

California State Polytechnic University, Pomona
 Mechanical Engineering Department

ME 231 Mechanical Engineering Communications

Syllabus

Fall 2004

ITEMS DUE	READING ASSIGNMENTS DUE	ACTIVITIES	DATE
			Th Sep 23
			Th Sep 24
			Th Sep 27
			Th Sep 28
			Th Oct 1
			Th Oct 7
			Th Oct 12
			Th Oct 14
			Th Oct 19
			Th Oct 21
			Th Oct 26
			Th Oct 28
			Tu Nov 2
			Th Nov 4
			Tu Nov 9
			Th Nov 11
			Tu Nov 16
			Th Nov 18
			Tu Nov 23
			Th Nov 25
			Tu Nov 30
			Th Dec 2
			Th Dec 7

Course Description:

The Mechanical Engineering Department has developed this course for you to study and prepare the mechanics of effective engineering communications, which include: composition and style of various types of written and oral presentations of technical information; critical analysis of specifications related to the design, test and performance of components and systems typically found in the field of mechanical engineering. (4 lectures/problem-solving.)

Course Objectives (Expected Outcomes)—

Upon completion of the course, the student is expected to:

1. Competence in presenting technical information in written and oral form.
2. Ability to organize and present technical information effectively.
3. Awareness of sources of information.
4. Familiarity with word processing and computer-aided presentations.

Required Text:

Borowick, Jerome N., *Technical Communication and its Applications*, 2nd Edition
 A pocket dictionary

Recommended Reading:

Managing Effectively Seminars, *Engineering Communications*
 Raimes, Ann, *Grammar Troublespots*, 3rd Edition
 Berk, Joseph and Berk, Susan, *Handbook for First-Time Managers: Managing Effectively*
 Strunk, Jr, W., *Elements of Style*, 1959

Minimum student materials: assigned textbooks, calculator, pens, pencils, paper, access to computer with spreadsheet and mathematics software.

Prerequisite: C- or better in ENG 103 or ENG 104—Freshman English
 ME 231 Mechanical Engineering Communications is required for ME 220L

Instructor: Bill Wood

Phone: 909-869-4368

E-mail: ????@csupomona.edu (use this e-mail temporarily: billwood323@hotmail.com)

Office Hours and Location: Tu. and Th. 4:30-5 p.m. and 9-9:30 p.m., Building 9, Room 233H