

GANPAT UNIVERSITY									
FACULTY OF TECHNOLOGY									
Programme		Bachelor of Technology			Branch/Spe c.		Computer Science and Engineering (CBA/MA/BDA)		
Semester		IV			Version		1.0.0.0		
Effective from Academic Year			2018-19		Effective for the batch Admitted in			June 2017	
Subject code		2CSE406		Subject Name		Technical Communication			
Teaching scheme					Examination scheme (Marks)				
(Per week)	Lecture(DT)		Practical(Lab.)		Total		CE	SEE	Total
	L	TU	P	TW					
Credit	0	0	1	0	1	Theory	-	-	-
Hours	0	0	2	0	2	Practical	30	20	50
Pre-requisites:									
Basic English knowledge, English Grammar.									
Learning Outcome:									
<ul style="list-style-type: none"> • Act ethically in their role in the communication situation. • Apply concepts of information design. These concepts include effective ways to design documents for print, web, and other electronic means of communication in order to construct documents meaningful to the audience. • Use visual items in effectively constructing meaning in communication situations. • Create clear, concise technical documents that effectively use style and grammar and information structure in ways that create meaning with the reader. • Collaborate effectively in various writing situations, including planning, creating, and managing, evaluating, editing and revising document production. 									
Theory syllabus									
Unit	Content								Hrs
1	<p>Lab Work</p> <p>Foundation of Reading & Writing, Introduction to Technical Writing, Introduction to research papers, articles, technical notes, Document Development Life Cycle, Software Tools (LaTeX, etc.), concept of technical publication</p> <p>Students create a variety of projects, drawn from the genres listed below, and engage in numerous discussions and group activities to facilitate their ability to create effective documents.</p>								
2	<p>Case Study</p> <p>Design Specification, User Manual / Guides, Hardware Manuals, Installation Manuals, Online Help, Web sites, Analytical/Feasibility Reports, Proposals (Business Development Perspective), Lab/Science Reports, Project proposal writing, Abstracts, Progress reports</p>								
Practical content									
<ol style="list-style-type: none"> 1. Write an Article (Including Maths formulae, Image file, Multi-Column Output) 2. Write a research paper & report 3. Business Communication - Letters writing. <ol style="list-style-type: none"> 1.) Application Letter / Resume 2.) Complaint Letter 3.) Adjustment Letter 4.) Inquiry Letter 5.) Apology Letter 4. Write Technical Project Proposal 									

	<ol style="list-style-type: none"> 5. Power point for Business Proposal 6. Write a report on Industrial visit. 7. Write a Technical Review report. 8. Prepare a PPT using Beamer classes 9. Prepare Test Bug Report 10. Prepare Release Note 11. Prepare Project Dash Board 12. Prepare Project Dash Board using EVM
Text Books	
1	
Reference Books	
1	Markel, Mike. Technical Communication. 7th ed. New York, NY: Bedford/St. Martin's, 2003. ISBN: 9780312403386.
2	Buy at Amazon Hacker, Diana. A Pocket Style Manual. 4th ed. New York, NY: Bedford/St. Martin's, 1999. ISBN: 9780312406844.
3	Perelman, Leslie C., James Paradis, and Edward Barrett. The Mayfield Handbook of Technical and Scientific Writing. New York, NY: McGraw-Hill, 1997. ISBN: 9781559346474.