



## **SYLLABUS: CERTIFIED TECHNICAL WRITER (CTW)**

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**Program Coordinator:** Richard C. Wilson

**Email:** [Team@Certification.com](mailto:Team@Certification.com)

**Location:** 100% Online

**Time:** Self-Paced Program

**Examination Dates:** Daily

**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 time and effort you put into learning the material, read the required texts and to ask questions as they arise.

**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

Exam: (100 pts)

- 80 multiple choice/true-false questions

**MASTER'S CERTIFICATE PROGRAMS:** Accredited Certification Institute is proud to offer several advanced Master's Certificates that require the completion of five programs from Accredited Certification Institute platform.

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<https://Certification.com/Masters>

**Questions:** If you have any questions or concerns, please feel free to contact us through [Team@Certification.com](mailto:Team@Certification.com) or call us (305)503-9050.

For more information and to register for this self-paced customer service training and certification program, please visit our website at:

<https://Certification.com/Courses/Technical>



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