CSE/ISE300 Communications S14

- Location: Room 2205 Computer Science, 2nd floor, Multimedia Lab
- Time: Tue/Thur 5:30-6:50PM
- Free Online Webbook: Technical Writing, by David McMurrey
  http://www.prismnet.com/~hcexres/textbook/
- Instructor: Professor Larry Wittie
- Office/Lab: Room 1308 Computer Science, 1st floor, Network Lab
- Office Hours: 4:10-5:25+7-7:15pm Tu/Th, if door is ajar, or by appointment
- Phone: 632-8750 (not 2-8456)
- Email: larry.wittie@stonybrook.edu
- Course Homepage: http://www.cs.sunysb.edu/~lw/teaching/cse300
CSE/ISE 300
New Computer Talks: Day 3, 8 April 2014

Speakers Order
Day 3 Tuesday 4/8/14

3.1 Luis Escobar
3.2 Steven Hsieh
3.3 Daniel Sill
3.4 Andrew Louie
3.5 Joseph Ragusa
3.6 Thomas DuPlessis
3.7 Ningwen Dong
CSE/ISE 300
New Computer Talks: Day 4, 15 April 2014

Speakers Order
Day 4 Tuesday 4/15/14

4.1 Jason Huang
4.2 Andy Hong
4.3 Shafir Uddin
4.4 Shiwei He
4.5 Jerry Luo
4.6 Brendan Rivers
Talks on Why I Need a New Work Computer began in class on Thursday, 27 March 2014.

Aim for a 7-minute (6-8 min.) talk to your boss and colleagues in your company. Persuasively request a new computer for your work. Justify why the firm will benefit from buying you (or your team) new computer(s). Be clear why you need a new machine, what computer model with what features, and what total price from what source.

Bring your own laptop (Mac or PC with VGA capability) or bring your power point slides for a PC on a USB stick or CD.

Email your ppt (or pptx) slides to larry.wittie@stonybrook.edu with the Subject: 300 slides.
CSE/ISE 300
New Computer Talks

Derive your talk from your memo2 submission, but with visual aids, 4 to 10 slides. Explain why you need a new computer, its type, and how it will increase your value to the firm. (In doing so, let me know what is your job and your company’s business, but in a way that will not bore your boss, who knows what business, but not why you need a new machine for your own job.) Describe the key technical features of your new computer; tell why each one is critical for you to do your job more efficiently. Precisely specify the computer brand, model, cost, and vendor. Convince your boss to spend a little money.

On the slide just before your final “conclusions” slide, list all web and printed references used for your talk, including the precise URLs of all websites which gave you details about your desired new computer. Use a small font, if needed to fit at bottom of the slide.

See lectures 12+13 for guidelines on slide creation and talk delivery.
Problems in Talks Last Semester

1. Speaking too fast, especially with accented English
2. Mumbling just before finishing discussion of a slide
3. Slide tables and graphics copied from the web
4. Too many details in tables and lists
5. Too many colors in tables on one slide
6. Too small, illegible fonts used in tables and graphics
7. Reading from screen too often, not scanning the audience
8. Not speaking for at least six minutes
Problems in Talks This Semester

1. Talking too fast - Speak for seven (6 to 8) minutes
2. Mumbling just before finishing discussion of a slide
3. Speaking softly - Talk loudly to reach the back wall
4. Reading from screen too often, not scanning faces
5. Too much verbatim text from written memo2
6. Text in bottom 1/5th of slides hidden by iMac screens
7. Saying “uhh - uhh” during pauses in your talk.
8. Forgetting to email your ‘300 slides to larry.wittie
Draft of your resume due this Thurs 4/10/14

Bring a printed 1- to 2-page resume for yourself to class.

See http://www.prismnet.com/~hcexres/textbook/Resumes  Example resume 2 & see others  Frames/text

Sharon Hutchinson

00000 Oakhurst
Austin, TX 78000
512/000-0000

May 1988—Present

TeleDynamics, L.L.P.

Job titles
• System Administrator (1993-Present)
• Data Processing Manager (1989-1993)
• Data Entry/Computer Operator (1988-1989)

Accomplishments
• Assisted controller with conversion of manual purchase order and accounts payable systems to a software program and linked all modules to the general ledger module.
• Linked all modules to the general ledger module.
Draft of your resume due this Thurs 4/10/14

Accomplishments
• Assisted controller with conversion of manual purchase order and accounts payable systems to a software program and linked all modules to the general ledger module.
• Linked all modules to the general ledger module.
• Instrumental in decision to interface Windows applications with Novell network and accounting system.
• Assisted Controller and outside auditors with two bank audits.
• Upgraded shipping system to integrate with accounting system - project on-line on schedule.

Responsibilities
• Administer the day-to-day operations of a Novell 3.12 LAN with 23 PCs using MS-DOS and Windows applications.
• Close accounting system for month and year end processing.
• Assist employees with questions on customer service, company procedural issues and computer operations.
• Coordinate hardware and software upgrades.
• Assist controller with month-end reconciliation of inventory, accounts receivable, and accounts payable.
• Train users on Windows applications, new shipping system, and custom enhancements to accounting software.
Draft of your resume due this Thurs 4/10/14

- Train users on Windows applications, new shipping system, and custom enhancements to accounting software.

May 1986—Mar. 1988

*Smith Produce—Computer Operator*
- Assisted in conversion of manual order entry and inventory systems to computerized system.
- Reconciled cash and made daily back deposits.
- Responsible for all system administration and monthly backups and generating monthly reports to be sent to parent company in Houston.

1985—1986

*Other Part-Time Employment*
- Held part-time and temporary positions as sales clerk, clerical and receptionist/courier to help finance my education.

**TECHNICAL SKILLS**
Draft of your resume due this Thurs 4/10/14

TECHNICAL SKILLS

- Novell 3.12
- MS-DOS
- Microsoft Windows 3.1 & 3.11
- Excel 5.0
- Word 6.0
- Working knowledge of Foxpro for MS-DOS

EDUCATION

Jan. 1996—Present
Austin Community College (ACC)
Area of study: Computer Information Systems—Local Area Network

University of Texas at Austin
Area of study: Business Administration


REFERENCES

Furnished upon request

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