

FLORIDA STATE COLLEGE AT JACKSONVILLE

COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER: ENC 2210

COURSE TITLE: Technical Report Writing

PREREQUISITE(S): ENC 1101 with a grade of "C" better

COREQUISITE(S): None

CREDIT HOURS: 3

CONTACT HOURS/WEEK: 3

CONTACT HOUR BREAKDOWN:

Lecture/Discussion: 3

Laboratory:

Other _____:

FACULTY WORKLOAD POINTS: 3

STANDARDIZED CLASS SIZE ALLOCATION: 25

CATALOG COURSE DESCRIPTION:

This is a communications course that focuses on writing for the professions. It stresses the use of factual information in descriptive, analytical and researched recommendation reports. The course also provides instruction in writing effective and timely letters, memoranda and informational reports, developing graphs and illustrations, and presenting oral reports.

SUGGESTED TEXT(S): Lannon, John, Technical Communications, New York, Longman Publishers, Latest Edition

Pfeiffer, William S., Technical Communication: A Practical Approach, New Jersey, Pearson Prentice Hall, Latest Edition

IMPLEMENTATION DATE: Fall Term, 1981 (821)

REVIEW OR MODIFICATION DATE: Fall Term, 1996 (971)
Fall Term, 2002 (20031)
Fall Term, 2008 (20091) - Outline Review 2007

COURSE TOPICS

Rationale: In this course the emphasis is upon the quality of content as well as the form of presentation and the clarity, economy, simplicity and correctness of prose.

Intent: The intent is to have students effectively communicate by writing, speaking, and listening in a professional manner.

CONTACT HOURS
PER TOPIC

COURSE TOPICS:

I.	Introduction to Technical Report Writing	2
II.	Principles of Report Writing/Technical Communications	16
	A. Technical Writing Process	(3)
	B. Assessment of Audience	(3)
	C. Researching and Collecting Information	(3)
	D. Organizing and Formatting Strategies	(3)
	E. Electronic Communication	(4)
III.	Types of Reports	15
	A. Formal	(9)
	B. Informal	(6)
IV.	Memoranda, Letters, Resumes	9
V.	Oral Reports/Visual Aids	3

NOTE: Although not designated as a Golden Rule Course, ENC 2210 is a writing intensive course in which students will write at least 3,500 words.



NOTE: Use either the Tab key or mouse click to move from field to field. The box will expand to accommodate your entry.

Section 1	
COURSE PREFIX AND NUMBER: ENC 2210	SEMESTER CREDIT HOURS (CC): 3
COURSE TITLE: Technical Report Writing	

Section 2
TYPE OF COURSE: (Click on the box to check all that apply)

<input checked="" type="checkbox"/> AA Elective	<input checked="" type="checkbox"/> AS Required Professional Course	<input type="checkbox"/> College Prep
<input checked="" type="checkbox"/> AS Professional Elective	<input type="checkbox"/> AAS Required Professional Course	<input type="checkbox"/> Technical Certificate
<input type="checkbox"/> Other _____	<input type="checkbox"/> PSAV	<input type="checkbox"/> Apprenticeship
<input type="checkbox"/> General Education: (For General Education courses, you must also complete Section 3 and Section 7)		

Section 3 (If applicable)
INDICATE BELOW THE DISCIPLINE AREA FOR GENERAL EDUCATION COURSES:

<input checked="" type="checkbox"/> Communications	<input type="checkbox"/> Social & Behavioral Sciences	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Natural Sciences	<input type="checkbox"/> Humanities	

Section 4
INTELLECTUAL COMPETENCIES:

<input checked="" type="checkbox"/> Reading	<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Critical Analysis	<input type="checkbox"/> Quantitative Skills	<input type="checkbox"/> Scientific Method of Inquiry
<input checked="" type="checkbox"/> Writing	<input checked="" type="checkbox"/> Listening	<input checked="" type="checkbox"/> Information Literacy	<input checked="" type="checkbox"/> Ethical Judgment	<input checked="" type="checkbox"/> Working Collaboratively

	LEARNING OUTCOMES	METHOD OF ASSESSMENT
•	Students must demonstrate the ability to:	At a minimum, students will complete five writing projects in a variety of standard technical formats.
•	Use and evaluate a variety of information sources, including data bases, the Web, and printed materials.	Assessments may also include tests and oral presentations.
•	Organize, design, write, and proof-read professional-level documents and reports.	
•	Use standard written English.	
•	Work collaboratively.	
•	Present technical information orally	
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Section 6

Name of Person Completing This Form: Robert Blade	Date: November 16, 2007
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