

Professional Certificate of Competency in Specification and Technical Writing

Study Online | 3 Month Program

Course Overview

Researching and preparing technical documents, especially those including technical specifications, calls for much effort and time.

This course is designed to give you step by step guidance to writing these documents in a professional manner, for your target audience, and in a clear way. You will learn to write clear and concise formal reports, equipment manuals, and other technical documentation.

The course will demonstrate techniques to establishing more effective communication between technical and non-technical staff and foster skills relating to problem identification and solutions, plus enhancing skills in information seeking, research and organizing collected data in a non-conflicting, unambiguous manner.

It will also cover concepts related to technical writing, the preparation process, the use of language to communicate meaning, elements of a good technical document, writing technical specifications, presenting documents, and communicating technical presentations.

After completing this course, you will be able to systematically design and write accurate and comprehensive technical specifications, therefore improving project management and performance.

What You Will Gain

At the end of this course, participants will be able to:

- › Systematically design and write accurate and comprehensive technical specifications
- › Write realistic specifications, thereby improving project management and performance
- › Write clear and concise formal reports, equipment manuals, and other technical documentation
- › Develop effective communication with technical as well as non-technical staff at all levels (from top management within the organization to the end-user in the home environment)
- › Brainstorm and identify technical problems and solutions
- › Collect, organize, analyse and evaluate information
- › Transfer technical information into powerful graphs, flowcharts, and tables
- › Translate technical documents into captivating oral presentations

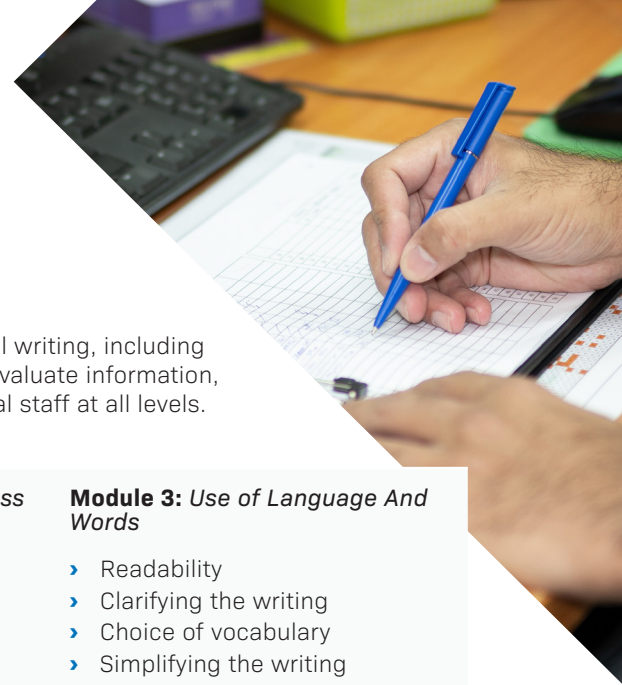
Who Will Benefit

This course is aimed at anyone new to specification and technical writing and those who want to improve their existing technical writing skills.



Program Structure

This course will provide you knowledge and skills in specification and technical writing, including how to write clearly and professionally, how to collect, organize, analyse and evaluate information, and to develop effective communication with technical as well as non-technical staff at all levels.



Module 1: Introduction to Technical Writing

- › What is technical writing? What makes it unique?
- › Accuracy, Brevity and Clarity (ABCs of technical writing)
- › Categories of readers
- › Effective communication
- › Expressing Vs. Impressing

Module 2: The Development Process

- › Preparing to write
- › Organizing the writing
- › Editing and revision

Module 3: Use of Language And Words

- › Readability
- › Clarifying the writing
- › Choice of vocabulary
- › Simplifying the writing

Module 4: The Elements of Technical Writing

- › Technical definitions
- › Technical descriptions

Module 5: Writing of Different Types Of Technical Reports

- › Formal report
- › Structure of report
- › Content
- › Conclusions
- › Appendices
- › Illustrations
- › References
- › Bibliography

Module 6: Writing of Other Technical Documents

- › Technical memo and background reports
- › Technical proposal
- › User manuals and maintenance manuals
- › Journal articles

Module 7: Overview of Design (Technical) Specifications

- › Specifications and design
- › Design process
- › Understanding the problem and the development of engineering specifications

Module 8: Technical Specification-Prerequisites to Writing

- › Planning to write the specification
- › Preparing the specification
- › Scope
- › Specification database
- › Basic specification information
- › Supporting information
- › Organizing input from different specialists and sources
- › Structure of technical specifications

Module 9: Writing of Technical Specifications - 1

- › Different types of technical specifications
- › Various uses of technical specifications
- › Creating a specification template
- › Writing the specification

Module 10: Writing of Technical Specifications - 2

- › Vetting the specification
- › Reviewing specifications
- › Errors in specifications
- › Specification approval and authorization
- › Hazardous materials
- › Conflicting requirements
- › Quantities
- › Professionalism
- › Do's and don'ts of specification writing
- › Specification checklist

Module 11: Presentation Aspects

- › Appearance of the document
- › Text and design
- › Visual aids
- › Most common formats of graphics
- › Illustrations
- › Highlighting techniques
- › Tips for using illustrations/graphics
- › Transferring information from notes to graphics/graphics to notes

Module 12: Oral Delivery of Technical Presentations

- › What is communication?
- › Motivation and attention
- › Preparing your presentation
- › Make a positive impact
- › Using presentation aids effectively
- › Maximizing delivery impact
- › Handling difficult situations

Why Online?

EIT recognizes that many of our potential students have commitments which makes pursuing further study very challenging. Our online programs have been specifically designed to reduce the significant financial, time and travel commitments often required by traditional on-campus programs.

Entry Requirements

There are no entry requirements for this course.

Unique Delivery

Our unique online delivery methodology makes use of live and interactive webinars, an international pool of expert lecturers, dedicated learning support officers, and state-of-the-art technologies such as remote and virtual laboratories, and simulation software.

Our supportive blended learning model and small class sizes encourage you to advance your technical knowledge and remain engaged in your studies while forming global networks and balancing life and work commitments. All webinars are recorded and available for review anytime, anywhere at your own pace.

Software and Hardware Requirements

- › Operating system: Windows 7 or higher (Windows 10 recommended); or macOS 10.12 or higher (recommended)
- › Storage: A minimum of 4GB memory (RAM), and a minimum of 20GB of spare disk space is recommended
- › Processor: 1.5Ghz or higher, 2 cores or higher
- › An 11" Monitor with at least 1024x768 screen resolution
- › Internet access with at least 5Mbps download and upload speeds
- › A valid personal email address
- › Speakers and microphone/headset (can be built-in)
- › A webcam that can recognize your face.
- › Microsoft Office (Word, Excel, PowerPoint) or similar software
- › An up-to-date web browser

Duration and Time Commitment

You are expected to spend approximately 5-8 hours per week learning the course content. This includes attending a fortnightly webinar that runs for about 90 minutes to facilitate class discussion and allow you to ask questions. This professional development program is delivered in an interactive online format and has been designed to fit around full-time work. It will take three months to complete.

Certification

Participants who achieve at least 60% in each assignment and complete all homework, plus attend 65% of the live webinars, will receive the EIT Certificate of Competency in Specification and Technical Writing.

Group Training

All our short courses can be delivered as group courses, which can be shortened, lengthened, or presented in a classroom. These courses are perfect for in-company/in-house training and can be fully-tailored.

For a summary of cost savings, delivery options and a full list of topics please email training@eit.edu.au

How to Register

To register, please visit <https://www.eit.edu.au/cms/courses/engineering-management/professional-certificate/in-specification-and-technical-writing>

Alternatively, you can contact your nearest EIT office by telephone; please see our website for international EIT Office contact details.