



**Future Academy**  
**Higher Future Institute for Specialized Technological Studies**

**Course Specification**

**1- Course information:**

<b>Course Code:</b>	HUM112
<b>Course Title:</b>	Technical writing
<b>Year/level</b>	1 <sup>st</sup>
<b>Academic Programs</b>	Computer Science Program (B.Sc.)
<b>Contact hours/ week</b>	Theoretical =2hrs

**2- Course aims:**

Reports are written for a clear purpose and to a specific audience. They usually address a specific issue or challenge and are often commissioned when a decision needs to be made. They present the author's findings in relation to the issue or challenge and then recommend a course of action for the organization to take. The most critical skill required in today's business world is the ability to communicate, both verbally and in writing. Effective communication has a direct impact on one's potential within an organization." The same goes for a student, his/her success within an educational institution depends on effective communication.

**By the end of this course,** student should be able to create technical documents that solve problems, make researches, and short reports. Student also will deliver oral presentations and works as a member of a team.

**3- Intended learning outcomes of the course (ILOs):**

**a- Knowledge and understanding:**

**On successful completion of this course, the student should be able to:**

- a1- Understand and discuss different methods of writing developments.
- a2- Explain basic technical writing elements in terms of their purposes and structure.
- a3- Recognize moral and ethical issues involved in technical writing

**b- Intellectual skills:**

**On completing this course, the student should be able to:**

- b1- Realize the writing objective, analyze the audience, determine the scope of writing, and collect research.
- b2-Take comprehensive knowledge which relating professional, moral, legal and ethical issues in technical writing.

b3- Assess research articles by establishing the writing objective, analyze the audience, determine the scope of writing, and collect research.

### c- Professional and practical skills:

**At the end of this course, the student will be able to:**

- c1- Apply effective ways to produce a document that readers find clear and easy to grasp.
- c2- Use internet resources and library based materials to acquire a set of fundamental research skills.
- c3- Communicate in a diversity of professional contexts through verbal written and presentations.
- c4- Acquire and manage information using web based tools.
- c5- Prepare technical reports and essay with a professional standard.

### d- General and transferable skills:

**On successful completion of this course, the student should be able to:**

- d1- Display the learning skills used to write professional resumes and gaining interviewing skills.
- d2- Demonstrate student abilities in working in teams and collaborating within groups.
- d3- Prepare reports to identify differences of audience, purpose, structure, style, and presentation in different fields.
- d4- Communicate effectively between students.
- d5- Respect working as a member or leader of a teamwork.

## 4- Course contents

Week No.	Topics/units	Number of hours		ILO's
		Lecture hours	Practical hours	
1	Definition of technical writing and overview	2	-	a1,a2,b1,b3
2	Styles of writing and Steps of technical writing	2	-	a1,a2,b1,b3
3	Presentation Skills	2	-	b1,c2,c3,d2,d4,d5
4	Formal and Informal Reports+Quiz1	2	-	a2,b1,b3, c5,d2,d4,d5
5	Recommendation reports	2	-	a2,b1,b3, c5,d2,d4,d5
6	Elements of Ethics in Scientific Writing and levels of plagiarism	2	-	a3,b2,c2,c4,d3
7	<b>MidTerm</b>			
8	How to write CV and cover letter	2	-	a3,c2,c3,c4,d1
9	Progress and credit report	2	-	a1,b1,b3,c2,c4,d3
10	Recommendation reports	2	-	a1,b1,b3,c2,c4,d3
11	Analytical report+ Quiz2	2	-	a1,b1,b3,c2,c4,d3
12	Training room types	2	-	a1,b1,b3,c2,c4,d3
13	How to write CV and cover letter	2	-	a1,b1,b3,c2,c4,d3
14	Final revision			

## 5- Teaching and learning methods

Methods	ILO's																			
	a1	a2	a3	a4	a5	b1	b2	b3	b4	b5	c1	c2	c3	c4	c5	d1	d2	d3	d4	d5
Lectures	√	√	√			√	√	√			√	√	√	√	√	√	√	√	√	√
Practical sections																				
Self-learning												√		√						
Assays and reviews																				
Discussion groups																	√		√	√
Brainstorming																				
Blended- learning																				
E-learning		√	√																√	√

## 6- Teaching and learning methods for Low-achieving students

- Extra teaching hours for those who need help
- More quizzes to assess their ability for understanding the course
- Encourage the team work for those students with other advanced ones to increase their participation and understanding

## 7- Student assessment

Assessment method	Time	Grade weight (%)	Week	ILOs
Course Work ( Tutorial Exercise and Assignments)	Through the semester	15	Every Week	a1, a2,a3, b1,b2, ,c1,c2,d1,d2,d3
Quiz 1	Through the lecture	5	Week#4	a1, a2,b1,b2,c1,d1
Mid-term exam	1 hours	15	Week#7	a2, a3,b1,b2,c1,c2
Quiz 2	Through the lecture	5	Week#11	a1, a2,a3 ,b1,b2,c1,d1
Final Written exam	2 hours	60	Week# 15-16	a1, a2,a3,b1,b2,b3

## 8-List of references

### 8.1. Student notebooks:

- . Comprehensive instructor notes ("PowerPoint slides") are available on the course web page ("Google Classroom")

### 8.2. Essential textbooks:

- Janet Owens, "Report Writing", January, 2011

### 8.3. Recommended textbooks:

James H. Shelton, "Handbook for Technical Writing," 1994

#### **8.4. Journals, Periodical and Reports .....etc.**

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#### **8.5. Websites**

- [https://www.youtube.com/watch?v=ZYLujYK6FxQ&list=PL\\_HgSZfYGDdGN5N\\_0G9y2mk2vpalJrl-S](https://www.youtube.com/watch?v=ZYLujYK6FxQ&list=PL_HgSZfYGDdGN5N_0G9y2mk2vpalJrl-S)

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