



GUJARAT TECHNOLOGICAL UNIVERSITY
Syllabus for Bachelor of Vocation (B.Voc.), 5th Semester
Branch: Information Technology
Subject Name: Technical Writer
OJT Elective- SSCQ4501
Subject Code: 1150508

Type of course: On-Job Training (Elective)

Prerequisite: NA

Rationale: - On-job training, also known as OJT, is a hands-on method of teaching the skills, knowledge, and competencies needed for students to Perform a specific task within the workplace. Students learn in an environment where they will need to practice the knowledge and skills obtained during their training.

Teaching and Examination Scheme:

Teaching Scheme			Credit	Examination Marks				Total Marks
L	T	P		Theory Marks		Practical Marks		
			ESE (E)	PA (M)	ESE (V)	PA (I)		
0	0	30	15	0	0	100	100	200

L- Lectures; T- Tutorial/Teacher Guided Student Activity; P- Practical; C Credit; ESE- End Semester Examination; PA- Progressive Assessment

Course Details:

Suggested List of Exercise / Practical:

Sr. No.	Training/Hands on Exercise	Hrs.
1	<p>Create documents to support the deployment and use of software products/applications</p> <ol style="list-style-type: none"> 1. PC1 Establish clearly with appropriate people the purpose, scope, format and target audience for the documents 2. PC2. Gain sufficient hands-on experience to be able to describe software products/applications and their features in documents 3. PC3. Access existing documents, language standards, templates and documentation tools from your organization's knowledge base 4. PC4. Liaise with internal teams to obtain and verify the information required for the documents 5. PC5. Verify the content and structure of the documents with appropriate people 6. PC6. Create documents using standard templates and agreed language standards 7. PC7. Review documents with appropriate people 8. PC8. Identify and implement corrective actions for identified defects 9. PC9. Record corrective actions for identified defects to inform future designs 10. PC10. Submit documents for approval by appropriate people 11. PC11. Publish documents in agreed formats 12. PC12. Update your organization's knowledge base with your experiences of creating documents 	100



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	13. PC13. Comply with your organization's policies, procedures and guidelines when creating documents to support the deployment and use of software products/applications	
2	Create documents for knowledge sharing 1. PC1. Establish with appropriate people the purpose, scope, formats and target audience for the documents 2. PC2. Access existing documents, language standards, templates and documentation tools from your organization's knowledge base 3. PC3. Liaise with appropriate people to obtain and verify the information required for the documents 4. PC4. Confirm the content and structure of the documents with appropriate people 5. PC5. Create documents using standard templates and agreed language standards 6. PC6. Review documents with appropriate people and incorporate their inputs PC2. Consult stakeholders early in critical organization-wide decisions 7. PC7. Submit documents for approval by appropriate people 8. PC8. Publish documents in agreed formats 9. PC9. Update your organization's knowledge base with the documents 10. PC10. Comply with your organization's policies, procedures and guidelines when creating documents for knowledge sharing	100
	Total	200

Course Outcomes

Sr.No.	Co statements:
CO 1	Make documents using standard templates and agreed language standards.
CO 2	Update your organization's knowledge base with the documents.

Reference

https://nsdcindia.org/sites/default/files/QP_SSC-Q4501_Technical_Writer.pdf