

Professional Writing

Credit: 1/2

Weeks: 6

Prerequisites: None

Attendance: Mandatory Twice a Week Participation

Graded Activities	Suggested Due Date	% Points
Week 1		
Assignment 1: Block Style Business Letter	Wednesday of Week 1	50%
Quiz 1: Ribbons	Wednesday of Week 1	20%
Quiz 2: Business Letter	Wednesday of Week 1	30%
Week 1 Total Percentage Towards Final Grade		16.6%
Week 2		
Discussion Board: Word Processors	Wednesday of Week 2	20%
Assignment 1: Activity Practice Business Memo	Wednesday of Week 2	30%
Quiz 1: Business Memo	Wednesday of Week 2	20%
Quiz 2: Article 2: Word Processing Final	Wednesday of Week 2	30%
Week 2 Total Percentage Towards Final Grade		16.6%
Week 3		
Discussion Board: Resumes	Wednesday of Week 3	20%
Assignment 1: Draft Resume and Cover Letter	Wednesday of Week 3	30%
Quiz 1: Resumes	Wednesday of Week 3	20%
Quiz 2: Resume and Cover Letter	Wednesday of Week 3	30%
Week 3 Total Percentage Towards Final Grade		16.6%
Week 4		
Assignment 1: Polish Your Resume and Cover Letter	Wednesday of Week 4	30%
Quiz 1: Polishing Your Writing	Wednesday of Week 4	20%
Quiz 2: Bolstering Resume and Cover Letter	Wednesday of Week 4	20%
Quiz 3: Resume Final	Wednesday of Week 4	30%
Week 4 Total Percentage Towards Final Grade		16.6%
Week 5		
Discussion: Professional Writing	Wednesday of Week 5	20%
Assignment 1: Rough Draft of Narrative of Your Message	Wednesday of Week 5	30%
Quiz 1: Audience	Friday of Week 5	20%
Quiz 2: Art of Persuasion	Friday of Week 5	30%
Week 5 Total Percentage Towards Final Grade		16.6%
Week 6		
Assignment 1: Editing and Submitting Your Final Message	Wednesday of Week 6	50%
Quiz 1: Professional Writing Final	Friday of Week 6	50%
Week 6 Total Percentage Towards Final Grade		17%
Weighted Total		100%

