



Course Specification

Technical Report Writing 2

Course Specifications

Program(s) in which the course is given:	Industrial Engineering
Major or minor element of programs:	N/A
Department offering the program:	Industrial Engineering
Department offering the course:	Industrial Engineering
Academic year / Level:	2009/2010 / Level 1

Date of specification approval:

A- Basic Information

Title: Technical Report Writing	Code: GEN 301
Credit Hours:	
Lecture: 2	
Exercises: -	
Total: 2	

B- Professional Information

1- Overall aims of the course:

This course is designed to give students an ability to report writing, problem solving, follow-up and performance evaluation using computer applications.

2- Intended learning outcomes of the course (ILOs)

a. Knowledge and understanding

Clarence and effective writing – step for report writing (plan, report, outlines references) – Technical report design (aim, subject, main and supplementary laws, tables, numbering, page title) – example for correct and wrong writing – exercises.

Intellectual skills

- Analysis Creative thinking Problem solving

b. Professional and practical skills

- Managing Engineering design
 Computer program Ability to diagnose
 Ability to identify the problem
 Ability to estimate cost Other

c. General and transferable skills

- Computing Communication
 Management Working in group
 Use of technological tools

3- Contents

Topic	No. of hours	Lecture	Tutorial/ Practical
Clarence and effective writing	6	6	-
Step for report writing (plan, report, outlines references)	6	6	-
Technical report design (aim, subject, main and supplementary laws, tables, numbering, page title)	6	6	-
Example for correct and wrong writing	6	6	-
Exercises	6	6	-
	30	30	-

4- Teaching and learning methods

- | | |
|--|--|
| <input checked="" type="checkbox"/> Information collection | <input checked="" type="checkbox"/> Discussions |
| <input checked="" type="checkbox"/> Research assignment | <input type="checkbox"/> Field visit |
| <input checked="" type="checkbox"/> Lecture | <input checked="" type="checkbox"/> Practical training / lab |
| <input checked="" type="checkbox"/> Class activities | <input checked="" type="checkbox"/> Case study |

5- Student assessment methods

- Class attendance and participation
- Homework assignments
- First midterm exam
- Final exam

Assessment schedule

- | | |
|----------------------|----------------------|
| Homework assignments | weeks 3, 5, 7, 9, 11 |
| First midterm exam | weeks 7 & 12 |
| Final exam | week 15 |

Weighting of assessments

- | | |
|------------------------------------|------|
| Final | 40 % |
| 7 th week Exam | 30 % |
| 12 th week Exam | 20 % |
| Class attendance and participation | 5 % |
| Homework assignments | 5 % |

6- List of references

6.1 Course notes

6.2 Essential books

6.3 Recommended books

7- Facilities required for teaching and learning

- Computer Lab
- Data Show
- Overhead Projector

Course Coordinator: Dr. Mostafa Zaharan

Program Coordinator: Prof. Dr. Attia Gomaa

General Supervisor & Vice Dean: Prof. Dr. Abdallh Saad

Date: 01 / 06 / 2010