

# LSCPA – Business Communication 1321

## Fall 2021 – Course Calendar

\*The instructor reserves the right to change due dates. If changes are made, students will be notified via an announcement in Blackboard.

WEEK	ASSIGNMENT
<b>Unit #1: Introduction to Business Communication</b>	
Week #1 8/23 to 8/29	<ul style="list-style-type: none"> <li>• Orientation to Class–Syllabus, Course Calendar, Expectations</li> <li>• How to Use Blackboard Lecture &amp; Lesson</li> <li>• <b>Add your information to the Student Contact Information spreadsheet</b></li> <li>• What is Business Communication?</li> </ul>
<b>Unit #2: Professional Presentations</b>	
Week #2 8/30 to 9/5	<ul style="list-style-type: none"> <li>• Business Communication &amp; Meetings</li> <li>• Developing Your Business Presentation</li> <li>• Researching Your Business Presentation</li> </ul>
Week#3 9/6 to 9/12	<ul style="list-style-type: none"> <li>• Outlining Your Presentation</li> <li>• <b>More About You Assignment (100 pts)</b></li> </ul> <p>*Due via blackboard before 9/12 at 11:59 p.m. NO CLASS ON 9/6 (LABOR DAY)</p>
Week#4 9/13 to 9/19	<ul style="list-style-type: none"> <li>• Creating a Professional PowerPoint</li> <li>• Delivering Your Presentation</li> </ul>
Week#5 9/20 to 9/26	<ul style="list-style-type: none"> <li>• Types of Presentations</li> <li>• <b>Informative Speech (100 pts)</b></li> </ul> <p>*Speech Presentations will be delivered on the day you are assigned. Your assigned day will be announced during class.</p>
Week #6 9/27 to 10/03	<ul style="list-style-type: none"> <li>• Public Speaking Online</li> <li>• <b>Informative Speech Reflection (100 pts)</b></li> </ul> <p>*Due via blackboard before 10/03 at 11:59 p.m.</p>
<b>Unit #3: Professional Written Communication</b>	
Week#7 10/4 to 10/10	<ul style="list-style-type: none"> <li>• E-Mail Etiquette</li> <li>• How to Write a Professional Email</li> <li>• <b>Email Assignment (100 pts)</b></li> </ul> <p>*Due via blackboard before 10/10 at 11:59 p.m.</p>
Week#8 10/11 to 10/17	<ul style="list-style-type: none"> <li>• What is a Cover Letter?</li> <li>• How to Write a Cover Letter</li> <li>• <b>Cover Letter Assignment (100 pts)</b></li> </ul> <p>*Due via blackboard before 10/17 at 11:59 p.m.</p>
Week#9 10/18 to 10/24	<ul style="list-style-type: none"> <li>• What is a Resume?</li> <li>• How to Write a Resume</li> <li>• <b>Resume Assignment (100 pts)</b></li> </ul> <p>*Due via blackboard before 10/24 at 11:59 p.m.</p>

<b>Unit #4: Getting Started in Your Career</b>	
Week#10 10/25 to 10/31	<ul style="list-style-type: none"> <li>• Methods for Searching for a Job</li> <li>• How to Submit Job Applications?</li> <li>• What is an Interview?</li> <li>• How to Interview?</li> <li>• <b>Mock Interview Assignment (100 pts)</b></li> </ul> <p>*Mock Interviews will be completed at your specified time which will be announced during class.</p>
<b>Unit #5: Group Communication</b>	
Week #11 11/01 to 11/07	<ul style="list-style-type: none"> <li>• Group Communication</li> <li>• Interpersonal Communication</li> <li>• Intercultural Communication</li> </ul>
Week#12 11/8 to 11/14	<ul style="list-style-type: none"> <li>• Working in a Team</li> <li>• Managing Conflict on the Job</li> </ul>
<b>Unit #6: Group Project</b>	
Week#13 11/15 to 11/21	<ul style="list-style-type: none"> <li>• Introduction of Group Project</li> <li>• Group Project Work Week</li> <li>• Instructor-Group Meetings</li> <li>• <b>Group Project Charter (10 pts)</b></li> </ul> <p>*Due via blackboard before 11/21 at 11:59 p.m.</p>
Week#14 11/22 to 11/28	<ul style="list-style-type: none"> <li>• Group Project Work Week</li> <li>• Instructor-Group Meetings</li> </ul> <p>NO CLASS ON 11/25 &amp; 11/26 (THANKSGIVING BREAK)</p>
Week #15 11/29 to 12/05	<ul style="list-style-type: none"> <li>• <b>Group Project Presentation (190 pts)</b></li> </ul> <p>*Group Presentations will be delivered on the day your group is assigned. Your assigned day will be announced during class.</p>
Week #16 12/6 to 12/8	<ul style="list-style-type: none"> <li>• <b>Final Exam (100 pts)</b></li> </ul>