



Future Academy
Higher Future Institute for Specialized Technological Studies

Course Specification

1- Course information:

Course Code:	HUM391
Course Title:	Report writing
Year/level	3 rd
Academic Programs	Computer Science Program (B.Sc.)
Contact hours/ week	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	MidTerm			
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 Reportsetc.

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8.5. Websites

- https://www.youtube.com/watch?v=ZYLujYK6FxQ&list=PL_HgSZfYGDdGN5N_0G9y2mk2vpalJrl-S

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