The University of Jordan
School of Engineering
Department of Computer Engineering
Fall Semester – A.Y. 2021-2022

Course:	Technical Writing and Ethics– 0907312 (1 Cr. – Core Course)
Catalog Data:	Basic technical writing concepts and techniques including report writing. Presentation skills.
Prerequisites by Course:	3202100 English skills
Prerequisites by Topic:	Good reading and writing skills in English language with a basic engineering terminology knowledge.
Textbook:	Technical Report Writing Today: Riordan and pauly, Michael Rosenberg, 10th editin, 2014.
References:	• Experimental Methods for Engineers , J.P.Holman, Mcgraw-Hill, 8th Edition, 2011.
Course Website:	TBA
Minimum Student Material:	Text book, class handouts, some instructor keynotes, access to a personal computer and internet.
Minimum College Facilities:	Classroom with whiteboard and projection display facilities, library, and computational facilities.

Course Objectives:

The objectives of this course are:

1. Prepare students for the communication activities they will encounter on the job or in other courses.

2. Prepare students with practical information about professional communication in different kinds of workplace environments.

3. Analyzing a number of common technical writing genres, including emails, letters, resumes, reports, and proposals.

Course Outcomes and Relation to ABET Program Outcomes:

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

1. Write technical English documents clearly and accurately including grammar, punctuation, sentence structure, coherence and document design. (3)
2. Understand the primary genres of technical writing, including letters, memos, emails, resumes, reports, proposals, and technical manuals. (3) (4).
3. Find and use published information/literature and citation (research skills). (4)
4. Develop the skills of delivering presentations. (3).

5. Communicate in an ethically responsible manner in technical fields and Collaborate effectively with people in team working (3)

Course Topics:
1. Definition of Technical Communication (Chapter 1)
2. Technical Communication Style (Chapter 4)
3. Set of Instructions (Chapter 9)
4. Informal reports and e-mails (Chapter 10)
5. Formal reports (Chapter 12)
6. Proposals (Chapter 14)
7. Presentations (Chapter 16)
8. Job application materials (Chapters 17)
9. Brief Handbook for technical writers (App. A)
10. Data Acquisition and Manipulation (App. B)
11. Ethics

Computer Usage: Practical aspects of the course are covered through exploring the net for different types of formal reports examples and looking for additional reading material form different references.

Attendance: Class attendance will be taken every class and the university's polices will be enforced in this regard.

Assessments: Quizzes/Assignments and Exams.

Grading policy:

Quizzes/Assignments	20%	TBA
Midterm Exam	30%	TBA
Final Exam	50%	TBA

Instructors: Saadeh Sweidan(s.sweadan@ju.edu.jo)   **OH: TBA**

Class Time and Location: Section 1:

Program Outcomes (PO)

[1]	an ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics
[2]	an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors
[3]	an ability to communicate effectively with a range of audiences
[4]	an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts
[5]	an ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives
[6]	an ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions
[7]	an ability to acquire and apply new knowledge as needed, using appropriate learning strategies

Last Updated: FEBRUARY 15TH, 2021