



## Report Writing Course Specifications

**Faculty:** Computer and Informatics

**Department:** Scientific Computing

**Program(s) on which the course is given:** Bachelor in Computer and Information Sciences

<b>Major or Minor element of programs</b>	: all majors
<b>Department offering the program</b>	: Scientific Computing
<b>Department offering the course</b>	: Basic Sciences
<b>Academic year / Level</b>	: 2 <sup>nd</sup> Year / B.Sc.
<b>Date of specification approval</b>	: 10/10/2009

### A. Basic Information

<b>Title:</b> Report Writing	<b>Code:</b> HUM 212	
<b>Lecture:</b> 2 hrs/week	<b>Tutorial:</b> 1 hr/week	<b>Practical:</b> ---
<b>Credit Hours:</b> ---	<b>Total:</b> 3 hrs/week	

### B. Professional Information

#### 1. Overall Aims of Course:

Provide students with writing skills considering in particular the various kinds of job writing and the strategies appropriate to each. Also, this course provides the students with various examples as well as carefully structured exercises and writing assignments. We discuss reports, formal, informal and restricted reports and research techniques including library research, questionnaires and interviews. Graduates will be able to present the importance of illustrations such as charts, tables and other visual aids. Finally we teach the student how to write business letters, types of business letters, writing patterns

## 2. Intended Learning Outcomes of Course (ILOs):

### a. Knowledge and Understanding:

- a1- Definition of reports.
- a2- Defining purpose and audience.
- a3- Preparing for writing a report.
- a4- Structuring a report.
- a5- Editing reports.
- a6- The content of the report or extract.

### b. Intellectual Skills:

- b1- Applying appropriate knowledge, analytical techniques and concepts to problems and issues arising from both familiar (routine) and unfamiliar (novel) situations.
- b2- Locating, extracting and analyzing data and information from a variety of different sources.
- b3- Synthesis and information from multiple sources.
- b4- Thinking critically, examining problems and issues from a number of perspectives, Challenge view point, ideas and make well- reasoned judgments.

### c. Professional and Practical Skills:

- c1- Structure and organize a report.
- c2- Using appropriate language to effectively express the content of a report.
- c3- Applying his/her knowledge base to the skill of writing a report.

### d. General and Transferable Skills:

By the end of the course the student should be able to:

- d1- Ability to utilize problem solving skills.
- d2- Ability to conduct research into computers and informatics issue.
- d3- Ability to evaluate and a variety of types of information and evidence critically.
- d4- Take the advantages of using creative thinking and creative problem solving.

### e. Attitude:

- e1- Relationship Emphasis a successful with other students.
- e2- Learn how to make relation with other, and the limit of this relation.
- e3- Know the culture of other peoples.

### 3. Contents:

Topic	No. of hours	Lecture	Tutorial/ Practical
The types of technical reports	٤	٤	-
Short reports the components	٢	٢	-
Long reports components	٢	٢	-
Writing systems and audit reports	٤	٤	-
Methods of technical presentation of reports	٢	٢	-
Collecting the information	٢	٢	-
Using graphs and statistics	٢	٢	-
Selecting and structuring the material	٢	٢	-
Readability and editing reports	٢	٢	-
Presenting the findings	٢	٢	-
Concluding and recommending	٢	٢	-
Assessment of reports	٢	٢	-
Total Hours	٢٨	٢٨	-