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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 |
| Week #2  1/25 to 1/31 | * **Zoom Meeting @ 12:30 p.m. on 1/25 (\*Attendance is optional.)** * Ethics & Plagiarism Readings & Activities * Professional Meetings Readings & Activities |
| Week#3  2/1 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) |
| **Unit #2: Professional Oral Communication** | |
| Week #4  2/8 to 2/14 | * **Zoom Meeting @ 12:30 p.m. on 2/8 (\*Attendance is optional.)** * Informative Speaking Readings & Activities |
| Week#5  2/15 to 2/21 | * **Zoom Meeting @ 12:30 p.m. on 2/15 (\*Attendance is optional.)** * Persuasive Speaking Readings & Activities * Informative Speech (100 pts) |
| **Unit #3: Professional Written Communication** | |
| Week#6  2/22 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) |
| Week#7  3/1 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) |
| Week#8  3/8 to 3/14 | * **Zoom Meeting @ 12:30 p.m. on 3/8 (\*Attendance is optional.)** * Test #2 Review * Test #2 (100 pts) |
| **SPRING BREAK (March 15-19)** | |
| **Unit #4: Getting Started in Your Career** | |
| Week#9  3/22 to 3/28 | * **Zoom Meeting @ 12:30 p.m. on 3/22 (\*Attendance is optional.)** * Career Coach Readings & Activities * Job Search Readings & Activities |
| Week#10  3/29 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) |
| **Unit #5: Professional Group Communication** | |
| Week #11  4/5 to 4/11 | * **Zoom Meeting @ 12:30 p.m. on 4/5 (\*Attendance is optional.)** * Group communication Readings & Activities * Resume Assignment (100 pts) |
| Week#12  4/12 to 4/18 | * **Zoom Meeting @ 12:30 p.m. on 4/12 (\*Attendance is optional.)** * Intercultural Communication Readings & Activities * Mock Interview Assignment (100 pts) |
| Week#13  4/19 to 4/25 | * **Zoom Meeting @ 12:30 p.m. on 4/19 (\*Attendance is optional.** * Interpersonal Communication Readings & Activities |
| **Unit #6: Group Project** | |
| Week#14  4/26 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) |
| Week#15  5/3 to 5/9 | * **Zoom Meeting @ 12:30 p.m. on 5/3 (\*Attendance is optional.)** * Group Project Presentation (190 pts) * Test #3 Review |
| Week #16  5/10 to 5/12 | * Test #3 (100 pts) |