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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: What is Business Communication?** |
| Week #1 1/19 to 1/24 | * **Zoom Meeting @ 12:30 p.m. on 1/20 (\*Attendance is optional.)**
* Orientation to Class–Syllabus, Course Calendar, Expectations
* How to Use Blackboard Lecture & Lesson
* Add your information to the Student Contact Information spreadsheet
* Business Communication Readings & Activities
* Responsibilities as a Communicator Readings & Activities
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| Week #21/25 to 1/31 | * **Zoom Meeting @ 12:30 p.m. on 1/25 (\*Attendance is optional.)**
* Ethics & Plagiarism Readings & Activities
* Professional Meetings Readings & Activities
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| Week#32/1 to 2/7 | * **Zoom Meeting @ 12:30 p.m. on 2/1 (\*Attendance is optional.)**
* Oral VS Written Communication Readings & Activities
* Test #1 (100 pts)
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| **Unit #2: Professional Oral Communication** |
| Week #42/8 to 2/14 | * **Zoom Meeting @ 12:30 p.m. on 2/8 (\*Attendance is optional.)**
* Informative Speaking Readings & Activities
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| Week#52/15 to 2/21 | * **Zoom Meeting @ 12:30 p.m. on 2/15 (\*Attendance is optional.)**
* Persuasive Speaking Readings & Activities
* Informative Speech (100 pts)
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| **Unit #3: Professional Written Communication** |
| Week#62/22 to 2/28 | * **Zoom Meeting @ 12:30 p.m. on 2/22 (\*Attendance is optional.)**
* Texts, E-mail, Netiquette Readings & Activities
* Elevator Speech (100 pts)
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| Week#73/1 to 3/7 | * **Zoom Meeting @ 12:30 p.m. on 3/1 (\*Attendance is optional.)**
* Memos & Business Proposals Readings & Activities
* Cover Letters Readings & Activities
* Cover Letter Assignment (100 pts)
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| Week#83/8 to 3/14  | * **Zoom Meeting @ 12:30 p.m. on 3/8 (\*Attendance is optional.)**
* Test #2 Review
* Test #2 (100 pts)
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| **SPRING BREAK (March 15-19)** |
| **Unit #4: Getting Started in Your Career** |
| Week#93/22 to 3/28 | * **Zoom Meeting @ 12:30 p.m. on 3/22 (\*Attendance is optional.)**
* Career Coach Readings & Activities
* Job Search Readings & Activities
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| Week#103/29 to 4/4 | * **Zoom Meeting @ 12:30 p.m. on 3/29 (\*Attendance is optional.)**
* Resume Readings & Activities
* Interviewing Readings & Activities
* O\*Net Assignment & Reflection Paper (100 pts)
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| **Unit #5: Professional Group Communication** |
| Week #114/5 to 4/11 | * **Zoom Meeting @ 12:30 p.m. on 4/5 (\*Attendance is optional.)**
* Group communication Readings & Activities
* Resume Assignment (100 pts)
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| Week#124/12 to 4/18 | * **Zoom Meeting @ 12:30 p.m. on 4/12 (\*Attendance is optional.)**
* Intercultural Communication Readings & Activities
* Mock Interview Assignment (100 pts)
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| Week#134/19 to 4/25 | * **Zoom Meeting @ 12:30 p.m. on 4/19 (\*Attendance is optional.**
* Interpersonal Communication Readings & Activities
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| **Unit #6: Group Project** |
| Week#144/26 to 5/2 | * **Zoom Meeting @ 12:30 p.m. on 4/26 (\*Attendance is optional.)**
* Introduction of Group Project
* Group Project Work Week
* Instructor-Group Meetings
* Group Project Charter (10 pts)
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| Week#155/3 to 5/9 | * **Zoom Meeting @ 12:30 p.m. on 5/3 (\*Attendance is optional.)**
* Group Project Presentation (190 pts)
* Test #3 Review
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| Week #165/10 to 5/12 | * Test #3 (100 pts)
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