

Technical Writer Course Map

<u>Unit 1. Orientation</u>	<u>Unit 2. Basic Grammar Use</u>	<u>Unit 3. Capitalization and Contractions</u>	<u>Unit 4. Numbers, Numerals, and Units of Measure</u>	<u>Unit 5. Abbreviations and Acronyms</u>
<u>Unit 6. Punctuation</u>	<u>Unit 7. Sentences and Paragraphs</u>	<u>Unit 8. Objectives</u>	<u>Unit 9. Outlines</u>	<u>Unit 10. Formatting Units of Instruction</u>
<u>Unit 11. Adding Tables and Figures</u>	<u>Unit 12. Researching and Referencing</u>	<u>Unit 13. Bibliography</u>	<u>Unit 14. Editing and Proofreading</u>	<u>Unit 15. Develop a Study Guide/Workbook</u> ¹⁹

Program Outcome Addressed: This course is designed to train personnel on the processes for the production of student instructional materials. Training includes developing an outline, copyright policies, drafting and formatting a study guide work book, editing, and conducting an annual review.

Technical Writer Course Map



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Unit 6. Punctuation	Unit 7. Sentences and Paragraphs	Unit 8. Objectives	Unit 9. Outlines	Unit 10. Formatting Units of Instruction
Unit 11. Adding Tables and Figures	Unit 12. Researching and Referencing	Unit 13. Bibliography	Unit 14. Editing and Proofreading	Unit 15. Develop a Study Guide/Workbook19

Learning Activities: Learner Interaction & Engagement

Unit and Title

Objective

Assessments

Learning Activities: Learner Interaction & Engagement

Instructional Materials/Media

Unit 1.
Orientation

1a. Orientation.

None

- Reading assignments
- Instructor/Student Introductions

- Presentation Slides
- Tech Writer Online Syllabus
- LMS Module 1, Orientation and Introductions
- AETCI 36-2909

Technical Writer Course Map



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Unit 6. Punctuation	Unit 7. Sentences and Paragraphs	Unit 8. Objectives	Unit 9. Outlines	Unit 10. Formatting Units of Instruction
Unit 11. Adding Tables and Figures	Unit 12. Researching and Referencing	Unit 13. Bibliography	Unit 14. Editing and Proofreading	Unit 15. Develop a Study Guide/Workbook19

Learning Activities: Learner Interaction & Engagement

Unit and Title

Objective

Assessments

Engagement

Instructional Materials/Media

Unit 2. Basic Grammar Use

2a. Given references, correct grammatical errors in a Study Guide/Workbook IAW Progress Check M14.

- Informal: Appraisal M2 after the synchronous session.
- Formal: Measurement is deferred to PC M15.

- Reading assignments
- No additional active learning activities.

- Presentation Slides
- LMS Module 2
- AFH 33-337
- AFH 36-2235, Volume 10
- HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide

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Unit 1. Orientation	Unit 2. Basic Grammar Use	Unit 3. Capitalization and Contractions	Unit 4. Numbers, Numerals, and Units of Measure	Unit 5. Abbreviations and Acronyms
Unit 6. Punctuation	Unit 7. Sentences and Paragraphs	Unit 8. Objectives	Unit 9. Outlines	Unit 10. Formatting Units of Instruction
Unit 11. Adding Tables and Figures	Unit 12. Researching and Referencing	Unit 13. Bibliography	Unit 14. Editing and Proofreading	Unit 15. Develop a Study Guide/Workbook19

Learning Activities: Learner Interaction & Engagement

Unit and Title

Objective

Assessments

Learning Activities: Learner Interaction & Engagement

Instructional Materials/Media

Unit 3.
Capitalization
and
Contractions

3a. Given references, apply the rules for capitalization and contractions in a Study Guide/Workbook IAW Progress Check M15.

- Informal: Appraisal M3 after the synchronous session.
- Formal: Measurement is deferred to PC M15.

- Reading assignments
- No additional active learning activities.

- Presentation Slides
- LMS Module 3
- AFH 33-337
- AFH 36-2235
- HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide

Technical Writer Course Map



Unit 1. Orientation	Unit 2. Basic Grammar Use	Unit 3. Capitalization and Contractions	Unit 4. Numbers, Numerals, and Units of Measure	Unit 5. Abbreviations and Acronyms
Unit 6. Punctuation	Unit 7. Sentences and Paragraphs	Unit 8. Objectives	Unit 9. Outlines	Unit 10. Formatting Units of Instruction
Unit 11. Adding Tables and Figures	Unit 12. Researching and Referencing	Unit 13. Bibliography	Unit 14. Editing and Proofreading	Unit 15. Develop a Study Guide/Workbook19

Learning Activities: Learner Interaction & Engagement

Unit and Title

Objective

Assessments

Learning Activities: Learner Interaction & Engagement

Instructional Materials/Media

Unit 4.
Numbers,
Numerals, and
Units of
Measure

4a. Given references, correctly format Numbers, Numerals, and Units of Measurement for a Study Guide/Workbook IAW Progress Check M15.

- Informal: Appraisal M4 after the synchronous session.
- Formal: Measurement is deferred to PC M15.

- Reading assignments
- No additional active learning activities.

- Presentation Slides
- LMS Module 4
- AFH 33-337
- AFH 36-2235, Volume 10,
- HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide

Technical Writer Course Map



Unit 1. Orientation	Unit 2. Basic Grammar Use	Unit 3. Capitalization and Contractions	Unit 4. Numbers, Numerals, and Units of Measure	Unit 5. Abbreviations and Acronyms
Unit 6. Punctuation	Unit 7. Sentences and Paragraphs	Unit 8. Objectives	Unit 9. Outlines	Unit 10. Formatting Units of Instruction
Unit 11. Adding Tables and Figures	Unit 12. Researching and Referencing	Unit 13. Bibliography	Unit 14. Editing and Proofreading	Unit 15. Develop a Study Guide/Workbook19

Learning Activities: Learner Interaction & Engagement

Unit and Title

Objective

Assessments

Learning Activities: Learner Interaction & Engagement

Instructional Materials/Media

Unit 5.
Abbreviations
and Acronyms

5a. Given references, apply the rules for abbreviations and acronyms in a Study Guide/Workbook IAW Progress Check M15.

- Informal: Appraisal M5 after the synchronous session.
- Formal: Measurement is deferred to PC M15.

- Reading assignments
- No additional active learning activities.

- Presentation Slides
- LMS Module 5
- AFH 33-337
- AFH 36-2235, Volume 10,
- HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide

Technical Writer Course Map



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Unit 6. Punctuation	Unit 7. Sentences and Paragraphs	Unit 8. Objectives	Unit 9. Outlines	Unit 10. Formatting Units of Instruction
Unit 11. Adding Tables and Figures	Unit 12. Researching and Referencing	Unit 13. Bibliography	Unit 14. Editing and Proofreading	Unit 15. Develop a Study Guide/Workbook19

Learning Activities: Learner Interaction & Engagement

Unit and Title

Objective

Assessments

Engagement

Instructional Materials/Media

Unit 6.
Punctuation

6a. Given references, apply the proper use of punctuation in a Study Guide/Workbook IAW Progress Check M15.

- Informal: Appraisal M6 and Exercise M6 after the synchronous session.
- Formal: Measurement is deferred to PC M15.

- Reading assignments
- No additional active learning activities.

- Presentation Slides
- LMS Module 6
- AFH 33-337
- AFH 36-2235, Volume 10,
- HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide

Technical Writer Course Map



Unit 1. Orientation	Unit 2. Basic Grammar Use	Unit 3. Capitalization and Contractions	Unit 4. Numbers, Numerals, and Units of Measure	Unit 5. Abbreviations and Acronyms
Unit 6. Punctuation	Unit 7. Sentences and Paragraphs	Unit 8. Objectives	Unit 9. Outlines	Unit 10. Formatting Units of Instruction
Unit 11. Adding Tables and Figures	Unit 12. Researching and Referencing	Unit 13. Bibliography	Unit 14. Editing and Proofreading	Unit 15. Develop a Study Guide/Workbook19

Learning Activities: Learner Interaction & Engagement

Unit and Title

Objective

Assessments

Engagement

Instructional Materials/Media

Unit 7.
Sentences and Paragraphs

7a. Given references, apply the rules for constructing sentences and paragraphs for a Study Guide/Workbook IAW Progress Check M15.

- Informal: Appraisal M7 after the synchronous session.
- Formal: Measurement is deferred to PC M15.

- Reading assignments
- No additional active learning activities.

- Presentation Slides
- LMS Module 7
- AFH 33-337
- AFH 36-2235, Volume 10
- HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide
- AFI 51-301

Technical Writer Course Map



Unit 1. Orientation	Unit 2. Basic Grammar Use	Unit 3. Capitalization and Contractions	Unit 4. Numbers, Numerals, and Units of Measure	Unit 5. Abbreviations and Acronyms
Unit 6. Punctuation	Unit 7. Sentences and Paragraphs	Unit 8. Objectives	Unit 9. Outlines	Unit 10. Formatting Units of Instruction
Unit 11. Adding Tables and Figures	Unit 12. Researching and Referencing	Unit 13. Bibliography	Unit 14. Editing and Proofreading	Unit 15. Develop a Study Guide/Workbook19

Learning Activities: Learner Interaction & Engagement

Unit and Title

Objective

Assessments

Learning Activities: Learner Interaction & Engagement

Instructional Materials/Media

Unit 8.
Objectives

8a. Given an instructor approved topic, develop knowledge and performance objectives for a Study Guide/Workbook IAW Progress Check M15.

- Informal: Appraisal M7 and Exercise M6 after the synchronous session.
- Formal: Measurement is deferred to PC M15.

- Reading assignments
- No additional active learning activities.

- Presentation Slides
- LMS Module 8AFH 33-337
- AFH 36-2235
- HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide

Technical Writer Course Map



Unit 1. Orientation	Unit 2. Basic Grammar Use	Unit 3. Capitalization and Contractions	Unit 4. Numbers, Numerals, and Units of Measure	Unit 5. Abbreviations and Acronyms
Unit 6. Punctuation	Unit 7. Sentences and Paragraphs	Unit 8. Objectives	Unit 9. Outlines	Unit 10. Formatting Units of Instruction
Unit 11. Adding Tables and Figures	Unit 12. Researching and Referencing	Unit 13. Bibliography	Unit 14. Editing and Proofreading	Unit 15. Develop a Study Guide/Workbook19

Learning Activities: Learner Interaction & Engagement

Unit and Title

Objective

Assessments

Engagement

Instructional Materials/Media

Unit 9.
Outlines

9a. Given an instructor approved topic, develop an outline for a Study Guide/Workbook IAW Progress Check M9.

- Informal: Appraisal M9 and Exercise M9 after the synchronous session.
- Formal: Measurement is PC M9.

- Reading assignments
- No additional active learning activities.

- Presentation Slides
- LMS Module 9
- AFH 33-337
- AFH 36-2235, Volume 10
- HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide

Technical Writer Course Map



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Unit 6. Punctuation	Unit 7. Sentences and Paragraphs	Unit 8. Objectives	Unit 9. Outlines	Unit 10. Formatting Units of Instruction
Unit 11. Adding Tables and Figures	Unit 12. Researching and Referencing	Unit 13. Bibliography	Unit 14. Editing and Proofreading	Unit 15. Develop a Study Guide/Workbook19

Learning Activities: Learner Interaction & Engagement

Unit and Title

Objective

Assessments

Learning Activities: Learner Interaction & Engagement

Instructional Materials/Media

Unit 10.
Formatting
Units of
Instruction

10a. Given references, format units of instruction for a Study Guide/Workbook IAW Progress Check M15.

- Informal: Appraisal M10 and Exercise 10 after the synchronous session.
- Formal: Measurement is deferred to PC M15.

- Reading assignments
- No additional active learning activities.

- Presentation Slides
- LMS Module 10
- AFH 33-337
- AFH 36-2235, Volume 10
- HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide
- AFI 51-301

Technical Writer Course Map



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Unit 6. Punctuation	Unit 7. Sentences and Paragraphs	Unit 8. Objectives	Unit 9. Outlines	Unit 10. Formatting Units of Instruction
Unit 11. Adding Tables and Figures	Unit 12. Researching and Referencing	Unit 13. Bibliography	Unit 14. Editing and Proofreading	Unit 15. Develop a Study Guide/Workbook19

Learning Activities: Learner Interaction & Engagement

Unit and Title

Objective

Assessments

Engagement

Instructional Materials/Media

Unit 11.
Adding Tables
and Figures

11a. Given references, incorporate a minimum of one table and two figures in a Study Guide/Workbook IAW Progress Check M15.

- Informal: Appraisal M11 and Exercise M11 after the synchronous session.
- Formal: Measurement is deferred to PC M15.

- Reading assignments
- No additional active learning activities.

- Presentation Slides
- LMS Module 11AFH 33-337
- AFH 36-2235, Volume 10HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide

Technical Writer Course Map



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Unit 6. Punctuation	Unit 7. Sentences and Paragraphs	Unit 8. Objectives	Unit 9. Outlines	Unit 10. Formatting Units of Instruction
Unit 11. Adding Tables and Figures	Unit 12. Researching and Referencing	Unit 13. Bibliography	Unit 14. Editing and Proofreading	Unit 15. Develop a Study Guide/Workbook19

Learning Activities: Learner Interaction & Engagement

Unit and Title

Objective

Assessments

Engagement

Instructional Materials/Media

Unit 12.
Researching
and
Referencing

12a. Given references, conduct research and provide references for a Study Guide/Workbook IAW with Progress Check M15.

- Informal: Appraisal M12 after the synchronous session.
- Formal: Measurement is deferred to PC M15.

- Reading assignments
- No additional active learning activities.

- Presentation Slides
- LMS Module 12AFH 33-337
- AFH 36-2235, Volume 10
- HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide
- AFI 51-301

Technical Writer Course Map



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Unit 6. Punctuation	Unit 7. Sentences and Paragraphs	Unit 8. Objectives	Unit 9. Outlines	Unit 10. Formatting Units of Instruction
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Learning Activities: Learner Interaction & Engagement

Unit and Title

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Engagement

Instructional Materials/Media

Unit 13.
Bibliography

13a. Given references, prepare a bibliography for a Study Guide/Workbook IAW Progress Check M15.

- Informal: Appraisal M13 and Exercise M13 after the synchronous session.
- Formal: Measurement is deferred to PC M15.

- Reading assignments
- No additional active learning activities.

- Presentation Slides
- LMS Module 13
- AFH 33-337
- AFH 36-2235, Volume 10
- HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide
- AFI 51-301

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Unit 6. Punctuation	Unit 7. Sentences and Paragraphs	Unit 8. Objectives	Unit 9. Outlines	Unit 10. Formatting Units of Instruction
Unit 11. Adding Tables and Figures	Unit 12. Researching and Referencing	Unit 13. Bibliography	Unit 14. Editing and Proofreading	Unit 15. Develop a Study Guide/Workbook19

Learning Activities: Learner Interaction & Engagement

Unit and Title

Objective

Assessments

Engagement

Instructional Materials/Media

Unit 14.
Editing and Proofreading

14a. Given references and knowledge from previous modules, edit a draft Study Guide/Workbook IAW Progress Check M14.

- Informal: None
- Formal: Measurement is PC M14.

- Reading assignments
- No additional active learning activities.

- Presentation Slides
- LMS Module 14
- AFH 33-337
- AFH 36-2235, Volume 10
- HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide
- AFI 51-301

Technical Writer Course Map



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Unit 6. Punctuation	Unit 7. Sentences and Paragraphs	Unit 8. Objectives	Unit 9. Outlines	Unit 10. Formatting Units of Instruction
Unit 11. Adding Tables and Figures	Unit 12. Researching and Referencing	Unit 13. Bibliography	Unit 14. Editing and Proofreading	Unit 15. Develop a Study Guide/Workbook

Learning Activities: Learner Interaction & Engagement

Unit and Title

Objective

Assessments

Engagement

Instructional Materials/Media

Unit 15.
Develop a Study Guide/
Workbook

15a. Using your previously prepared outline, develop a Study Guide/Workbook, to include a bibliography and illustrations, IAW Progress Check M15.

- Informal: None
- Formal: Measurement is PC M15.

- Reading assignments
- No additional active learning activities.

- Presentation Slides
- LMS Module 15
- AFH 33-337
- AFH 36-2235, Volume 10
- HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide
- AFI 51-301