## **Guideline for CSSE 308 Technical Communications**

## 308

Catalog description: Communication skills for computer professionals. Writing, speaking, electronic communication. Structure and content of software documentation. CS Majors are to take this course concurrently with CSSE 487, the first quarter of the capstone software project course. Pre-requisites: C (2.0) or better in CSSE 250, and ENGL 110. (Fall).

*Course objective:* Cover the topics in the course description, along with proficiency in making formal presentations relating to computer science and software engineering.

*Pre-requisite knowledge*: Programming and computer systems knowledge and basic English language communication skills.

Topics covered in depth:

- 1) Oral Presentations: presentation objectives, canons, ethics, organization of presentations, introductions, conclusions, body of presentation, and delivery.
- 2) Written Communications: types of technical communications, organization of written communications, writing, reviewing and editing, and preparation for publishing or printing.
- 3) Software Project Management: management principles, project planning and control, and project reporting.

*Topics covered to introduce terminology and basic concepts:* 

- 1) Principles of persuasive, informative and instructive communication.
- 2) Ethics and responsibility in communications.
- 3) Terminology for preparation and printing of written communications.
- 4) Project management controls.
- 5) Project activity networks and project planning tools.
- 6) Professional electronic communication (email).
- 7) Audience analysis.

Assessment: Primarily exams, student presentations, and homework assignments.

*Demonstrable Outcome:* Students to demonstrate understanding of course topics and knowledge of basic terms/definitions, applications, and theory. Student proficiency in making oral presentations and writing technical documents.