

CLASS NUMBER AND NAME:	<b>EN310B—WRITING SKILLS FOR THE OFFICE PROFESSIONAL II</b>
TOTAL HOURS/UNITS:	25 HOURS—2.5 UNITS
PREREQUISITES:	EN310A—Writing Skills for the Office Professional I
TEXT AND MATERIALS:	<i>The College Writer: A Guide to Thinking, Writing, and Researching</i> : Houghton Mifflin Company
CLASS DESCRIPTION:	This class builds on the skills in EN310A. The students work on improving their writing style while creating a variety of documents for the professional. The students will also learn observation and interview skills and develop the ability to communicate their findings in writing. Written organization and critical thinking skills are emphasized.
CLASS OBJECTIVES:	The objective of the class is to design and develop documentation from start to finish in a clear and concise manner.
CLASS FORMAT OVERVIEW:	Weekly reading and writing projects will be assigned.
CLASS ATTENDANCE:	Students will follow the class schedule every day.
REQUIREMENTS:	Students are required to complete all assignments on schedule and maintain the attendance and email requirements to successfully complete the class.
GRADING POLICIES:	<p>The work submitted to the instructor will be evaluated according to the specified requirements of the assigned work and accuracy of the production. Each assignment must be carefully proofread for typographical, spelling errors, errors in alignment, margins, and format before submitting the work.</p> <p>Each project in its entirety is worth 100 points. The grading scale is as follows:</p> <p>90 – 100 = A 80 – 89 = B 70 – 79 = C 60 – 69 = D Below 60 = F</p>

ANTICIPATED LEARNING  
OUTCOMES:

Upon completing this course, the student will be able to:

1. Use critical thinking skills to compare, contrast, and classify.
2. Utilize process writing to write a definition and persuasive paper.
3. Write a document using the persuasive approach.
4. Be familiar with proposing a solution and writing an observation report.
5. Write with clarity utilizing excellent proofreading skills to obtain error-free documents.
6. Improve writing style while focusing on conveying meaning to a specific audience.

# EN310B ASSIGNMENTS AND SCHEDULE

The schedule is provided for you so that you know the direction to head in your writing. Please refer to this schedule throughout the module and stay current with your assignments.

## Important Guidelines

- All assignments must be word processed and double-spaced.
- All assignments are due as stated on the weekly schedule. Late assignments will receive a 10% penalty for each day they are late.
- On writing days it's the student's responsibility to check in with the instructor before the beginning of each class hour via email.
- For the instructor to review the writing assignments before they are due, send the document attached to an email at least two days before the due date.
- Attendance is required on due dates as listed on the schedule.
- If a student is behind two assignments or fails to check in or attend five classes, he or she must repeat the class.
- Plagiarized or paraphrased work without documentation will not be accepted and will be grounds for failing the class.

# EN310B — Weekly Schedule

Week 1		
<b>M</b>	Class Introduction Meet – Critical Thinking – Read pages 195-220 (Chapters 13 & 14—Compare and Contrast and Classification) <b>Writing Assignments 1 and 2</b> —Compose any two of the assignments on page 208 and begin working on them	<b>Attend</b>
<b>T</b>	Writing Day	Email
<b>W</b>	<b>Writing Assignment 3</b> —Chose one of the assignments on page 220	Email
<b>T</b>	Writing Day	Email
<b>F</b>	Writing Day—You will have three assignments due on Monday	Email
Week 2		
<b>M</b>	<b>Turn in Writing Assignments 1, 2, and 3</b> Read pages 221-234 (Chapter 15—Process Writing) <b>Writing Assignment 4—Choose one of the activities on page 234</b>	<b>Attend</b>
<b>T</b>	Writing Day—Read pages 235-250 (Chapter 16—Definition)	Email
<b>W</b>	<b>Writing Assignment 5—Definition Paper</b>	Email
<b>T</b>	Writing Day	Email
<b>F</b>	Writing Day—Writing Assignments 4 and 5 are due on Monday	Email
Week 3		
<b>M</b>	<b>Turn in Assignments 4 and 5</b> Read pages 253-312 (Chapters 17, 18, 19, 20)	<b>Attend</b>
<b>T</b>	Reading Day	Email
<b>W</b>	<b>Assignment 6—Persuasive Paper</b>	Email
<b>T</b>	Writing Day	Email
<b>F</b>	Writing Day—No work is due on Monday	Email
Week 4		
<b>M</b>	Writing Day	Email
<b>T</b>	Writing Day	Email
<b>W</b>	Writing Day	Email
<b>T</b>	Writing Day—Read pages 313-355 (Chapters 21, 22, 23—Proposing a Solution, Observation Report, Interview Report)	Email
<b>F</b>	<b>Assignment 6 Due—Persuasive Paper</b> <b>Assignment 7—Proposing a Solution/Observation/Interview</b>	<b>Attend</b>
Week 5		
<b>M</b>	Writing Day	Email
<b>T</b>	Writing Day	Email
<b>W</b>	<b>Assignment 7 Due—Proposing a Solution/Observation/Interview</b>	<b>Attend</b>
<b>T</b>	Finalizing grades	
<b>F</b>	Finalizing grades	

# Evening Schedule

## EN 310B — Writing Skills for the Office Professional

<b>Evening Six-Week Schedule</b>	<b>Evening Three-Week Schedule</b>	
<b>Week 1</b>	<b>Week 1</b>	Assignment 1-2
<b>Week 2</b>		Assignment 3
<b>Week 3</b>	<b>Week 2</b>	Assignment 4
<b>Week 4</b>		Assignment 5
<b>Week 5</b>	<b>Week 3</b>	Assignment 6
<b>Week 6</b>		Assignment 7