BOARD INFINITY

COURSE SYLLABUS · BOARD INFINITY ON COURSERA

Introduction to Technical Writing

Full course syllabus - every module, every learning objective, and all 42 lessons, 9 readings and 8 assignments.

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Board Infinity

Instructor · offered on Coursera

4	42	8	≈12h
Modules	Video lessons	Assignments	Total time

INSIDE THE COURSE

01	**Fundamentals of Technical Writing**	approx. 3 hours
02	**Design Principles and Essential Writing Tools**	approx. 3 hours
03	**Diverse Technical Document Types and Ethical Practices**	approx. 3 hours
04	**Advanced Topics and Career Advancement**	approx. 3 hours

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https://www.coursera.org/learn/technical-writing-introduction

01 ABOUT THE COURSE

Technical writing is where complex information becomes clear and useful.

Introduction to Technical Writing teaches you to explain something technical to someone who does not already understand it. Across four modules you move from the fundamentals of the discipline through document design and the professional toolset, into every major document type, and out the other side with a portfolio.

It starts where the discipline itself starts - the history and evolution of technical writing, what separates it from every other kind of writing, and what actually makes a technical document effective, search included. From there it walks the whole process in order: **audience analysis, planning and research, drafting, revising, the art of rewriting, proofreading, publishing, and the continuous feedback** that keeps a document alive after it ships.

The shape is consistent: 42 short video lessons demonstrate each idea, 9 readings go deeper, and every module closes with a practice quiz and a graded quiz. Coursera lists **no specific prerequisites** - a passion for writing and an interest in technology is what it asks for.

WHO IT'S FOR

ASPIRING WRITERS

Aspiring Technical Writers

Learn the fundamentals required to create professional technical documentation.

WRITERS

Writers & Communicators

Adapt writing and communication skills for technical audiences.

ENGINEERS

Engineers & IT Professionals

Learn how to communicate complex technical information clearly.

UPSKILLING

Professionals Upskilling

Build skills across documentation, design, tools and modern technical communication.

02 WHAT YOU'LL LEARN

Four capabilities, in the order they build.

One per module. What you leave with is the ability to plan, design, write and place a technical document yourself - from a blank page.

01 The technical writing process — MODULE 1

History and evolution, how it differs from other writing types, what makes a document effective including SEO, audience analysis - then planning, research, drafting, revising, rewriting, proofreading, publishing and continuous feedback.

02 Document design and the toolset — MODULE 2

Typography, colour and space; charts, graphs and visual data; layout, headers, footers and navigation aids; tables and lists - plus word processors, GitHub, Photoshop, Illustrator and content management systems.

03 Every major document type, written ethically — MODULE 3

User manuals and guides, technical proposals and reports, online help systems and FAQs, and API documentation - with ethical standards, accessibility, cultural and linguistic diversity, and localization.

04 Advanced formats and a portfolio — MODULE 4

Documentation for complex systems, multimedia and interactive documents, writing for VR, AR and emerging platforms, case studies - then portfolio development, networking and continuous learning.

AT A GLANCE

Level	Beginner · no specific prerequisites
Contents	4 modules · 42 video lessons · 9 readings · 8 assignments
Total time	Approximately 12 hours · about 3 hours per module
Pacing	Coursera's guidance: about 1 week at 10 hours a week
Schedule	Flexible · learn at your own pace
Language	Taught in English
Certificate	Shareable certificate on completion
Rating	4.3 out of 5, from 448 reviews on Coursera

03 SYLLABUS

Four modules, from fundamentals to career advancement.

Approximately 12 hours end to end, fully self-paced. Deadlines flex around your schedule.

01 Fundamentals of Technical Writing

approx. 3 hours
12 videos (47 min)

History, effective documents, audience analysis and the full writing process

BY THE END OF THIS MODULE YOU CAN

- Explain how technical writing evolved, and what distinguishes it from other writing types
- Identify the characteristics of an effective technical document, SEO included
- Analyse an audience and tailor content to what that audience already knows
- Run a document from planning and research through to publication and continuous feedback

CONTENTS 12 videos (47 min) · 2 readings (60 min) · 2 assignments (75 min)

TOPICS History & evolution · Effective documents · SEO · Audience analysis · Planning & research · Drafting & rewriting · Proofreading · Publishing · Continuous feedback

You leave with: A working process - you can take a technical subject from audience analysis to a published, maintained document.

02 Design Principles and Essential Writing Tools

approx. 3 hours
10 videos (49 min)

How the page looks, and the tools the work is done in

BY THE END OF THIS MODULE YOU CAN

- Apply typography, colour and space so a document reads the way you intended
- Integrate charts, graphs and visual data instead of describing numbers in prose
- Build layout, headers, footers and navigation aids that let a reader find one answer fast
- Work in the professional toolset, GitHub version control included

CONTENTS 10 videos (49 min) · 2 readings (60 min) · 2 assignments (75 min)

TOPICS Typography · Colour & space · Charts & visual data · Layout · Navigation aids · Tables & lists · Word processors · GitHub · Photoshop & Illustrator · CMS

You leave with: Documents that look designed rather than typed, and the tool fluency the job assumes.

03 Diverse Technical Document Types and Ethical Practices

approx. 3 hours
10 videos (37 min)

Manuals, proposals, help systems, API docs - and the responsibilities

BY THE END OF THIS MODULE YOU CAN

- Structure a user manual or guide to the best practices the discipline has settled on
- Write technical proposals and reports with a clear purpose and audience
- Build online help systems and FAQs, and write API documentation developers and users can both follow
- Uphold ethical standards and craft documents that are accessible to all users
- Account for cultural and linguistic diversity, and prepare a document for localization

CONTENTS 10 videos (37 min) · 2 readings (60 min) · 2 assignments (75 min)

TOPICS User manuals · Technical proposals · Reports · Online help systems · FAQs · API documentation · Ethics · Accessibility · Cultural diversity · Localization · Translation

You leave with: The range to write any of the standard document types, and the judgement to make them accessible and translatable.

04 Advanced Topics and Career Advancement

approx. 3 hours
10 videos (34 min)

Complex systems, multimedia, VR and AR - then the portfolio

BY THE END OF THIS MODULE YOU CAN

- Approach documentation for complex systems, and integrate multimedia and interactivity
- Write for VR, AR and other emerging tech platforms
- Read a case study of an innovative technical document and take the lesson from it
- Assemble a portfolio that shows subject matter expertise, digital or physical
- Network within the technical writing community and keep learning after the course

CONTENTS 10 videos (34 min) · 3 readings (70 min) · 2 assignments (75 min)

TOPICS Advanced documentation · Complex systems · Multimedia · Interactive documents · VR · AR · Emerging technologies · Case studies · Portfolio development · Networking

You leave with: A plan for your portfolio and your next step, plus a view of where documentation is heading.

Every lesson, reading and assignment.

All 42 video lessons with their durations, plus all 9 readings and 8 assignments, as listed on Coursera.

01 Fundamentals of Technical Writing

approx. 3 hours

12 VIDEOS · TOTAL 47 MINUTES

01	Introduction to the Course	2 min
02	Meet Your Instructor	1 min
03	What you will learn in this lesson	1 min
04	The History and Evolution of Technical Writing	5 min
05	Differences between Technical Writing and Other Writing Types	6 min
06	Characteristics of Effective Technical Documents, including SEO	6 min
07	Importance of Audience Analysis and Tailoring Content	5 min
08	What you will learn in this lesson	2 min
09	Planning and Researching for Your Document	5 min
10	Drafting, Revising, and the Art of Rewriting	5 min
11	Proofreading, Finalizing, and Publishing	4 min
12	Continuous Feedback and Document Updates	5 min

2 READINGS (60 MIN) · 2 ASSIGNMENTS (75 MIN)

R1	Further reads on Introduction to Technical Writing	30 min
R2	Learn more about Comprehensive Technical Writing Process	30 min
A1	Practice Quiz - Introduction to Technical Writing	15 min
A2	Graded Quiz - Fundamentals of Technical Writing	60 min

02 Design Principles and Essential Writing Tools

approx. 3 hours

10 VIDEOS · TOTAL 49 MINUTES

01	What you will learn in this lesson	2 min
02	Elements of Document Design: Typography, Color, and Space	7 min
03	Integrating Charts, Graphs, and Visual Data	7 min
04	Document Layout, Headers, Footers, and Navigation Aids	7 min
05	Creating Engaging and Informative Tables and Lists	6 min
06	What you will learn in this lesson	1 min
07	Introduction to Word Processors and Advanced Writing Tools	5 min
08	Collaboration and Version Control with Platforms like GitHub	5 min
09	Graphics and Multimedia: Photoshop, Illustrator, and Beyond	4 min
10	Efficiently Using Content Management Systems (CMS)	5 min

2 READINGS (60 MIN) · 2 ASSIGNMENTS (75 MIN)

R1	Learn More About Effective Design and Layout in Technical Documents	30 min
R2	Further Reads on Technical Writing Software and Collaboration Tools	30 min
A1	Practice Quiz - Effective Design and Layout in Technical Documents	15 min
A2	Graded Quiz - Design Principles and Essential Writing Tools	60 min

03 Diverse Technical Document Types and Ethical Practices

approx. 3 hours

10 VIDEOS · TOTAL 37 MINUTES

01	What you will learn in this lesson	1 min
02	User Manuals and Guides: Structure and Best Practices	6 min
03	Technical Proposals and Reports: Writing with Purpose	4 min
04	Creating Online Help Systems and FAQs	5 min
05	API Documentation: Bridging the Gap between Developers and Users	4 min
06	What you will learn in this lesson	2 min
07	Upholding Ethical Standards in Technical Writing	5 min
08	Crafting Accessible Documents for All Users	4 min
09	Embracing Cultural and Linguistic Diversity	3 min
10	Localization and Translation Basics	3 min

2 READINGS (60 MIN) · 2 ASSIGNMENTS (75 MIN)

R1	Further Reads on Crafting Various Technical Documents	30 min
R2	Further Reads on Ethics, Accessibility and Global Considerations	30 min
A1	Practice Quiz - Crafting Various Technical Documents	15 min
A2	Graded Quiz - Diverse Technical Document Types and Ethical Practices	60 min

04 Advanced Topics and Career Advancement

approx. 3 hours

10 VIDEOS · TOTAL 34 MINUTES

01	What you will learn in this lesson	1 min
02	Advanced Documentation for Complex Systems	4 min
03	Multimedia Integration and Interactive Documents	5 min
04	Writing for VR, AR, and Emerging Tech Platforms	4 min
05	Case Studies of Innovative Technical Documents	6 min
06	What you will learn in this lesson	1 min
07	Elements of a Strong Technical Writing Portfolio: Showcasing subject matter expertise	4 min
08	Digital vs. Physical Portfolios: Weighing the Pros and Cons	3 min
09	Networking in the Technical Writing Community	3 min
10	Continuous Learning	4 min

3 READINGS (70 MIN) · 2 ASSIGNMENTS (75 MIN)

R1	Further Reads on Traditional Technical Writing	30 min
R2	Further Reads on Building a Technical Writing Portfolio and Networking	30 min
R3	Provide your feedback!	10 min
A1	Practice Quiz - Beyond Traditional Technical Writing	15 min
A2	Graded Quiz - Technical Writing	60 min

04 TOOLS & SKILLS

The toolset behind professional documentation.

Word processors WHERE YOU WRITE

The everyday surface of the job - word processors and the advanced writing tools that sit above them.
In this course: introduced in module two, alongside the wider authoring toolset.

GitHub WHERE DOCS LIVE

How documentation is collaborated on and versioned alongside the product it describes.
In this course: a dedicated lesson on collaboration and version control with platforms like GitHub.

Photoshop & Illustrator GRAPHICS & MULTIMEDIA

The screenshots, diagrams and illustrations that carry what prose cannot.
In this course: covered as graphics and multimedia for documentation - Photoshop, Illustrator and beyond.

Content Management Systems WHERE DOCS PUBLISH

Where a document goes to be published, found and kept current after release.
In this course: using a CMS efficiently, as the last step of the module two toolset.

SKILLS YOU LEAVE WITH

Writing & communication

Saying the difficult thing so it is understood the first time.

- Technical Writing
- Writing
- Writing and Editing
- Technical Communication
- Proofreading

Documentation & content

The artefacts themselves, and keeping them findable.

- Technical Documentation
- Software Documentation
- Content Management
- Multimedia
- Augmented and Virtual Reality (AR/VR)

Design & collaboration

How it looks on the page, and how a team ships it together.

- Typography
- Layout Design
- Graphic and Visual Design
- GitHub
- Version Control
- Collaborative Software

05 CERTIFICATE & CAREER

Finish with proof you can put to work.

One-click LinkedIn add

Coursera's own guidance for this course: once your certificate is on your Accomplishments page you can print it or add it to your LinkedIn profile.

Shareable certificate

A certificate you can print, link or send - listed by Coursera among this course's features.

Earned by doing

Awarded on the graded work: a practice quiz and a graded quiz in each of the four modules.

Two names on it

Board Infinity as the provider, Coursera as the platform that hosts and grades the course.

WHERE THESE SKILLS CAN BE APPLIED

- **Technical Writer**
- **Documentation Specialist**
- **Content Designer**
- **API Documentation Writer**
- **Technical Content Specialist**
- **Engineers & IT professionals**

These are directions the skills in this course point towards. Nothing here is a placement promise or a guarantee of employment.

Ready to start writing better technical documentation?

Enrollment, lessons, assessments and the certificate are all provided through Coursera.

Enroll on Coursera https://www.coursera.org/learn/technical-writing-introduction

Want a coach alongside the course?

Board Infinity 1:1 coaching is an optional add-on: a practitioner reviews what you write and helps you shape the portfolio module four asks for. https://www.boardinfinity.com/career-coaching/

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