

# Louisiana Delta Community College

## Academic Affairs Master Syllabus

**Course Name:** TECHNICAL REPORT WRITING

**Course Number:** ENGL 2530

**Credit Lecture hours:** 3      **Credit Lab Hours:** 0      **Contact Hours:** 45

**Textbook, Author, and Publisher:** To be provided by College Campus

**Instructor Information:** To be provided by College Campus

**Class Location:** To be provided by College Campus

**Course Description:** A study of basic English grammar skills, correct word usage principles, proper punctuation, capitalization, and effective communication techniques. General procedures in writing professional reports for industry; the organization of ideas and scientific proposals, and the preparation of industry-acceptable reports are discussed.

**Prerequisites:** None

**Co-requisites:** None

### **Learning Outcomes:**

On completion of this course, the student will be able to:

1. Define technical writing and its importance in the workplace.
2. Identify characteristics of technical writing and compare to other types of writing.
3. Compose and produce reports, mailable business documents, and other written communication.  
Tasks:
  1. Demonstrate the concept of writing styles.
  2. Learn the guides for effective writing.
  3. Compose effective sentences and paragraphs.
  4. Compose and type business letters, technical reports, and other written communication.
  5. Demonstrate a working knowledge of English grammar and correct spelling of words.
  6. Proofread and edit technical documents and other written communication.
  7. Demonstrate proficiency in the use of reference materials.
4. Prepare clear, concise set of instructions
5. Demonstrate proficiency in document design and graphics.

**Assessment Measures:** To be provided by the College Campus.

**Library Resource Center:**

The Delta Library and Learning Resource Center is committed to providing quality information and learning resources and services, including technology, in supporting the overall mission of Delta Community College and its commitment to lifelong learning.

**Special Accommodations:**

Louisiana Delta Community College complies with Section 504 of the Rehabilitation Act, as well as the Americans with Disabilities Act. Students with disabilities who attend the Monroe campus may make a request by contacting the Director of Counseling and Disability Services (See College Directory for contact information.) at the beginning of each semester. Reasonable accommodations will be attempted for students with documented disabilities. If an impairment is identified later in the semester, a non-retroactive accommodation plan will be developed. Students at satellite campuses should contact the Coordinator of Student Affairs at their particular campus.

**Title IX:**

Louisiana Delta Community College is committed to protecting the rights of students, which includes compliance with Title IX requirements. As such, the institution and members of our community will not tolerate the offenses of dating violence, domestic violence, sexual assault, and stalking. Students with Title IX concerns should contact the College's Title IX Coordinator (See College Directory for contact information.) Students are required to complete Sexual Assault Awareness and Prevention Online Training. Access to this online course will be sent out through the Delta email account.

**Student Code of Conduct:**

Louisiana Delta Community College encourages an environment of academic integrity and mutual respect. Students should read and follow both academic and behavioral expectations identified in the Code of Student Conduct that can be found online at [www.ladelta.edu](http://www.ladelta.edu). Students are expected to act with integrity, respect the rights of others, and conduct themselves in a professional manner. The Honor Code prohibits academic misconduct such as cheating, engaging in unauthorized collaboration, and plagiarism. Violations of the Code of Student Conduct may result in disciplinary action as provided in the Code. Incidents are reported through the online Student Conduct system.