

## Reporting Technical Information

### Applied Science and Environmental Technology

<b>Course Number:</b> ENL1819T	<b>Contribution to Program:</b> Vocational	<b>Normative Hours:</b> 60
<b>Applicable Program(s):</b> Multiple Programs	<b>AAL:</b> Multiple Levels	<b>Core/Elective:</b> Multiple Core/Elective
<b>Prepared by:</b> Patrick Dawson Coordinator, Technical Communications FCTT		<b>Approval Date:</b> 31/05/2013
<b>Co-Requisites</b> N/A		<b>Approved by:</b> Patrick Dawson Acting Chair, ASET
<b>Pre-Requisites</b> ENL1813T		<b>Approved for Academic Year:</b> 2013-2014

### COURSE DESCRIPTION

Students draw upon knowledge acquired through their studies and through research to improve their skills in communication, critical thinking, and the documentation, and evaluation of both primary and secondary sources. These combined skills are demonstrated in the production of workplace-oriented, vocationally-related documents and presentations. Emphasis is placed on technical communication goals which students are required to achieve for graduation.

### ESSENTIAL EMPLOYABILITY SKILLS

The course contributes to your program by helping you achieve the following Essential Employability Skills:	
1	Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience.(T,A,CP)
2	Respond to written, spoken or visual messages in a manner that ensures effective communication.(A,CP)
6	Locate, select, organize and document information using appropriate technology and information systems.(T,A,CP)
7	Analyze, evaluate and apply relevant information from a variety of sources.(T,A,CP)

T: Teach A: Assess CP: Culminating Performance

### COURSE LEARNING REQUIREMENTS/EMBEDDED KNOWLEDGE AND SKILLS

COURSE LEARNING REQUIREMENTS When you have earned credit for this course, you will have demonstrated the ability to:	EMBEDDED KNOWLEDGE AND SKILLS
1. Prepare a variety of program-specific workplace documents.	<ul style="list-style-type: none"> <li>1 Recognize the differences between a variety of workplace reports: internal processes such as minutes and agendas, process documentation and operating procedures; external processes such as proposals, analysis, assessments or evaluations and progress reports.</li> <li>1 Select an appropriate format, plan, draft, and edit a technical report containing coherent and logically ordered information</li> <li>1 Integrate appropriate and relevant graphics, such as tables, figures, and diagrams, to support information in the document</li> <li>1 Tailor the stylistic elements (tone, diction, etc.) to a document's intended purpose</li> </ul>
2. Develop and implement strategies to maximize the benefits of information technology in the workplace.	<ul style="list-style-type: none"> <li>1 Select the appropriate tools for communication tasks</li> <li>1 Use advanced word processing features to create professional-looking documents</li> <li>1 Create graphics for written reports and oral presentations</li> </ul>
3. Deliver an organized and complete live spoken message to meet the needs of individuals and groups within a workplace setting.	<ul style="list-style-type: none"> <li>1 Analyze an audience and purpose in preparation for the delivery of spoken messages</li> <li>1 Plan, organize, and present information on a technical topic to individuals or a group</li> </ul>

	<ul style="list-style-type: none"> <li>1 Deliver technical information orally in various workplace settings</li> <li>1 Use a variety of visual aids, such as graphs, tables, diagrams, and photographs to support a technical presentation</li> </ul>
4. Apply advanced information management skills.	<ul style="list-style-type: none"> <li>1 Investigate and identify the usefulness of information from a variety of potential sources</li> <li>1 Gather and analyze relevant data</li> <li>1 Acknowledge and document sources accurately and correctly following current referencing guidelines.</li> <li>1 Integrate research material into documents and oral presentations without plagiarizing</li> <li>1 Adapt information from one medium to another (e.g. a written document into an oral presentation)</li> </ul>

## LEARNING RESOURCES

Please check with your instructor before buying textbooks.

### Other resources may include:

Trade and professional journals and periodicals

Films and videos

Internet resources

Algonquin College Learning Resource Centre

Electronic and print resources

Guest speakers

## LEARNING ACTIVITIES

During this course, you are likely to experience the following learning activities:

- 1 lectures
- 1 consultation meeting(s) with your professor
- 1 writing workshops
- 1 planning, writing, revising, and editing written work
- 1 research activities
- 1 student presentations
- 1 delivery of at least one live technical oral presentation within a classroom setting
- 1 working in teams
- 1 collaborative or joint assignments (between English and program courses)
- 1 class discussions
- 1 preparation of a concise, clearly-formatted updated resume and letter of application
- 1 participation in class discussions and group projects
- 1 writing of informal and formal reports using an appropriate format as determined by program needs, including, but not restricted to, evaluation, inspection or field/site review, progress, occurrence, and lab reports as well as proposals
- 1 exercises in preparing written report summaries and summary statements
- 1 exercises in presenting clear oral summaries and reports
- 1 exercises in technical analysis
- 1 exercises in describing of mechanisms, processes, and instructions
- 1 exercises in technical definitions
- 1 exercises in writing the formal report components commonly found in frontmatter and endmatter
- 1 participating in self- and peer-assessment
- 1 using electronic technology (e-mail, word processing, the Internet)

## EVALUATION/EARNING CREDIT

The following will provide evidence of your learning achievements:	This activity validates the following Course Learning Requirements and/or Essential Employability Skills:
written assignments worth 20% of the course grade	<ul style="list-style-type: none"> <li>1 Prepare a variety of program-specific workplace documents. - [CLR 1]</li> <li>1 Develop and implement strategies to maximize the benefits of</li> </ul>

	<p>information technology in the workplace. - [CLR 2]</p> <p>1 Apply advanced information management skills. - [CLR 4]</p> <p>1 Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience. - [EES 1]</p> <p>1 Respond to written, spoken or visual messages in a manner that ensures effective communication. - [EES 2]</p> <p>1 Locate, select, organize and document information using appropriate technology and information systems. - [EES 6]</p>
public speaking activities worth 30% of the course grade.	<p>1 Deliver an organized and complete live spoken message to meet the needs of individuals and groups within a workplace setting. - [CLR 3]</p> <p>1 Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience. - [EES 1]</p>
a final report worth 40% of the course grade	<p>1 Develop and implement strategies to maximize the benefits of information technology in the workplace. - [CLR 2]</p> <p>1 Apply advanced information management skills. - [CLR 4]</p> <p>1 Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience. - [EES 1]</p> <p>1 Locate, select, organize and document information using appropriate technology and information systems. - [EES 6]</p> <p>1 Analyze, evaluate and apply relevant information from a variety of sources. - [EES 7]</p>
participation in class activities representing 10% of the course grade	<p>1 Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience. - [EES 1]</p> <p>1 Respond to written, spoken or visual messages in a manner that ensures effective communication. - [EES 2]</p>

## COLLEGE GRADING NUMERICAL EQUIVALENT TABLE

Final Grade	Mark Equivalent	Numeric Value	Final Grade	Mark Equivalent	Numeric Value
A+	90-100%	4.0	C+	67-69%	2.3
A	85-89%	3.8	C	63-66%	2.0
A-	80-84%	3.6	C-	60-62%	1.7
B+	77-79%	3.3	D+	57-59%	1.4
B	73-76%	3.0	D	53-56%	1.2
B-	70-72%	2.7	D-	50-52%	1.0
			F	0-49%	0
			FSP	0	0

## PRIOR LEARNING ASSESSMENT AND RECOGNITION

Students who wish to apply for prior learning assessment and recognition (PLAR) need to demonstrate competency at a post-secondary level in all of the course learning requirements outlined above. Evidence of learning achievement for PLAR candidates includes:

- 1 Portfolio
- 1 Other

An interview, and/or a written test of writing competency, and/or a live presentation to confirm oral presentation competency, may be requested to confirm any documentation presented in a portfolio.

## RELATED INFORMATION

**The following information is course-specific:**

In order to receive credit for the course, you must satisfactorily complete all course learning requirements.

The following information is school/department-specific:

The following information is College-wide:

**Email**

Algonquin College provides all full-time students with an e-mail account. This is the address that will be used when the College, your professors, or your fellow students communicate important information about your program or course events. It is your responsibility to ensure that you know how to send and receive e-mail using your Algonquin account and to check it regularly.

**Centre for Students with Disabilities (CSD)**

If you are a student with a disability, it is strongly recommended that you identify your needs to the professor and the Centre for Students with Disabilities (CSD) by the end of the first month of the semester in order that any necessary support services can be arranged for you.

**Academic Integrity\* & Plagiarism\***

Adherence to acceptable standards of academic honesty is an important aspect of the learning process at Algonquin College. Academic work submitted by a student is evaluated on the assumption that the work presented by the student is his or her own, unless designated otherwise. For further details consult Algonquin College Policies AA18 <http://www2.algonquincollege.com/directives/files/2012/04/AA18.pdf> and AA20 <http://www2.algonquincollege.com/directives/files/2011/08/AA20.pdf>

**Student Course Feedback\***

It is Algonquin College's policy to give students the opportunity to complete a course assessment survey in each course that they take which solicits their views regarding the curriculum, the professor and the facilities. For further details consult Algonquin College Policy AA25 <http://www2.algonquincollege.com/directives/files/2011/10/AA25.pdf>

**Use of Electronic Devices in Class\***

With the proliferation of small, personal electronic devices used for communications and data storage, Algonquin College believes there is a need to address their use during classes and examinations. During classes, the use of such devices is disruptive and disrespectful to others. During examinations, the use of such devices may facilitate cheating. For further details consult Algonquin College Policy AA32 <http://www2.algonquincollege.com/directives/files/2011/11/AA32.pdf>

**Transfer of Credit**

Students, it is your responsibility to retain course outlines for possible future use to support applications for transfer of credit to other educational institutions.

\* College policies (previously called directives) are under review and redesign. The term *directives* is being retired. As such, the policy classification nomenclature is in transition. Students, it is your responsibility to refer to the Algonquin College Directives/Policies website for the most current information available at: (<http://www2.algonquincollege.com/directives/>)