UNIVERSITY OF MADRAS
BACHELOR OF COMPUTER APPLICATIONS (BCA)
DEGREE PROGRAMME
SYLLABUS WITH EFFECT FROM 2023-2024

Year: II   **Semester: IV**

Technical Writing	220S4B
Common for B.C.A. , B.Sc.-SA , B.Sc.-CSc , B.Sc.-CSc-wAI , B.Sc.-CSc-wDS	
Credits 2	**Lecture Hours: 2 per week**

Learning Objectives: (for teachers: what they have to do in the class/lab/field)
- This course is designed to guide students towards rhetorical, professional, and compositional competencies necessary to ethically and effectively create and analyse technical documents and communication.
- Technical communication competency will be accomplished through a structured exploration of professional/technical contexts and through the production of several documents and projects typical to many forms of technical writing

Course Outcomes: (for students: To know what they are going to learn)
1. Students will learn to analyse communication-related problems and develop solutions through the composition of technical documents from a number of genres and within several settings (i.e., print, web, interactive software) and contexts (e.g., academic, corporate, non-profit, governmental).
2. Students will explore rhetorical and professional strategies in order to discover howto clearly identify and address audiences and stakeholders, organizational contexts, and ethical concerns in the act of communication

Units	Contents
I	What is technical writing?Difference between technical writing and other forms of writing. Qualities and qualifications of technical writers.
II	End products of technical writing.professionalsinvolved-projectmanager/editor,writers, graphic artists; liaison with product engineers/scientists and clients.
III	Roles and responsibilities of writers, editors/project managers.7 Cs of effective writing:Document formats – hard and soft copy versions designs.
IV	Principlesoftechnicalwriting;stylesintechnicalwriting;clarity,precision,coherenceand logical sequence in writing.
V	Stages of Technical writing. Document development process, Technical documentation, Planning, Tools, architecture, templates, content development, technical reviews, editorial reviews. Quality control.

Books for References
1. Technical writing style by – Dan Jones , Sam Dragga
2. Handbook of Technical writing by- Walter.E.ollu -1976
3. Technical Writing by- Serena Henning
4. Technical writing process by – Kieran Morgan and Sanja Spejic -2015
5. A guide to technical writing by – T.A. Rickard