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| \*The instructor reserves the right to change due dates. If changes are made, students will be notified via an announcement in Blackboard. | |
| **WEEK** | **ASSIGNMENT** |
| **Unit #1: Introduction to Business Communication** | |
| Week #1  08/25 to 08/31 | * Orientation to Class–Syllabus, Course Calendar, Expectations * What is Business Communication? * Complete “Welcome/Self Introduction” Discussion Post |
| **Unit #2: Professional Presentations** | |
| Week #2  9/1 to 09/07 | * Developing Your Business Presentation * Researching Your Business Presentation * More About You Assignment (50 pts) |
| Week #3  9/08 to 09/14 | * Outlining Your Presentation * Goals After Graduation Paper (50 pts) |
| Week #4  09/15 to 09/21 | * Creating a Professional PowerPoint * Delivering Your Presentation |
| Week #5  9/22 to 9/28 | * Types of Presentations * Informative Speech (100 pts)   \*Informative speeches will be completed virtually by recording your speech in front of an audience of two adults, uploaded to YouTube, and submitted via blackboard. |
| Week #6  9/29 to 10/05 | * Public Speaking Online * Informative Speech Reflection (100 pts) |
| **Unit #3: Professional Written Communication** | |
| Week #7  10/6 to 10/12 | * E-Mail Etiquette * How to Write a Professional Email * Email Assignment (100 pts) |
| Week #8  10/13 to 10/19 | * What is a Cover Letter? * How to Write a Cover Letter * Cover Letter Assignment (100 pts) |
| Week #9  10/20 to 10/26 | * What is a Resume? * How to Write a Resume * Resume Assignment (100 pts) |
| **Unit #4: Getting Started in Your Career** | |
| Week #10  10/27 to 11/02 | * How to Submit Job Applications * How to Interview * Interview Assignment (100 pts) |
| **Unit #5: Group Communication** | |
| Week #11  11/3 to 11/9 | * Intercultural Communication & Conflict Management |
| Week #12  11/10 to 11/16 | * Working in a Team * Managing Conflict on the Job * Extra Credit: Conflict Management (15 pts) |
| **Unit #6: Group Project** | |
| Week #13  11/17 to 11/23 | * Persuasive Speaking * Monroe’s Motivated Sequence * Introduction of Group Project * Group Project Charter (10 pts) |
| Week #14  11/24 to 11/30 | * Group Project Work Week * Instructor-Group Meetings (if needed)   \*Instructor-Group Meetings will be completed virtually at the time specified in the course module. |
| Week #15  12/1 to 12/07 | * Group Project Presentation (190 pts)   \*The group project will be completed virtually. You do not have to meet face to face to successfully complete the project.  \*Group Projects are due by 11:59 p.m. on Friday, December 5th! |
| Week #16  12/8 to 12/10 | * Final Exam (100 pts)   \*Final exams are due by 11:59 p.m. on Monday, December 8th! |