

LSCPA – Business Communication 1321

Fall 2021 – Course Calendar – Online

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

*All assignments are due via blackboard by 11:59 p.m. on Sunday during the week in which they are assigned.

WEEK	ASSIGNMENT
Unit #1: Introduction to Business Communication	
Week #1 8/23 to 8/29	<ul style="list-style-type: none"> • Zoom Meeting: Orientation to Class (Optional) • Orientation to Class–Syllabus, Course Calendar, Expectations • Add your information to the Student Contact Information spreadsheet • What is Business Communication?
Unit #2: Professional Presentations	
Week #2 8/30 to 9/5	<ul style="list-style-type: none"> • Business Communication & Meetings • Developing Your Business Presentation • Researching Your Business Presentation • Self-Introductions Discussion Board
Week#3 9/6 to 9/12	<ul style="list-style-type: none"> • Outlining Your Presentation • More About You Assignment (100 pts)
Week#4 9/13 to 9/19	<ul style="list-style-type: none"> • Creating a Professional PowerPoint • Delivering Your Presentation
Week#5 9/20 to 9/26	<ul style="list-style-type: none"> • Types of Presentations • Informative Speech (100 pts) <p>*Students will record their speech, upload the video to YouTube, and the YouTube link via blackboard.</p>
Week #6 9/27 to 10/03	<ul style="list-style-type: none"> • Public Speaking Online • Informative Speech Reflection (100 pts)
Unit #3: Professional Written Communication	
Week#7 10/4 to 10/10	<ul style="list-style-type: none"> • E-Mail Etiquette • How to Write a Professional Email • Email Assignment (100 pts)
Week#8 10/11 to 10/17	<ul style="list-style-type: none"> • What is a Cover Letter? • How to Write a Cover Letter • Cover Letter Assignment (100 pts)
Week#9 10/18 to 10/24	<ul style="list-style-type: none"> • What is a Resume? • How to Write a Resume • Resume Assignment (100 pts)
Unit #4: Getting Started in Your Career	
Week#10 10/25 to 10/31	<ul style="list-style-type: none"> • Methods for Searching for a Job • How to Submit Job Applications? • What is an Interview?

	<ul style="list-style-type: none"> • How to Interview? • Mock Interview Assignment (100 pts) <p>*Mock Interviews will be completed via Zoom on the day you are assigned.</p>
Unit #5: Group Communication	
Week #11 11/01 to 11/07	<ul style="list-style-type: none"> • Group Communication • Interpersonal Communication • Intercultural Communication
Week#12 11/8 to 11/14	<ul style="list-style-type: none"> • Working in a Team • Managing Conflict on the Job
Unit #6: Group Project	
Week#13 11/15 to 11/21	<ul style="list-style-type: none"> • Introduction of Group Project • Group Project Work Week • Instructor-Group Meetings • Group Project Charter (10 pts)
Week#14 11/22 to 11/28	<ul style="list-style-type: none"> • Group Project Work Week • Instructor-Group Meetings <p>NO CLASS ON 11/25 & 11/26 (THANKSGIVING BREAK)</p>
Week #15 11/29 to 12/05	<ul style="list-style-type: none"> • Group Project Presentation (190 pts) <p>*Group will record their speech, upload the video to YouTube, and the Youtube link via blackboard.</p>
Week #16 12/6 to 12/8	<ul style="list-style-type: none"> • Final Exam (100 pts)