

# Technical Reporting

## Course Outcome Summary

### Course Information

<b>Organization</b>	WTCS - Wisconsin Technical College System
<b>Developers</b>	WTCS General Studies Instructors
<b>Development Date</b>	2/14/1995
<b>Revised Date</b>	1/21/2004
<b>Course Number</b>	10-801-197
<b>Instructional Level</b>	Associate Degree
<b>Instructional Area</b>	General Studies
<b>Division</b>	Arts and Sciences
<b>Total Credits</b>	3

### Description

The student will prepare and present oral and written technical reports. Types of reports may include lab and field reports, proposals, technical letters and memos, technical research reports, and case studies. Designed as an advanced communication course for students who have completed at least the prerequisite introductory writing course.

### Types of Instruction

<b>Instruction Type</b>	<b>Contact Hours</b>	<b>Credits</b>
Classroom Presentation	54	3

### Prerequisites

Designed as an advanced communication course for students who have completed at least the prerequisite introductory writing course.

### Competencies

#### A. Develop document design principles to targeted audience requirements

##### You will demonstrate your competence:

- A.1. in a written and/or oral technical report
- A.2. as an individual or as a member of a team

##### Your performance will be successful when:

- A.1. you apply the writing process to all writing tasks
- A.2. you use problem-solving tools and strategies
- A.3. you use appropriate research methodology
- A.4. you use appropriate primary research sources
- A.5. you use appropriate secondary research sources
- A.6. you credit information taken from all sources whether paraphrased, summarized, or quoted verbatim
- A.7. you submit reports on time or ahead of time
- A.8. technical reports contain subject matter, which is technical, scientific, or business related
- A.9. technical reports exhibit appropriate technical style
- A.10. technical reports reference graphics correctly in text
- A.11. technical reports contain appropriate graphics, which are correctly titled, labeled, placed, and sourced
- A.12. technical reports demonstrate correct, acceptable document design conventions

- A.13. technical reports demonstrate no plagiarism
- A.14. technical reports are word processed or typed
- A.15. technical reports meet the specific established requirements of the assignment

**B. Develop an ethical code of conduct related to technical reporting in the workplace**

**You will demonstrate your competence:**

- B.1. in a written and/or oral technical report
- B.2. as an individual or as a member of a team

**Your performance will be successful when:**

- B.1. you cite legal issues related to ethics
- B.2. you follow document design principles for targeted audience requirements
- B.3. you identify ethical principles of written reporting
- B.4. your ethical code of conduct is coherent, unified, comprehensive and accurate
- B.5. you identify ethical principles of oral reporting
- B.6. you identify sources of occupational ethical information
- B.7. you identify three or more specific occupational ethical issues

**C. Apply the principles of teamwork to collaborative writing**

**You will demonstrate your competence:**

- C.1. in a written technical report
- C.2. as an individual and as a member of a team

**Your performance will be successful when:**

- C.1. you follow document design principles for targeted audience requirements during the collaboration process
- C.2. you use problem solving tools and strategies
- C.3. you apply principles of collaboration to written presentations
- C.4. you apply principles of collaboration to oral presentations
- C.5. you use conflict resolution techniques
- C.6. you practice the different roles a team
- C.7. you investigate the role of the team in the workplace
- C.8. your team establishes collaborative written ground rules
- C.9. your team creates self-assessment measures

**D. Compose technical descriptions**

**You will demonstrate your competence:**

- D.1. in a written, technical memo or letter
- D.2. as an individual or as a member of a team

**Your performance will be successful when:**

- D.1. you follow document design principles for targeted audience requirements
- D.2. description targets one or more of the following situations: technical memo and/or technical letter
- D.3. descriptions apply the current conventions of English
- D.4. descriptions exhibit designated documentation style
- D.5. descriptions contain all identified major elements
- D.6. descriptions are unified, coherent and accurate
- D.7. descriptions meet the criteria for effective technical documents and procedures stated in the course goal

**E. Write a set of procedures**

**Conditions - Competence will be demonstrated:**

- E.1. in a written, technical report
- E.2. as an individual or as a member of a team

**Your performance will be successful when:**

- E.1. you apply appropriate document design principles
- E.2. you follow document design principles for targeted audience requirements
- E.3. procedures apply the current conventions of English
- E.4. procedures exhibit designated documentation style
- E.5. procedures contain all identified major elements
- E.6. procedures are unified, coherent and accurate
- E.7. procedures meet the criteria for effective technical documents and procedures stated in the course goal

**F. Write a situational technical report****Conditions - Competence will be demonstrated:**

- F.1. in a written, technical report
- F.2. as an individual or as a member of a team

**Your performance will be successful when:**

- F.1. you follow document design principles to targeted audience requirements
- F.2. report targets one or more of the following situations: lab report, field site report, occurrence report, inspection report, case study or progress report
- F.3. report applies the current conventions of English (if applicable)
- F.4. report exhibits designated documentation style
- F.5. report contains all identified major elements
- F.6. report is unified, coherent and accurate
- F.7. report meets the criteria for effective technical documents stated in the course goal

**G. Evaluate technical information sources****You will demonstrate your competence:**

- G.1. in a written, technical report
- G.2. as an individual or as a member of a team

**Your performance will be successful when:**

- G.1. you identify the credibility of sources
- G.2. you identify the reliability of sources
- G.3. you identify the validity of a source
- G.4. you differentiate sources of bias or bias to sources
- G.5. you follow document design principles to targeted audience requirements

**H. Prepare a formal technical research report****Conditions - Competence will be demonstrated:**

- H.1. in a written, technical report
- H.2. as an individual or as a member of a team

**Your performance will be successful when:**

- H.1. you follow document design principles to targeted audience requirements
- H.2. report targets one or more of the following situations: investigative report, definition, technical description and/or process description
- H.3. report applies the current conventions of English
- H.4. report exhibits designated documentation style
- H.5. report contains all identified major elements
- H.6. report is unified, coherent, and accurate
- H.7. report meets the criteria for effective technical documents stated in the course goal

**I. Create analytical reports****Conditions - Competence will be demonstrated:**

- I.1. in a written, analytical report

I.2. as an individual or as a member of a team

**Your performance will be successful when:**

- I.1. you follow document design principles to targeted audience requirements
- I.2. analysis targets one or more of the following situations: persuasive report, feasibility report, investigative report and/or evaluation report
- I.3. analysis applies the current conventions of English
- I.4. analysis exhibits designated documentation style
- I.5. analysis contains all identified major elements of an analytical report
- I.6. analysis is unified, coherent, and accurate
- I.7. analysis meets the criteria for effective technical documents stated in the course goal

**J. Generate graphics**

**Conditions - Competence will be demonstrated:**

- J.1. in a written, technical report
- J.2. as an individual or as a member of a team

**Your performance will be successful when:**

- J.1. you present the information that appears in the graphic ethically
- J.2. you use graphic design principles (white space, color, font, font size, hierarchy, headings and lists)
- J.3. graphic targets appropriate audiences
- J.4. graphic contains all identified major elements, including a title and referencing
- J.5. graphic credits sources of information
- J.6. graphic reinforces the narrative
- J.7. graphic simplifies complex concepts/relationships
- J.8. graphic is eye-appealing
- J.9. graphic is easy to interpret
- J.10. graphic is appropriate to data

**K. Develop a proposal**

**Conditions - Competence will be demonstrated:**

- K.1. in a written or oral proposal
- K.2. as an individual or as a member of a team

**Your performance will be successful when:**

- K.1. you follow document design principles to targeted audience requirements
- K.2. proposal includes one or more of the following: grant proposal, solicited or unsolicited proposal
- K.3. proposal targets appropriate audiences(s)
- K.4. proposal applies the current conventions of English
- K.5. proposal exhibits designated documentation style
- K.6. proposal contains all identified major elements
- K.7. proposal is unified, coherent, and accurate
- K.8. proposal meets the criteria for effective technical documents stated in the course goal

**L. Present an oral technical report**

**Conditions - Competence will be demonstrated:**

- L.1. in an oral technical report
- L.2. as an individual or as a member of a team

**Your performance will be successful when:**

- L.1. you follow ethical code of conduct
- L.2. you use appropriate research methodology
- L.3. you use appropriate primary research sources
- L.4. you use appropriate secondary research sources

- L.5. you use problem-solving tools and strategies
- L.6. you credit information taken from all sources whether paraphrased, summarized, or quoted verbatim
- L.7. you exhibit effective delivery style and techniques
- L.8. you present oral technical report on time
- L.9. report targets appropriate audience(s)
- L.10. report applies the current conventions of English
- L.11. report contains all identified major elements
- L.12. report is unified, coherent, and accurate
- L.13. report exhibits technical style
- L.14. report contains appropriate graphics which are correctly titled, labeled, placed, and sourced
- L.15. report demonstrates no plagiarism
- L.16. report contains subject matter which is technical, scientific, or business related
- L.17. report meets the established requirements of the assignment