



Course Specification

— (Bachelor)

Course Title: **Preparing and writing reports**

Course Code: **2793 BAM**

Program: **Human Resource Management**

Department: **Human Resource Management**

College: **Applied College In Alarda**

Institution: **Jazan University**

Version: 1st

Last Revision Date: 31/12/2023



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A. General information about the course:

1. Course Identification

1. Credit hours: 3

2. Course type

- A. ☐ University ☐ College ☒ Department ☐ Track ☐ Others
- B. ☒ Required ☐ Elective

3. Level/year at which this course is offered: Level 4 / second year

4. Course general Description:

The "Preparing and Writing Reports" course is designed to provide individuals with the necessary skills and knowledge to effectively create and present professional reports in various organizational settings. The course focuses on developing the fundamental abilities required to gather, analyze, organize, and communicate information in a concise and coherent manner.

Here is a general description of the course content and key topics covered:

1. Understanding the Purpose of Reports: Students learn about the different types and purposes of reports, such as informational reports, analytical reports, and persuasive reports. They explore how reports serve as tools for decision-making, information dissemination, and problem-solving within organizations.
2. Gathering and Analyzing Information: This section emphasizes effective research techniques, including data collection, literature review, interviews, surveys, and data analysis. Students learn how to critically evaluate sources, synthesize information, and draw meaningful conclusions.
3. Organizing Report Content: Students are taught how to structure reports logically and coherently. This includes creating an executive summary, introduction, methodology section, findings, analysis, recommendations, and conclusion. Emphasis is placed on creating clear and concise headings, subheadings, and paragraphs to enhance readability.
4. Writing Style and Tone: This segment focuses on developing a professional writing style appropriate for reports. Students learn how to adapt their tone and language to suit the intended audience, maintain objectivity, and convey information accurately and effectively. Grammar, punctuation, and sentence structure are also addressed.
5. Visual Presentation of Data: Students learn how to incorporate visual aids, such as charts, graphs, tables, and diagrams, to enhance the clarity and impact of their reports. They explore best practices for data visualization and learn how to select appropriate visual representations for different types of data.
6. Editing and Proofreading: This section covers the importance of thorough editing and



proofreading to ensure the accuracy and professionalism of reports. Students learn techniques for revising content, checking for consistency, eliminating errors, and improving readability.

7. Report Presentation and Delivery: The course may also include guidance on presenting reports orally. Students learn techniques for effectively communicating report findings, engaging with an audience, and responding to questions and feedback.

Throughout the course, students are typically assigned practical exercises and projects to reinforce their learning. These assignments may involve analyzing real-world case studies, conducting research, and preparing and presenting reports on specific topics.

By the end of the course, participants should have developed the skills necessary to produce high-quality reports that effectively communicate information, support decision-making processes, and contribute to organizational success.

5. Pre-requirements for this course (if any):NA

6. Co-requisites for this course (if any):NA

7. Course Main Objective(s):

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The main objectives of a "Preparing and Writing Reports" course typically include:

1. Developing Report Writing Skills: The course aims to enhance participants' abilities to prepare well-structured, clear, and concise reports. It focuses on improving their writing style, grammar, and vocabulary, enabling them to communicate information effectively.
2. Understanding Report Types and Purposes: Participants learn about the different types of reports and their respective purposes. They gain knowledge of informational reports, analytical reports, persuasive reports, and other formats commonly used in professional settings.
3. Enhancing Research and Data Analysis Skills: The course equips participants with the skills needed to gather, evaluate, and analyze information for their reports. They learn research methodologies, data collection techniques, and how to draw relevant conclusions from the data.
4. Organizing and Presenting Information: Participants learn how to organize report content in a logical and coherent manner. They understand the importance of structuring reports with



appropriate headings, subheadings, and sections, ensuring that the information flows smoothly.

5. Improving Visual Presentation of Data: The course emphasizes the effective use of visual aids, such as charts, graphs, and tables, to enhance the presentation and understanding of data. Participants learn how to select appropriate visual representations and integrate them seamlessly into their reports.

6. Developing Critical Thinking Skills: Participants are encouraged to think critically and analytically when gathering and interpreting data. They learn to evaluate sources, identify biases, and draw objective conclusions based on the evidence presented.

7. Enhancing Editing and Proofreading Abilities: The course emphasizes the importance of thorough editing and proofreading to ensure the accuracy and professionalism of reports. Participants learn techniques to eliminate errors, improve clarity, and enhance readability.

8. Adapting Reports to the Target Audience: Participants gain an understanding of the importance of tailoring reports to suit the needs and expectations of different audiences. They learn to adapt their writing style, language, and tone to effectively communicate with stakeholders.

9. Developing Presentation and Communication Skills: Some courses include components on presenting reports orally. Participants learn techniques for delivering engaging presentations, responding to questions, and effectively conveying their report findings to an audience.

10. Promoting Professionalism and Ethical Conduct: The course fosters an understanding of professional ethics and integrity in report writing. Participants learn about the importance of maintaining confidentiality, citing sources accurately, and avoiding plagiarism.

Overall, the objectives of a "Preparing and Writing Reports" course are to equip individuals with the skills and knowledge necessary to produce high-quality reports that meet professional standards, contribute to effective decision-making, and convey information clearly and persuasively.

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	45	100%
2	E-learning		
	Hybrid		
3	<ul style="list-style-type: none"> Traditional classroom E-learning 		
4	Distance learning		



3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	45
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		45

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	understand the fundamental principles and concepts related to report writing.	K1	Lectures	Quiz Midterm Exam Final Exam
1.2	Identify the components of the reports and their respective purposes.	K2	Lectures Discussions	Quiz Midterm Exam Final Exam
1.3	identify appropriate visual representations .	K2	Lectures	Quiz Midterm Exam Final Exam
2.0	Skills			
2.1	interpret data to draw meaningful conclusions and to present data effectively in reports.	S1	Lectures Class Assignments Class Discussions Home Assignment	Quiz Midterm Exam Final Exam
2.2	select appropriate visual representations and integrate them seamlessly into reports.	S2	Lectures Project work	Midterm Exam Final Exam
2.3	assess the reliability and validity of sources, identify biases, and develop well-founded conclusions	S3	Written Assignments Group activity Project work Field Visits	Midterm Exam Final Exam Observation



Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	based on evidence.			
3.0	Values, autonomy, and responsibility			
3.1	Gain awareness of various trends and ethical issues affecting society, companies, and consumers.	V1	Group Activity, Role Play Project Work	Observation Viva -Voice

C. Course Content

No	List of Topics	Contact Hours
1.	Preparation and Planning	6
2.	Collecting and Handling Information	6
3.	Writing and Revising Your Report	6
4.	A Style Guide to Good Report Writing	6
5.	The Correct Use of English	8
6.	Improving the Presentation of Your Report	8
7.	Some Common Types of Report	5
Total		45

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Attendance & Participation	Continuous assessment throughout the semester	10%
2.	Quizzes	4 th & 8 th week	10%
3.	Assignment / Discussion	Continuous assessment throughout the semester	20%
4.	Midterm	9 th week-10 th week	20%
5.	Final Exam	16 th week	40%

*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.)



E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	John Bowden, <i>Writing Report: How to prepare write & present really effective reports</i> , howtobooks, 9th edition, 2011.
Supportive References	
Electronic Materials	•
Other Learning Materials	• Study materials prepared by the teachers

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Available
Technology equipment (Projector, smart board, software)	Available
Other equipment (Depending on the nature of the specialty)	-

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Faculty & Students,	Class Visits & Student Survey
Effectiveness of student's assessment	Faculty & Students	The results of the students' review of the course, and the observations of the organizer are used to review the strategies used in the education
Quality of learning resources	Faculty	Checking some of the students' work, and the evaluation criteria
The extent to which CLOs have been achieved		
Other		

Assessor (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)



G. Specification Approval Data

COUNCIL /COMMITTEE	COUNCIL MEETING
REFERENCE NO.	
DATE	3\06\2024

