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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 01/16 to 01/21 | * Orientation to Class–Syllabus, Course Calendar, Expectations
* What is Business Communication?
* Complete “Welcome/Self Introduction” Discussion Post
 |
| **Unit #2: Professional Presentations** |
| Week #201/22 to 01/28 | * Developing Your Business Presentation
* Researching Your Business Presentation
* More About You Assignment (50 pts)
 |
| Week #301/29 to 02/04 | * Outlining Your Presentation
* Goals After Graduation Paper (50 pts)
 |
| Week #402/05 to 02/11 | * Creating a Professional PowerPoint
* Delivering Your Presentation
 |
| Week #502/12 to 02/18 | * 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 #602/19 to 02/25 | * Public Speaking Online
* Informative Speech Reflection (100 pts)
 |
| **Unit #3: Professional Written Communication** |
| Week #702/26 to 03/03 | * E-Mail Etiquette
* How to Write a Professional Email
* Email Assignment (100 pts)
 |
| Week #803/04 to 03/10 | * What is a Cover Letter?
* How to Write a Cover Letter
* Cover Letter Assignment (100 pts)
 |
| 03/11 to 03/17 | SPRING BREAK |
|  Week #903/18 to 03/24 | * What is a Resume?
* How to Write a Resume
* Resume Assignment (100 pts)
 |
| **Unit #4: Getting Started in Your Career** |
| Week #1003/25 to 03/31 | * How to Submit Job Applications
* How to Interview
* Interview Assignment (100 pts)
 |
| **Unit #5: Group Communication** |
| Week #1104/01 to 04/07 | * Intercultural Communication & Conflict Management
 |
| Week #1204/08 to 04/14 | * Working in a Team
* Managing Conflict on the Job
* Extra Credit: Conflict Management (15 pts)
 |
| **Unit #6: Group Project** |
| Week #1304/15 to 04/21 | * Persuasive Speaking
* Monroe’s Motivated Sequence
* Introduction of Group Project
* Group Project Charter (10 pts)
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| Week #1404/22 to 04/28 | * 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 #1504/29 to 05/05 | * 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, May 3rd   |
| Week #1605/06 to 05/08 | * Final Exam (100 pts)

\*Final exams are due by 11:59 p.m. on Tuesday, May 7th |