



National University



of Computer and Emerging Sciences

Department	Computer Science	Dept. Code	CS
Course Title	Technical and Business Writing	Course Code	SS2007
Pre-requisite(s)	SS1014	Credit Hrs.	3
Course Objective:	The purpose of this course is to enable students to understand the definition and the style of technical communication. The students will learn how to produce effective technical documents, like, reports, user manuals, specification, etc. in business and industry. They will learn the universally accepted and international standards of technical communication. Using principles of analyzing and planning to meet the reader's informational needs, students produce proposals, instructions and the various types of informative and persuasive reports used in organizations. In this way, they will develop skills necessary for effective performance in professional life.		
PLO	Program Learning Outcome (PLO) Statement		
10	Communication	Communicate effectively on complex computing activities with the computing community and with society at large.	
12	Life-long Learning	Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological changes.	

CLO	Course Learning Outcome (CLO)	Domain	Taxonomy Level	PLO	Tools
01	Utilize efficient writing style for producing an effective technical document.	Cognitive	3	10	A, M
02	Compose reports for effective performance in professional life.	Cognitive	6	10	A, F, CA
03	Design, document, and develop a research project.	Cognitive	6	12	RP, M, F
04	Displays the internationally accepted standards of technical communication.	Affective	5	12	M, F, RP

Tool: A = Assignment, M = Midterm, F=Final, CA =Class Activity ,RP = Research Project

Text Book(s)	Title	Technical Communication and its applications
	Author	Jerome N. Borowick
	Publisher	Prentice Hall
Ref. Book(s)	Title	Technical Writing
	Author	John M. Lannon
	Publisher	Scott Foresman & Co.
	Title	Writing for Computer Science
	Author	Justin Zobel.
	Publisher	Springer.

Particulars	% Marks		
1. Assignments	7 %		
2. Quizzes	4 %	5. Mid-Terms	30 %
3. Final Project	5+2 %	6. Final Exam	50 %
4. Class Participation	2 %	Total:-	100

Weeks	Contents/Topics	CLOs	Tools
Week-01	<ul style="list-style-type: none"> Orientation class Technical Writing: Definitions, History, Purposes, Functions, Defining Characteristics 	1	A1, M1
Week-02	<ul style="list-style-type: none"> The Technical Style: Clarity, Precision, Objectivity, Simplicity, & Economy 	1	A1, M1
Week-03	<ul style="list-style-type: none"> The Technical Writing Process- Purpose analysis & Audience Analysis Data Collection & Analysis- Primary & Sources, Qualitative & Quantitative Data Quiz 1 from topics of week 1 & 2.	1	A2, M1
Week-04	<ul style="list-style-type: none"> Constructing Effective Paragraphs for the technical prose Writing Synthesis Essay Class Assignment 1: Synthesis Essay (Deadline: week 5)	1	A1, M1
Week-05	<ul style="list-style-type: none"> How to write instructions in user guides Assignment 2: Making a User guide (Deadline: week 8) 	2	A2, F
Week -06	MID 1		
Week-07	<ul style="list-style-type: none"> CV/Resume Writing Cover Letters Assignment 3: Resume writing (Deadline: week 10)	2,4	A3, M2
Week-08	<ul style="list-style-type: none"> How to read a Research Paper Introduction to Scientific Research Research Proposal 	3,4	FP, M2
Week-09	<ul style="list-style-type: none"> The Technical Report: Writing the Introduction and Literature Review Sections 	3,4	FP, M2,F
Week-10	<ul style="list-style-type: none"> Technical Reports: Method, Results, Conclusion and Recommendation Sections 	3,4	FP, M2
Week-11	<ul style="list-style-type: none"> Quiz 2 from topics of week 8, 9, & 10. Preparing Prefatory Parts for Technical Reports: Title Page, Table of Contents, Letter of Transmittal, Abstract, & Executive Summary 	3,4	FP, M2
Week-12	MID-II		
Week-13	<ul style="list-style-type: none"> Supplementary Parts Short Survey Report 	3,4	F
Week-14	<ul style="list-style-type: none"> Feasibility Studies (Class Participation 1-Activity) Progress Reports (Class Participation 2- Activity) 	2,4	F, CP
Week-15	<ul style="list-style-type: none"> Technical Proposals (Class Participation 3- Activity) Professional Emails (Class Participation 4- Activity) 	2,4	F, CP
Week-16	<ul style="list-style-type: none"> Revision Project Presentation 	2,3 ,4	F, CP