National University

of Computer and Emerging Sciences

Department	Computer Science		Dept. Code	CS
Course Title	Technical and Business Writing		Course Code	SS153
Pre-requisite(s)	SS152		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.

Assessment

Particulars	% Marks
1. Assignments	8 %
2. Oral Presentation	2 %
3. Final Project	5 %
4. Class Performance	5%
5. Mid-Terms	30 %
6. Final Exam	50 %
Total:-	**100**

Weeks	Contents/Topics	CLOs	Tools
Week-01	• Orientation class • Technical Writing: Definitions, History, Purposes, Functions, Defining Characteristics	1	A1, M1
Week-02	• The Technical Style: Clarity, Precision, Objectivity, Simplicity, & Economy	1	A1, M1
Week-03	• The Technical Writing Process- Purpose analysis & Audience Analysis • Data Collection & Analysis- Primary & Sources, Qualitative & Quantitative Data	1	A2, M1
Week-04	• Constructing Effective Paragraphs for the technical prose • Writing Synthesis Essay • **Assignment 1: Synthesis Essay (Deadline: week 5)**	1	A1, M1
Week-05	• 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	• CV/Resume Writing • Cover Letters • **Assignment 3: Resume writing (Deadline: week 10)**	2,4	A3, M2
Week-08	• Introduction to Scientific Research • The Technical Report: Writing the Introduction and Literature Review Sections	3,4	FP, M2
Week-09	• Technical Reports: Method, Results, Conclusion and Recommendation Sections	3,4	FP, M2,F
Week-10	• Preparing Prefatory Parts for Technical Reports: Title Page, Table of Contents, Letter of Transmittal, Abstract, & Executive Summary	3,4	FP, M2
Week-11	• Supplementary Parts • Citation & Referencing	3,4	FP, M2
Week-12	**MID-II**		
Week-13	• Writing Project Proposals • Software Management Plan • Software Requirements Specifications • Software Design Specifications	3,4	F
Week-14	• Feasibility Studies **(Class Participation 1-Activity)** • Progress Reports **(Class Participation 2- Activity)**	2,4	F, CP
Week-15	• Technical Proposals **(Class Participation 3- Activity)** • Business Letters: Format, Tone, Structure **(Class Participation 4- Activity)**	2,4	F, CP
Week-16	• Memo Writing, Minutes of the Meeting **(Class Participation 5-Activity)** • **Project Presentation** • Revision	2,3, 4	F, CP