

**The color codes are as follows:**

**Class discussions**

***Writing that Works (WW)***

**See Class Handouts in Blackboard Most assignments will be submitted through blackboard and the due dates will be on the Blackboard calendar on the week that the assignment is due.**

**Pay attention to due dates/ Due**

**Calendar material and due dates are subject to change. Be aware of this, and check calendar updates, which will be listed in the "Course Content" section of Blackboard.**

**A more detailed rubric and specific sections will be available in class and in Blackboard for each assignment.**

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**Week One**

**Introduction to Bilingual Workplace Writing; In-class writing;**

**Readings: The Writing Process, WW Chapters 1-4**

**Assignments Due: Buy online book; look over APA style in Blackboard, syllabus...etc....**

**Online: See discussion board**

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**Week Two**

**Readings: Essential Skills: WW Chapters 5-7;**

**Online: See discussion board**

**Assign: Memo**

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**Week Three**

**Analyzing readers and contexts of use designing documents; Library Databases and Catalog discussion & doing research; "Thinking about the Research Process" and ethics in the workplace**

**Readings: Writing at Work WW Chapters 8-9**

**Due: Audience analysis Memo English/Spanish**

**Online: See discussion board**

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**Week Four**

**Instructions and procedures; teaming in the technical workplace Writing a Review of Literature(Methodology): See Critical Annotated Bibliography and Literature Review Handout**

**Readings: WW Chapters 10-11**

**and what is a Review of literature in Blackboard handout(in Blackboard)**

**Online: See discussion board**

**\*Assign: Review of Literature (Methodology) and Report**

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**Week Five**

**Researching and managing information; writing and projects**

**Readings: Managing Projects and Arranging Information; cont. WW Chapters 10-11**

**Due: Letter English/Spanish**

**\*Assign: Policy, Manuals, Handbooks (Individual) Note\* These three assignments tie in together-the bulk of your research for this class**

**Online: See discussion board**

**Group Selections (for business plan and research)**

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**Week Six**

**Document Design**

**Readings: Designing and Writing Instructions—WW Chapter 12-13**

**\*Due: Review of Literature (Methodology) and Report**

**Online: See discussion board**

**\*Assign: Instructional Document**

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**Week Seven**

**Using visuals and graphics, collaboration/group topics & expectations / conferences with groups**

**Readings: Constructing Visuals, Tables, Graphs, and Visualizations; review WW Chapter 7; See Power Point slide in Blackboard**

**Group Selections**

**Online: See discussion board**

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**Spring Break March 10-14**

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**Week Eight**

**Using plain and persuasive style, revising and editing for usability;**

**Mid-term—over chapters up to date 100 pts.**

**Readings: WW Chapter 14**

**Online: See discussion board**

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**Week Nine**

**Websites and online publication**

**Readings: WW Chapter 15**

**\*Due: Instructional Document**

**Online: See discussion board**

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**Week Ten**

**Writing proposals and progress report; describing the current situation**

**Readings: WW Chapter 16**

**\*Due: Policy, Manuals, Handbooks**

**Online: See discussion board**

**From this point on you will be working on your group project**

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**Week Eleven**

**Describing a work plan; using email and instant messaging; resumes and letters of application**

**Readings: Readings: Documents—Employment Documents; cont. WW Chapter 16**

**Due: Group proposal**

**Assign: Resumes and letters of application 100 pts.**

**Online: See discussion board**

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**Week Twelve**

**Conferences, Preparing and giving presentations, Interviews In-class Group Work**

**Readings: Review Principles-Style and Editing; WW Part Four- Revision Guide**

**Online: See discussion board**

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**Week Thirteen**

**Conferences, review, revising and editing workshop**

**Readings: Principles-Oral Presentations**

**How to Present a Report/ PowerPoint**

**Due: Group Progress Report**

**Online: See discussion board**

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**Week Fourteen**

**Group Presentations Class work on Projects; starting your careers Review of Project Packet and Class Evaluations**

**Due: Resumes and letters of application**

**Due: Individual portion of the website. Must be completed and ready for presentation**

**Online: See discussion board**

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**Week Fifteen**

**Last week of classes Wrap the course up**

**Group Presentations All Group Projects Due;**

**Due: Group Business Project Website and presentations**

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**Week Sixteen Finals Week**

**Final Exam TBA**