

Clackamas Community College
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Section #1 General Course Information

Department: English

Submitter

First Name: Jeffrey

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Course Prefix and Number: WR - 227

Credits: 4

Contact hours

Lecture (# of hours): 44

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 44

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Technical Report Writing

Course Description:

Introduction to report and proposal writing, stressing organization, form, and style. Emphasis on materials gathered from professional fields such as medicine, dentistry, government, criminal justice, business, engineering, technology, science, and public relations.

Type of Course: Lower Division Collegiate

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

Yes

Check which General Education requirement:

Writing

Is this course part of an AAS or related certificate of completion?

No

Are there prerequisites to this course?

Yes

Pre-reqs: Pass WR-121 with a C or better

Have you consulted with the appropriate chair if the pre-req is in another program?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations: Pass RD-090 or placement in RD-115

Requirements: None

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

Yes (A 'Yes' certifies you have talked with the librarian and have received approval.)*

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

Yes

Area: Communication

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

- ✓ **Summer**
- ✓ **Fall**
- ✓ **Winter**
- ✓ **Spring**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. demonstrate an understanding of technical writing as it differs from expository or creative writing; (WR1)
 2. demonstrate proficiency in accuracy, brevity, clarity, revision, and editing strategies; (WR1)
 3. employ techniques of persuasive writing when generating proposals, grants, letters, and reports; (WR1)
 4. contribute to collaborative writing on a simulated professional project; (WR1)
 5. implement research and documentation processes on assigned reports; (WR2)
 6. demonstrate the value and uses of visual aids by applying this knowledge in written work; (WR1)
 7. implement research and documentation processes on assigned reports; (WR2)
 8. generate a personal business portfolio including resume, letter of application, and sample reports; (WR1) (WR2)
 9. assess the reading audience and its needs as applied to appropriate documents; (WR1) (WR3)
 10. demonstrate the elements of graphic design appropriate to document forms; (WR1) (WR2)
 11. demonstrate an understanding of the ethical issues involved in professional writing; (WR1) (WR2) (WR3)
 12. deliver a formal presentation of findings, conclusions, and recommendations of research to the class; (WR1) (WR2) (WR3)
 13. assess assigned reading, examples of professional texts, and research. (WR3)
-

**AAOT/ASOT GENERAL EDUCATION OUTCOMES
COURSE OUTLINE MAPPING CHART**

Mark outcomes addressed by the course:

- Mark "C" if this course completely addresses the outcome. Students who successfully complete this course are likely to have attained this learning outcome.
- Mark "S" if this course substantially addresses the outcome. More than one course is required for the outcome to be completely addressed. Students who successfully complete all of the required courses are likely to have attained this learning outcome.
- Mark "P" if this course partially addresses the outcome. Students will have been exposed to the outcome as part of the class, but the class is not a primary means for attaining the outcome and assessment for general education purposes may not be necessary.

As a result of completing the AAOT/ASOT general education requirements, students will be able to:

WR: Writing Outcomes

- C** 1. Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.
- C** 2. Locate, evaluate, and ethically utilize information to communicate effectively.
- C** 3. Demonstrate appropriate reasoning in response to complex issues.

SP: Speech/Oral Communication Outcomes

- S** 1. Engage in ethical communication processes that accomplish goals.
- S** 2. Respond to the needs of diverse audiences and contexts.
- P** 3. Build and manage relationships.

MA: Mathematics Outcomes:

1. Use appropriate mathematics to solve problems.
2. Recognize which mathematical concepts are applicable to a scenario, apply appropriate mathematics and technology in its analysis, and then accurately interpret, validate, and communicate the results.

AL: Arts and Letters Outcomes

1. Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life.
- P** 2. Critically analyze values and ethics within range of human experience and expression to engage more fully in local and global issues.

SS: Social Science Outcomes

1. Apply analytical skills to social phenomena in order to understand human behavior.
2. Apply knowledge and experience to foster personal growth and better appreciate the diverse social world in which we live.

SC: Science or Computer Science Outcomes

1. Gather, comprehend, and communicate scientific and technical information in order to explore ideas, models, and solutions and generate further questions.
2. Apply scientific and technical modes of inquiry, individually, and collaboratively, to critically examine the influence of scientific and technical knowledge on human society and the environment.

3. Assess the strengths and weaknesses of scientific studies and critically examine the influence of scientific and technical knowledge on human society and the environment.

Outcomes Assessment Strategies:

- ✓ **General Examination**
- ✓ **Presentations**
- ✓ **Thesis/Research Project**
- ✓ **Criteria**
- ✓ **Rubrics**
- ✓ **Projects**
- ✓ **Writing Assignments**
- ✓ **Multiple Choice Test**

:

Major Topic Outline:

1. The language and organization of basic documents:
 - a. Technical Definition.
 - b. Technical Description.
 - c. User's Manual.
2. Short Reports:
 - a. Abstract.
 - b. Marketing Brochure.
 - c. Lab Report.
 - d. Field Report.
 - e. Summary.
 - f. Software Review.
 - g. Advertising Flyer.
 - h. Job Description.
 - i. Job or Employee Evaluation.
 - j. Company Evaluation.
 - k. Journal Review.
3. Informal Reports:
 - a. Memo.
 - b. Proposal.
 - c. Progress Report.
4. Formal Reports:
 - a. Feasibility Study.
 - b. Recommendation Report.
 - c. Proposal.
 - d. Journal Article.
 - e. Empirical Research.
 - f. Market Analysis.
5. Business Writing:
 - a. Letter of Application.
 - b. Letter of Resignation.
 - c. Letter of Transmittal.
 - d. Memo.
 - e. Business Card.
 - f. Resume.
7. Special Skills:
 - a. Documentation: MLA or APA Format.
 - b. Visuals and Page Design.
 - c. Interviews.
8. Major Topics:
 - a. The nature of technical writing.
 - b. The importance of accuracy, brevity, and clarity.

- c. The processes of composing, revising, and editing.
- d. Research and documentation skills.
- e. Creativity amid technical format and objective language.
- f. The ethics of business, academic, and industrial writing.
- g. The value of visual aids.
- h. Working and writing in a group.
- i. Generating a business portfolio.
- j. Oral communication skills.
- k. Assessing the receiving audience and its needs.

Does the content of this class relate to job skills in any of the following areas:

- | | |
|--------------------------------------|-----------|
| 1. Increased energy efficiency | No |
| 2. Produce renewable energy | No |
| 3. Prevent environmental degradation | No |
| 4. Clean up natural environment | No |
| 5. Supports green services | No |

Percent of course: 0%

Section #2 Course Transferability

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

1. Is there an equivalent lower division course at the University?
2. Will a department accept the course for its major or minor requirements?
3. Will the course be accepted as part of the University's distribution requirements?

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

Which OUS schools will the course transfer to? (Check all that apply)

- | | |
|--------------------------------------------------------------------------|----------------------------------------------------------------------|
| <input checked="" type="checkbox"/> EOU (Eastern Oregon University) | <input checked="" type="checkbox"/> PSU (Portland State University) |
| <input checked="" type="checkbox"/> OIT (Oregon Institute of Technology) | <input checked="" type="checkbox"/> SOU (Southern Oregon University) |
| <input checked="" type="checkbox"/> OSU (Oregon State University) | <input checked="" type="checkbox"/> UO (University of Oregon) |
| <input checked="" type="checkbox"/> OSU-Cascade | <input checked="" type="checkbox"/> WOU (Western Oregon University) |

Identify comparable course(s) at OUS school(s)

WR 227 Technical Report Writing

How does it transfer? (Check all that apply)

- required or support for major
- general education or distribution requirement
- general elective

:

Provide evidence of transferability: (minimum one, more preferred)

- Correspondence with receiving institution (mail, fax, email, etc.)

First term to be offered:

Next available term after approval

:
