



University: *Fayoum University*
 Faculty: *Computers and Information*
 Department: *Computer Science*



Course Specification

1- Basic Information			
Code: GEN 212	Course Title: Report Writing	Year/Level: Second year – First term	
Programme: B.Sc degree in Computer Science	Number of units:	Lecture:	2 hrs/ week
		Tutorial:	1 hrs/ week
		Practical:	0 hrs/ week

2- Aims of Course:	1. Explain why you are asked to write reports as part of your course 2. Suggest a way in which you should structure your report. 3. Understanding the main components of report structure
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3- Intended Learning Outcomes	
A- Knowledge and Understanding:	
B- Intellectual Skills:	
C- Professional and Practical Skills:	
D- General and transferable Skills	D1: Edit and review a professional report or document and design its storage, distribution and retention standards. D5: Communicate effectively through oral, written, and visual means. D7: Prepare technical reports to a professional standard. Through the following: d1) As part of your course you may have to write reports concerning your interests. d2) You may also have to write reports for other purposes which are not part of your course (car accidents, insurance claims, etc

4-Course Content:	1. The rationale for report writing, 2. the structure of reports, 3. physical appearance 4. linguistic style 5. Deciding The Report Title, Writing Abstract (Summary), and Introduction
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	6. Method/Design, Method/Sample, Materials/Apparatus, Procedure, and Method of Analysis 7. Discussion 8. Results 9. References 10. Appendices 11. Enhance their general writing skills.
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5- Teaching and Learning Methods:	1. Lectures 2. Tutorials 3. Class discussions 4. Internet searches
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6- Teaching and Learning Methods for handicapped students :	-
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7- Student Assessment	
A- Assessment Methods:	1. Assignments and Quizzes 2. Midterm written exam 3. Final written exam
B- Assessment schedule:	Midterm Examination: Week 7 Final Examination: Week 15
C- Weighting of assessments:	Assignments and Quizzes: 10% Mid-Term Examination: 10% Final-term Examination: 80%

8- Books and References	
A- Notes:	-
B- Essential Books (Text Books):	■ Houp, et.al. Reporting Technical Information. Oxford University Press. 11th edition (2009)
C- Recommended Books:	-
D- Periodicals, Web sites, ... etc	-

Course Professor: Masoud Ismail Department Head: Dr.Amira Edress

Course Content Intended Learning Outcomes Matrix**Course Title:** Report Writing**Course Code:** GEN 212

Course Content	Week	Knowledge & Understanding		Intellectual Skills			Professional & Practical Skills			General & Transferable Skills	
										d1	d2
1. The rationale for report writing,	1									x	x
2. the structure of reports,	2									x	x
3. physical appearance	3									x	x
4. linguistic style	4									x	x
5. Deciding The Report Title, Writing Abstract (Summary), and Introduction	5									x	x
6. Method/Design, Method/Sample, Materials/Apparatus, Procedure, and Method of Analysis	6									x	x
7. Discussion	7									x	x
8. Results	8									x	x
9. References	9									x	x
10. Appendices	10									x	x
11. Enhance their general writing skills	11									x	x

Course coordinator: Dr. Masoud Ismail

Head of Department: Dr. Amira Edress