



Shri Sangameshwar Education Society's
Sangameshwar College, Solapur [Autonomous]
(Affiliated to Punyashlok Ahilyadevi Holkar Solapur University, Solapur)
Kannada Linguistic Minority Institute
NAAC Accredited with 'A' Grade (III Cycle CGPA 3.39)

CERTIFICATE COURSE IN TECHNICAL WRITING

COURSE OUTCOME:

- Understanding the concepts and methodologies of Technical Writing
- Development of writing skills regarding software products and services
- Understanding the job opportunities and freelancing scope in Technical Writing

ELIGIBILITY:

Graduate in any discipline with basic knowledge of office automation and average or above average, English writing and understanding skills.

COURSE CONTENTS:

Introduction to Communication and English Writing

1. Communication Model
2. Writing Model
3. Skills required for good technical Writing
4. Importance of Language in Writing
5. Writing Styles & Guidelines

Types of Technical Documentation and Details

1. Technical Writing process
2. Document Development Life Cycle (DDLCC)
3. Types of Technical Documents (in detail with practical)

Technical Writing Tools

1. MS Word
2. SnagIt
3. Writing and reviewing tools
4. Introduction to DITA
5. Estimations and SME interviews
6. Project Deployment

Technical Writing job and Freelancing opportunities

1. Jobs and relevant details
2. Freelancing guidelines
3. Basics of applying for a job

FIELD WORK / PROJECT REPORT

Practical assignments and technical writing portfolio/project report submission

TEACHING-LEARNING METHODOLOGY:

Virtual- Online

EVALUATION:

Assignments and MCQ questionnaire exam

INSTRUCTOR

Name:Shraddha Shridhar Sura

Email– shraddhasura44@gmail.com

Education- BCA, MCA, Technical Communication Certified, Business English Certified

Designation- Freelance Senior Technical/Content Writer

Experience: Teaching and Training Experience 10+ years. Industrial Experience 7 years

Brief Details- Shraddha is a passionate learner and trainer with robust experience in the field of training computer graduates and post graduates, along with working with multiple IT multinationals onto different writing projects. Currently working as a Freelance Senior Technical Writer for a significant IT Database Project for an IT MNC. Her USP lies in her Experience and Expertise of Training with practical methodologies.