

# VALUE ADDED COURSE



## ALAGAPPA UNIVERSITY

(A State University Established by the Government of Tamil Nadu in 1985,  
Accredited with A+ Grade by NAAC (CGPA 3.64) in the Third Cycle, Graded as Category-I  
University and Granted Autonomy by MHRD-UGC, MHRD-NIRF 2020 Rank : 36, QS 2020 India Rank : 24)

KARAIKUDI - 630 003, Tamil Nadu, India



### DEPARTMENT OF CORPORATE SECRETARYSHIP

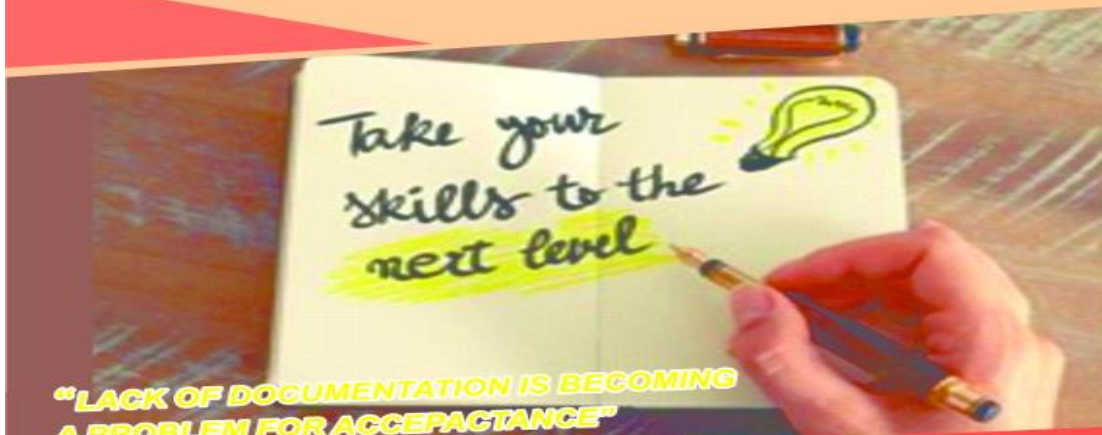
#### Value Added Course DOCUMENTATION WRITING SKILLS

Course Code : **CSVAC-01**

Duration : **30 Hours**

Session : **September 2021 - October 2021**

Course Coordinator  
**Dr. C. VETHIRAJAN**



**“LACK OF DOCUMENTATION IS BECOMING  
A PROBLEM FOR ACCEPTANCE”**

#### LEARNING OUTCOMES :

- Students would get the knowledge of effectively communicate information through written documents, ensuring clarity, conciseness, and coherence.
- Students would get the knowledge of effectively communicate information through written documents, ensuring clarity, conciseness, and coherence
- Students would be able to learn techniques to create well-structured, accurate, and professional-quality documents, resulting in improved documentation standards.
- Students would understand the importance of adhering to professional standards, including grammar, punctuation, formatting, and style guidelines, leading to polished and professional documentation

COURSE CODE: CSVAC 01 COURSE NAME: DOCUMENTATION WRITING SKILLS

Objectives	<p>To enable the students</p> <ul style="list-style-type: none"> <li>• To acquire knowledge on document writing skills</li> <li>• To understanding of the registration procedures</li> <li>• To apply the knowledge in preparing document</li> <li>• To develop skill in preparation of documents and getting them registration</li> </ul>
Unit-1	<p><b>Introduction to Documentation:</b> Documentation - Importance -different types of documentation- instruction manuals-technical reports-research papers-user guides-policies and procedures- other documents that are commonly used in different industries.</p>
Unit-II	<p><b>Organization and Structure:</b> Effectively organize and structure documents-creating outlines,-headings and sub headings,-establishing alogical flow of information -Writing skills-grammar-punctuation-syntax, and style -an emphasis on writing clearly and concisely.</p>
Unit-III	<p><b>Formatting and Layout:</b> Formatting and layout -options for different types of documents- tables-charts-adding graphics-choosing fonts-colours -Editing and proof reading-accuracy and consistency.</p>
Unit-IV	<p><b>Collaboration and Teamwork:</b> Working collaboratively -documentation projects-version control – peer review – feedback –Legal and regulatory considerations documentation in different industries-HIPAA regulations-health care documentation-OSHA regulations-work place safety.</p>
Unit-V	<p><b>Tools and Technology:</b> Creating, editing, and publishing documents-Microsoft Word-Adobe Acrobat-content management systems-Specialized documentation-software documentation – medical documentation – scientific research papers.</p>
References and Textbooks:	<ul style="list-style-type: none"> <li>• "The Elements of Style" by William Strunk Jr. and E.B. White: This classic guide provides essential rules of English grammar and writing style(2017)</li> <li>• "The Chicago Manual of Style": This comprehensive guide offers guide lines for grammar, punctuation, formatting(2015)</li> <li>• "Effective Business Communication" by Asha Kaul: This book focuses on various aspects of business communication (2012)</li> <li>• "Technical Writing: Principles and Practice" by Meenakshi Raman and Sangeeta Sharma: This book offers a comprehensive (2016)</li> </ul>
Outcomes	<p>After completing the programme successfully</p> <ul style="list-style-type: none"> <li>• The students would be able to draft documents in their jobs without the help of professional document writers.</li> <li>• The students would be able to engage in Professional document writing jobs.</li> </ul>

