Assam
PIN: 784028.

Important Dates

Last date of submission of completed application form: June 22, 2016
Declaration of list of selected candidates on the Tezpur University website: July 10, 2016
Date of admission: July 27-28, 2016
Commencement of classes: 27 July, 2016

Intake: 25

Fees Structure

A course fee of Rs. 2500/ will have to be submitted during admission in the form of a DD drawn in favor of The Registrar, Tezpur University payable at Tezpur. Candidates belonging to the ST/SC/OBC (NC)/PH/ Female and economically underprivileged categories will have to pay an amount of Rs 1500.

Contact Person

Education Officer-Equal Opportunity Cell
Tezpur University
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[DOWNLOAD PRESCRIBED FORM](#)