

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.

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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

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Course Prefix and Number: ENG 108
 Course Title: Technical Report Writing

SLO #	Included in Course Objective Number	SSCC Student Learning Outcomes
SLO 1.1	1-4	Communication - Read and listen actively
SLO 1.2	1-4	Communication - Speak and write effectively
SLO 2.1		Computation - Use mathematical operations
SLO 2.2		Computation - Apply quantitative skills
SLO 2.3		Computation - Identify, interpret, and utilize higher level mathematical and cognitive skills
SLO 3.1	3	Human Relations - Use social interactive skills to work in groups effectively
SLO 3.2	3	Human Relations - Recognize the diversity of cultural influences and values
SLO 4.1		Critical Thinking and Problem Solving -
SLO 5.1	4	Technology - Select and use appropriate technological tools
SLO 6.1	1,3	Personal Responsibility - Be motivated and able to continue learning and adapt to change
SLO 6.2	1,3	Personal Responsibility - Value one's own skills, abilities, ideas and art
SLO 6.3	1,3	Personal Responsibility - Take pride in one's work
SLO 6.4		Personal Responsibility - Manage personal health and safety
SLO 6.5		Personal Responsibility - Be aware of civic and environmental issues
SLO 7.1	4	Information Literacy - Access and evaluate information
SLO 7.2	4	Information Literacy - Use information to achieve personal, academic, and career goals, as well as to participate in a democratic society

PREPARED BY: Roger Bourret
 DATE: Spring 2008