uCertify

Course Outline

Technical Writing

04 Aug 2025

1. Course Objective

2. Exercises, Quizzes, Flashcards & Glossary

   Number of Questions

3. Expert Instructor-Led Training

4. ADA Compliant & JAWS Compatible Platform

5. State of the Art Educator Tools

6. Award Winning Learning Platform (LMS)

7. Chapter & Lessons

   Syllabus

   Chapter 1: Technical Writing on the Job

   Chapter 2: Collaboration and Ethics

   Chapter 3: Audience

   Chapter 4: Organization

   Chapter 5: Revision and Style

   Chapter 6: Document Design

   Chapter 7: Writing for the Web

   Chapter 8: Definition

   Chapter 9: Description

   Chapter 10: Instructions, Procedures, and Process Explanations

   Chapter 11: Formal Report Elements

   Chapter 12: Short and Long Reports

   Chapter 13: Types of Reports

   Chapter 14: Letters, Memos, and Email

   Chapter 15: Career Communication and Workplace Strategies

   Chapter 16: Oral Presentations

   Chapter 17: Guidelines for Grammar, Punctuation, and Mechanics

   Videos and How To

8. Performance Based labs

Lab Tasks

Here's what you get

1. 📖 Course Objective

The Technical Writing course is designed to equip students with the essential skills for crafting clear, concise, and well-structured technical documents. Through interactive lessons and real-world case studies, learners will explore the fundamentals of technical writing, including audience analysis, organization, and visual design. They will develop the ability to convey complex information in a way that is accessible and meaningful to the reader, whether it's in the form of reports, manuals, proposals, or other technical content.

2. ⟟ Exercises

There is no limit to the number of times learners can attempt these. Exercises come with detailed remediation, which ensures that learners are confident on the topic before proceeding.

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EXERCISES

3. ⏱ Quiz

Quizzes test your knowledge on the topics of the exam when you go through the course material. There is no limit to the number of times you can attempt it.

198
QUIZ

4. ⚡ flashcards

Flashcards are effective memory-aiding tools that help you learn complex topics easily. The flashcard will help you in memorizing definitions, terminologies, key concepts, and more. There is no limit to the number of times learners can attempt these. Flashcards help master the key concepts.

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FLASHCARDS
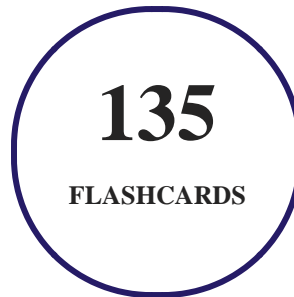
5. 📖 Glossary of terms

uCertify provides detailed explanations of concepts relevant to the course through Glossary. It contains a list of frequently used terminologies along with its detailed explanation. Glossary defines the key terms.

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GLOSSARY OF TERMS

6. 👨‍🏫 Expert Instructor-Led Training

uCertify uses the content from the finest publishers and only the IT industry's finest instructors. They have a minimum of 15 years real-world experience and are subject matter experts in their fields. Unlike a live class, you can study at your own pace. This creates a personal learning experience and gives you all the benefit of hands-on training with the flexibility of doing it around your schedule 24/7.

7. ADA Compliant & JAWS Compatible Platform

uCertify course and labs are ADA (Americans with Disability Act) compliant. It is now more accessible to students with features such as:

- Change the font, size, and color of the content of the course
- Text-to-speech, reads the text into spoken words
- Interactive videos, how-tos videos come with transcripts and voice-over
- Interactive transcripts, each word is clickable. Students can clip a specific part of the video by clicking on a word or a portion of the text.

JAWS (Job Access with Speech) is a computer screen reader program for Microsoft Windows that reads the screen either with a text-to-speech output or by a Refreshable Braille display. Student can easily navigate uCertify course using JAWS shortcut keys.

8. State of the Art Educator Tools

uCertify knows the importance of instructors and provide tools to help them do their job effectively. Instructors are able to clone and customize course. Do ability grouping. Create sections. Design grade scale and grade formula. Create and schedule assessments. Educators can also move a student from self-paced to mentor-guided to instructor-led mode in three clicks.

9. Award Winning Learning Platform (LMS)

uCertify has developed an award winning, highly interactive yet simple to use platform. The SIIA CODiE Awards is the only peer-reviewed program to showcase business and education technology's finest products and services. Since 1986, thousands of products, services and solutions have been recognized for achieving excellence. uCertify has won CODiE awards consecutively for last 7 years:

- **2014**
    1. Best Postsecondary Learning Solution

- **2015**
    1. Best Education Solution
    2. Best Virtual Learning Solution
    3. Best Student Assessment Solution
    4. Best Postsecondary Learning Solution
    5. Best Career and Workforce Readiness Solution
    6. Best Instructional Solution in Other Curriculum Areas
    7. Best Corporate Learning/Workforce Development Solution

- **2016**
    1. Best Virtual Learning Solution
    2. Best Education Cloud-based Solution
    3. Best College and Career Readiness Solution
    4. Best Corporate / Workforce Learning Solution
    5. Best Postsecondary Learning Content Solution
    6. Best Postsecondary LMS or Learning Platform
    7. Best Learning Relationship Management Solution

- **2017**
    1. Best Overall Education Solution
    2. Best Student Assessment Solution
    3. Best Corporate/Workforce Learning Solution
    4. Best Higher Education LMS or Learning Platform

- **2018**
    1. Best Higher Education LMS or Learning Platform
    2. Best Instructional Solution in Other Curriculum Areas
    3. Best Learning Relationship Management Solution

- **2019**
    1. Best Virtual Learning Solution
    2. Best Content Authoring Development or Curation Solution
    3. Best Higher Education Learning Management Solution (LMS)

- **2020**
  1. Best College and Career Readiness Solution
  2. Best Cross-Curricular Solution
  3. Best Virtual Learning Solution

10. ⚙ Chapter & Lessons

uCertify brings these textbooks to life. It is full of interactive activities that keeps the learner engaged. uCertify brings all available learning resources for a topic in one place so that the learner can efficiently learn without going to multiple places. Challenge questions are also embedded in the chapters so learners can attempt those while they are learning about that particular topic. This helps them grasp the concepts better because they can go over it again right away which improves learning.

Learners can do Flashcards, Exercises, Quizzes and Labs related to each chapter. At the end of every lesson, uCertify courses guide the learners on the path they should follow.

Syllabus

Chapter 1: Technical Writing on the Job

- Writing in Organizations

- Writing as a Process

- Lesson Summary

- MODEL 1-1 Commentary

- Exercises

Chapter 2: Collaboration and Ethics

- MODEL 4-5: Commentary

- Exercises

Chapter 5: Revision and Style

- Creating a Final Draft

- Making Global Revisions

- Making Fine-Tuning Revisions

- Lesson Summary

- MODEL 5-1: Commentary

- Exercises

Chapter 6: Document Design

- Understanding Design Features

- Creating Graphic Aids

- Using Format Elements

- Lesson Summary

- MODEL 6-23: Commentary

- Exercises

Chapter 7: Writing for the Web

- Planning a Web Site

- Organizing Web Pages

- Writing Effectively

- Designing Elements for Special Groups

- Evaluating Your Web Site

- Lesson Summary

- Model 7-1: Commentary

- Exercises

Chapter 8: Definition

- Understanding Definitions

- Writing Informal Definitions

- Writing Formal Sentence Definitions

- Writing Expanded Definitions

- Placing Definitions in Documents

- Lesson Summary

- MODEL 8-1: Commentary

- MODEL 10-9: Commentary

- Exercises

Chapter 11: Formal Report Elements

- Selecting Formal Report Elements

- Writing Front Matter

- Writing Back Matter

- Documenting Sources

- Lesson Summary

- MODEL 11-1: Commentary

- MODEL 11-2: Commentary

- Exercises

Chapter 12: Short and Long Reports

- Understanding Reports

- Developing Short Reports

- Developing Long Reports

- Lesson Summary

- MODEL 12-3: Commentary

- Looking for a Job

- Writing Résumés

- Writing Job-Application Letters

- Writing Other Job-Related Letters

- Understanding Workplace Culture

- Lesson Summary

- MODEL 15-1 through 15-7 Commentary

- Exercises

Chapter 16: Oral Presentations

- Understanding Oral Presentations

- Organizing Oral Presentations

- Preparing for Oral Presentations

- Delivering Oral Presentations

- Using Visual Aids

- Preparing Minutes of Meetings

- Joining a Team Presentation

- Facing International Audiences

- Lesson Summary

- Exercises

Chapter 17: Guidelines for Grammar, Punctuation, and Mechanics

- Grammar

- Punctuation

- Mechanics

11. Performance Based Labs

uCertify's performance-based labs are simulators that provides virtual environment. Labs deliver hands on experience with minimal risk and thus replace expensive physical labs. uCertify Labs are cloud-based, device-enabled and can be easily integrated with an LMS. Features of uCertify labs:

- Provide hands-on experience in a safe, online environment
- Labs simulate real world, hardware, software & CLI environment
- Flexible and inexpensive alternative to physical Labs
- Comes with well-organized component library for every task
- Highly interactive - learn by doing
- Explanations and remediation available
- Videos on how to perform

Lab Tasks

- Understanding the Purpose of Document Types
- Writing and Collaborating with Others

- Analyzing Readers
- Understanding Outlines
- Understanding Wordiness
- Understanding Format Elements
- Understanding Principles for Designing Home Pages
- Understanding Strategies for Enlarging the Definition
- Understanding Distinct Strategies for Explaining the Stages or Steps
- Understanding Front Matter Elements
- Analyzing the Reports
- Writing a Proposal
- Understanding Email
- Understanding Career Communication and Workplace Strategies
- Understanding Grammar, Punctuation, and Mechanics

Here's what you get

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PERFORMANCE BASED LAB

You can't stay away! Get