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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 #201/27 to 02/02 | * Developing Your Business Presentation
* Researching Your Business Presentation
* More About You Assignment (50 pts)
 |
| Week #302/03 to 02/09 | * Outlining Your Presentation
* Goals After Graduation Paper (50 pts)
 |
| Week #402/10 to 02/16 | * Creating a Professional PowerPoint
* Delivering Your Presentation
 |
| Week #502/17 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 #602/24 to 03/02 | * Public Speaking Online
* Informative Speech Reflection (100 pts)
 |
| **Unit #3: Professional Written Communication** |
| Week #703/03 to 03/09 | * E-Mail Etiquette
* How to Write a Professional Email
* Email Assignment (100 pts)
 |
| 03/10 TO 03/16 | SPRING BREAK |
| Week #803/17 to 03/23 | * What is a Cover Letter?
* How to Write a Cover Letter
* Cover Letter Assignment (100 pts)
 |
|  Week #903/24 to 03/30 | * What is a Resume?
* How to Write a Resume
* Resume Assignment (100 pts)
 |
| **Unit #4: Getting Started in Your Career** |
| Week #1003/31 to 04/6 | * How to Submit Job Applications
* How to Interview
* Interview Assignment (100 pts)
 |
| **Unit #5: Group Communication** |
| Week #1104/7 to 04/13 | * Intercultural Communication & Conflict Management
 |
| Week #1204/14 to 04/20 | * Working in a Team
* Managing Conflict on the Job
* Extra Credit: Conflict Management (15 pts)
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| **Unit #6: Group Project** |
| Week #1304/21 to 04/27 | * Persuasive Speaking
* Monroe’s Motivated Sequence
* Introduction of Group Project
* Group Project Charter (10 pts)
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| Week #1404/28 to 05/04 | * Group Project Work Week
* Instructor-Group Meetings (if needed)
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| Week #1505/05 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 #1605/12 to 05/14 | * Final Exam (100 pts)

\*Final exams are due by 11:59 p.m. on Monday, May 12th |