

Overview

Welcome to Writing Reports (ENGWR 344) at American River College with Professor Shannon Mendez. This document provides a brief overview of the course. Once you're enrolled, you'll find more details (office hours, assignments, deadlines, and so forth) in the Syllabus.

Information for Fall 2012

Engwr 344 for fall 2012 is an online course. We will not have a specific time that we meet online; you will complete the coursework on your own schedule. However, you will need to meet a weekly deadline. The course orientation is also online.

Course	Day	Time	Location	Start Date	End Date
20045	Any (Deadlines are Fridays)	Any 1.5+ hrs (Deadlines are at midnight)	Any	Aug 27	Dec 14

Course Description

This course emphasizes the writing of reports for the workplace and for technical and scientific disciplines. The course covers audience analysis, standard report formats, research techniques, and concise, grammatical writing.

Student Learning Outcomes

Upon completion of this course, you will be able to:

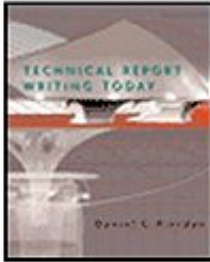
- Analyze audiences to write reader-centered documents.
- Compose documents suited for the appropriate audience.
- Compare report formats and choose formats appropriate for the writing purpose.
- Evaluate reports for their effectiveness and conformity to recognized standards.
- Collect and evaluate technical and organizational information.
- Revise reports based on audience feedback.

Prerequisite

This course does not have a prerequisite.

Required Book

You will need the following book for this course:



TECHNICAL REPORT WRITING TODAY

Author	RIORDAN
Edition	9TH 05
Published Date	2005
ISBN	9780618433896

You will need to have this book for the first week of class, so choose a store and shipping method that will deliver the book to you in time.

Note that although this book is old, it still provides good information about the foundation of developing business documents. The course will also provide supplemental materials with current trends in the field.

Course Website

Once you're enrolled in the course, you'll have access to our course website in Desire2Learn (D2L), where you will find all the course materials. To access our D2L website, go to <https://d2l.losrios.edu/>.

Conclusion

The goal for this course is to help you write effective reports. In addition to report writing, you will use the skills practiced in this class for many other business, academic, and personal communication situations.

Preparation Checklist for ENGWR 344:

- Get the course textbook
- Plan for time to complete coursework each week