

LSCPA – Business Communication 1321

Spring 2022 – 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
Unit #1: Introduction to Business Communication	
Week #1 1/17 to 1/23	<ul style="list-style-type: none"> • Orientation to Class–Syllabus, Course Calendar, Expectations • How to Use Blackboard Lecture & Lesson • What is Business Communication?
Unit #2: Professional Presentations	
Week #2 1/24 to 1/30	<ul style="list-style-type: none"> • Business Communication & Meetings • Developing Your Business Presentation • Researching Your Business Presentation
Week #3 1/31 to 2/6	<ul style="list-style-type: none"> • Outlining Your Presentation • More About You Assignment (100 pts)
Week #4 2/7 to 2/13	<ul style="list-style-type: none"> • Creating a Professional PowerPoint • Delivering Your Presentation
Week #5 2/14 to 2/20	<ul style="list-style-type: none"> • Types of Presentations • Informative Speech (100 pts) <p>*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.</p>
Week #6 2/21 to 2/27	<ul style="list-style-type: none"> • Public Speaking Online • Informative Speech Reflection (100 pts)
Unit #3: Professional Written Communication	
Week #7 2/28 to 3/6	<ul style="list-style-type: none"> • E-Mail Etiquette • How to Write a Professional Email • Email Assignment (100 pts)
Week #8 3/7 to 3/13	<ul style="list-style-type: none"> • What is a Cover Letter? • How to Write a Cover Letter • Cover Letter Assignment (100 pts)
3/14 to 3/20	SPRING BREAK
Week #9 3/21 to 3/27	<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 3/28 to 4/3	<ul style="list-style-type: none"> • Methods for Searching for a Job • How to Submit Job Applications? • What is an Interview? • How to Interview?

	<ul style="list-style-type: none"> • Mock Interview Assignment (100 pts) <p>*Mock Interviews will be completed virtually at the time specified in the course module.</p>
Unit #5: Group Communication	
Week #11 4/4 to 4/10	<ul style="list-style-type: none"> • Group Communication • Interpersonal Communication • Intercultural Communication
Week #12 4/11 to 4/17	<ul style="list-style-type: none"> • Working in a Team • Managing Conflict on the Job
Unit #6: Group Project	
Week #13 4/18 to 4/24	<ul style="list-style-type: none"> • Introduction of Group Project • Group Project Work Week • Instructor-Group Meetings • Group Project Charter (10 pts)
Week #14 4/25 to 5/1	<ul style="list-style-type: none"> • Group Project Work Week • Instructor-Group Meetings <p>*Instructor-Group Meetings will be completed virtually at the time specified in the course module.</p>
Week #15 5/2 to 5/8	<ul style="list-style-type: none"> • Group Project Presentation (190 pts) <p>*The group project will be completed virtually. You do not have to meet face to face to successfully complete the project.</p>
Week #16 5/9 to 5/11	<ul style="list-style-type: none"> • Final Exam (100 pts)