1. **Basic Information:**

|  |  |
| --- | --- |
| **Program Title** | Civil **Engineering** |
| **Department Offering the Program** | Civil **Engineering** |
| **Department Responsible for the Course** | **Basic Science and Engineering** |
| **Course Title** | **Technical Report Writing** |
| **Course Code** | **ENG207** |
| **Year/Level** | **Level 2** |
| **Specialization** | **Major** |
| **Authorization Date of Course Specification** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Teaching hours** | **Lectures** | **Tutorial** | **Practical** |
| 2 | - | 2 |

1. **Course Aims:**

|  |  |
| --- | --- |
| **No.** | **Aims** |
| 8 | Acquire the needed Technical skills to present and prepare technical report with knowing the steps of technical writing for creating scientific report. |

1. **Intended Learning Outcomes (ILO’S):**
2. **Knowledge and understanding:**

|  |  |
| --- | --- |
| **No.** | **Knowledge and understanding** |
| A10 | Write technical language and technical report writing by apply knowledge of how to identify report section, how to present your report, how to cite reference, how to add figures and tables. |

1. **Intellectual Skills:**

|  |  |
| --- | --- |
| **No.** | **Intellectual Skills** |
| B9 | Analyze results of report models to appreciate their limitations by analyzing percentage of plargarism and judge rules of scientific report and rules of presentation. |

1. **Professional Skills:**

|  |  |
| --- | --- |
| **No.** | **Professional Skills** |
| C7 | Apply communication skills to present report and rules of writing |

1. **General Skills:**

|  |  |
| --- | --- |
| **No.** | **General Skills** |
| D3 | Communicate effectively by identify rules of good presentation and presenter |
| D7 | Engage in life-long self-learning discipline by making report project in minor department field topic. |

**4. Course Contents:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Topics** | **Lectures** | **Practical** |
| 1 | Introduction to technical writing.   * Define a report , Types of reports, Aim * Common concepts: clarity of Writing, Consistency**Error! Bookmark not defined.** Error! Bookmark not defined. * Supporting Material * Language rules (voice, tense) and Style | 4 |  |
| 2 | Common components of a technical report   * Organization of report sections * Sections function and content | 4 |  |
| 3 | How to write a technical report   * Identify layout, Determine Audience * Assign reference, add non text component * Mechanics of report writing. * Quantitative Writing | 4 |  |
| 4 | Equations, Tables and Figures | 2 |  |
| 5 | Literature citations | 2 |  |
| 6 | Using word processing for Writing Report | 2 | 8 |
| 7 | Creating slides with presentation graphics programs | 2 | 4 |
| 8 | MS Excel Application and power view report command | 4 | 8 |
| 9 | Database Report using MS SQL | 4 | 8 |
| Total | | 28 | 28 |

**5. Teaching and learning methods:**

|  |  |
| --- | --- |
| **No.** | **Teaching Methods** |
| 1 | Lectures |
| 2 | Discussion sessions |
| 3 | Information collection from different sources |
| 4 | Research assignment |
| 5 | Practical training/lab |

**6. Teaching and learning methods for disable students:**

|  |  |  |
| --- | --- | --- |
| **No.** | **Teaching Methods** | **Reason** |
| 1 | Presentation of the course in digital material | Better access any time |
| 2 | Web communication with students | Better communication with certain cases |
| 3 | Asking small groups to do assignments; each composed of low, medium and high performance students. | Knowledge and skills transfer among different levels of students |

7**. Student evaluation:**

**7.1 Student evaluation method**:

|  |  |  |
| --- | --- | --- |
| **No.** | **Evaluation Method** | **ILO’s** |
| 1 | Midterm examination | A10 , C7 |
| 2 | Semester work | B9 ,C7 , D3 , D7 |
| 3 | Practical Examination | A10 , B9 ,C7 |
| 4 | Final term examination | A10 , B9 ,C7 |

**7.2 Evaluation Schedule:**

|  |  |  |
| --- | --- | --- |
| **No.** | **Evaluation Method** | **Weeks** |
| 1 | Midterm examination | **08th** |
| 2 | Semester work | **2nd ,7th,9th,13th** |
| 3 | Practical Examination | **14th** |
| 4 | Final term examination | **15th** |

**7.3 weighting of Evaluation:**

|  |  |  |
| --- | --- | --- |
| **No.** | **evaluation method** | **Weights** |
| 1 | Mid-term examination | **10%** |
| 2 | final examination | **60%** |
| 3 | Oral examination | **0%** |
| 4 | Practical examination | **10%** |
| 5 | Semester work | **20%** |
| 6 | Other types | **0%** |
|  | Total | **100%** |

**8. List of References:**

|  |  |
| --- | --- |
| **No.** | **Reference List** |
| 1 | How to write technical report , 2010 by lutez hering. |

**9. Facilities required for teaching and learning:**

|  |  |  |
| --- | --- | --- |
| **No.** | **Facility** |  |
| 1 | Lecture classroom |  |
| 2 | Presenter |  |
| 3 | White board |  |
| 4 | Data show system |  |
| 5 | Wireless internet |  |
| 6 | Sound system |  |

**10. Matrix of knowledge and skills of the course:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Topic** | **Aims** | **Knowledge and understanding** | **Intellectual Skills** | **Professional Skills** | **General Skills** |
| 1 | Introduction to technical writing | 8 | A10 | -- | -- | D7 |
| 2 | Common components of a technical report | 8 | A10 | -- | C7 | D7 |
| 3 | How to write a technical report | 8 | A10 | -- | C7 | D3 , D7 |
| 4 | Equations, Tables and Figures | 8 | A10 | -- | C7 | D3 , D7 |
| 5 | Literature citations | 8 | A10 | B9 | C7 | D3 , D7 |
| 6 | Using word processing for Writing Report | 8 | A10 | B9 | C7 | D3 , D7 |
| 7 | Creating slides with presentation graphics programs | 8 | A10 | B9 | C7 | D3 , D7 |
| 8 | MS Excel Application and power view report command | 8 | A10 | -- | C7 | D7 |
| 9 | Database Report using MS SQL | 8 | A10 | B9 | C7 | D3 , D7 |

**Course Coordinator: Dr. Yosry El-Helaly**

**Head of Department: Dr. Haythem Hussein Abdullah**

**Date of Approval: Jan 2017**