

# HONOLULU COMMUNITY COLLEGE

FALL 2006

**COURSE:** English 60/Technical Writing

**CREDITS:** 03

**PREREQUISITES:** Placement in Eng.22 or 60, or successful completion of Eng.20 BE,  
or Eng.22

**INSTRUCTOR:** D. Donovan

**OFFICE:** 7-533A

**OFFICE HOURS:** TTh, 9:00-10:00; Th, 2:00-3:00, and by appointment

**OFFICE PHONE:** 847-9855

**E-MAIL:** [donovand@hcc.hawaii.edu](mailto:donovand@hcc.hawaii.edu)

## **COURSE DESCRIPTION:**

This course provides instruction and practice in the specialized writing that will be required in various trade and technical positions. **All reports must be directly related to the student's major.**

## **STUDENT LEARNING OUTCOMES:**

By the end of the course, the student will demonstrate the ability to:

1. Follow directions accurately in all assignments
2. Meet required deadlines
3. Understand the need and circumstances for concise and precise technical writing
4. Think logically, plan, organize, and write reports at an appropriate level of technicality, according to instructions
5. Locate and be able to read and assess technical information for specific assignments, including summarizing technical articles
6. Apply technical writing skills to specified projects from trade/technical courses taken concurrently with Eng.60, or in the future
7. Demonstrate computer literacy by attending workshops or submitting proof of competency
8. Send and receive memos by e-mail
9. Recognize the importance of standard English for both written and oral reports and use it in all assignments
10. Determine audience and address that audience