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!

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.

### 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

### Week Two
**Readings:** Essential Skills: WW Chapters 5-7;
**Online:** See discussion board
**Assign:** Memo

### 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

### 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

### 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)
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

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

Spring Break March 10-14

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

Week Nine
Websites and online publication
Readings: WW Chapter 15
*Due: Instructional Document
Online: See discussion board

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

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

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

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