COURSE OUTLINE
Revision: Roger Bourret, Spring 2008

DEPARTMENT: Academic Programs
PROGRAM: Applied Academics
COURSE TITLE: Technical Report Writing
COURSE NUMBER: ENGL 108
TYPE OF COURSE: Vocational/Technical
   Special Requirement Met: None
AREA(S) OF KNOWLEDGE: None
COURSE LENGTH: 1 quarter
CREDIT HOURS: 3 credits
LECTURE HOURS: 33
LAB HOURS: 0
CLASS SIZE: 24
PREREQUISITES: ENGL& 101 or ENGL 106 or Permission of Instructor

COURSE DESCRIPTION:
Technical writing for the professional or student. Covers technical communications skills needed in industry. Provided examples of written or oral presentations typically required in a technical work setting.

STUDENT LEARNING OUTCOMES ADDRESSED:

1. Communication – Read and listen actively to learn and communicate. Speak and write effectively for personal, academic, and career purposes.

2. Human Relations – Use social interactive skills to work in groups effectively. Recognize the diversity of cultural influences and values.
STUDENT LEARNING OUTCOMES ADDRESSED: (cont.)

3. Critical thinking and Problem-Solving – Think critically in evaluating information, solving problems, and making decisions.

4. Technology – Select and use appropriate technological tools for personal, academic, and career tasks.

5. Personal Responsibility – Be motivated and able to continue learning and adapt to change. Value one’s own skills, abilities, ideas, and art. Take pride in one’s work. Manage personal health and safety. Be aware of civic and environmental issues.

6. Information Literacy – Access and evaluate information from a variety of sources and contexts, including technology. Use information to achieve personal, academic, and career goals, as well as to participate in a democratic society.

GENERAL COURSE OBJECTIVES:

At the end of the course the student will:

1. Use various formats for research and reporting on technical projects and, if appropriate, group process.
2. Use graphics and page layout to illustrate technical or procedural information.
3. Coordinate project activities with others including writing and presenting reports.
4. Use information technology to research and present technical information.

TOPICAL OUTLINE:

I. Project creation and planning
II. Writing proposals
III. Group process
IV. Reports: formal, informal, status reports, logs and minutes
V. Editing and revising a group project
VI. Oral presentation in groups

REVISED BY: Roger Bourret
DATE: Spring 2008
Course Prefix and Number: ENG 108  
Course Title: Technical Report Writing

<table>
<thead>
<tr>
<th>SLO #</th>
<th>Included in Course Objective Number</th>
<th>SCC Student Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLO 1.1</td>
<td>1-4</td>
<td>Communication - Read and listen actively</td>
</tr>
<tr>
<td>SLO 1.2</td>
<td>1-4</td>
<td>Communication - Speak and write effectively</td>
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<tr>
<td>SLO 2.1</td>
<td></td>
<td>Computation - Use mathematical operations</td>
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<tr>
<td>SLO 2.2</td>
<td></td>
<td>Computation - Apply quantitative skills</td>
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<tr>
<td>SLO 2.3</td>
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<td>Computation - Identify, interpret, and utilize higher level mathematical and cognitive skills</td>
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<tr>
<td>SLO 3.1</td>
<td>3</td>
<td>Human Relations - Use social interactive skills to work in groups effectively</td>
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<tr>
<td>SLO 3.2</td>
<td>3</td>
<td>Human Relations - Recognize the diversity of cultural influences and values</td>
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<tr>
<td>SLO 4.1</td>
<td>4</td>
<td>Critical Thinking and Problem Solving - Technology - Select and use appropriate technological tools</td>
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<tr>
<td>SLO 5.1</td>
<td>4</td>
<td>Personal Responsibility - Be motivated and able to continue learning and adapt to change</td>
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<tr>
<td>SLO 6.1</td>
<td>1,3</td>
<td>Personal Responsibility - Value one's own skills, abilities, ideas and art</td>
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<td>SLO 7.1</td>
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<td>Information Literacy - Access and evaluate information</td>
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