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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  01/21 to 01/26 | * Orientation to Class–Syllabus, Course Calendar, Expectations * What is Business Communication? * Complete “Welcome/Self Introduction” Discussion Post |
| **Unit #2: Professional Presentations** | |
| Week #2  01/27 to 02/02 | * Developing Your Business Presentation * Researching Your Business Presentation * More About You Assignment (50 pts) |
| Week #3  02/03 to 02/09 | * Outlining Your Presentation * Goals After Graduation Paper (50 pts) |
| Week #4  02/10 to 02/16 | * Creating a Professional PowerPoint * Delivering Your Presentation |
| Week #5  02/17 to 02/23 | * 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 #6  02/24 to 03/02 | * Public Speaking Online * Informative Speech Reflection (100 pts) |
| **Unit #3: Professional Written Communication** | |
| Week #7  03/03 to 03/09 | * E-Mail Etiquette * How to Write a Professional Email * Email Assignment (100 pts) |
| 03/10 TO 03/16 | SPRING BREAK |
| Week #8  03/17 to 03/23 | * What is a Cover Letter? * How to Write a Cover Letter * Cover Letter Assignment (100 pts) |
| Week #9  03/24 to 03/30 | * What is a Resume? * How to Write a Resume * Resume Assignment (100 pts) |
| **Unit #4: Getting Started in Your Career** | |
| Week #10  03/31 to 04/6 | * How to Submit Job Applications * How to Interview * Interview Assignment (100 pts) |
| **Unit #5: Group Communication** | |
| Week #11  04/7 to 04/13 | * Intercultural Communication & Conflict Management |
| Week #12  04/14 to 04/20 | * Working in a Team * Managing Conflict on the Job * Extra Credit: Conflict Management (15 pts) |
| **Unit #6: Group Project** | |
| Week #13  04/21 to 04/27 | * Persuasive Speaking * Monroe’s Motivated Sequence * Introduction of Group Project * Group Project Charter (10 pts) |
| Week #14  04/28 to 05/04 | * Group Project Work Week * Instructor-Group Meetings (if needed) |
| Week #15  05/05 to 05/11 | * 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 9th |
| Week #16  05/12 to 05/14 | * Final Exam (100 pts)   \*Final exams are due by 11:59 p.m. on Monday, May 12th |