

BUS 2610 - Collaborating, Writing, Presenting in Business

Fall 2026 Syllabus, Section 02, CRN 42613,

Credit hours: 3

Instructor

Sarah Gary

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Public Instructor Information

Ed.D., Educational Leadership, Youngstown State University, 2025

M.S. Instructional Leadership, Robert Morris University, 2009

B.S. Criminal Justice & Social Science: Pre-Law, Waynesburg University, 2006

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Course Description

2610. Collaborating, Writing, & Presenting in Business. Memos, reports, email, calendars, presentations. Success in business depends on your ability to share your ideas, analysis, and insights with others. Essential to expressing yourself in a professional context is your ability to use technologies that support collaboration, to understand the appropriate medium for your message, and to present ideas. This course will provide you with the ability to learn, develop, and refine your professional skillset, with respect to collaborating, writing, and presenting, in a business environment. Prereq.: BUS 1500 (C or better). 3 s.h.

Course Readings

Group	Title	Author	ISBN
Optional			

REQUIRED:

- "How to Improve your Business Writing" (O'Hara, C., 2014)

RECOMMENDED:

- 11 Examples of How AI is Used in Business in 2026 - Upwork (Kempton, 2026)

The course readings are subject to change in the event of extenuating circumstances, research developments, current events, and/or to ensure better learning.

Schedule of Topics and Assignments

Day	Date	Reading(s)	Proposed Topic	Due/To Prepare for Class
Mon	8/24	Learn importance of business communication (School of Learning, 2021)	Course Introduction / Syllabus ReviewCourse	ICA: Picture (due Sunday)
Wed	8/26	The 7 C's of Communication (Mindtools, 2018)	Business Communication & Team Building	ICA: Team Building Syllabus Quiz (due Sunday)
Mon	8/31	LinkedIn Learning: OneDrive Quick Tips (Severino, H., 2024)	Core features of MS OneDrive	ICA: Application



Wed	9/2		MS OneDrive Collaboration	ICA: Collaboration OneDrive Assignment (due Sunday) Sharing Assignments (due Sunday)
Mon	9/7		NO CLASS - Labor Day	
Wed	9/9	Let's Explore Microsoft Teams for Small Business (Microsoft Teams, 2022) LinkedIn Learning: Outlook Quick Tips (Chow, G., 2022)	Core features of MS Outlook Core features of MS Teams	ICA: Outlook ICA: Teams (due Sunday) Outlook Calendar (due Sunday) Teams Recording (due Sunday)
Mon	9/14		Core features of MS Copilot	ICA: Copilot
Wed	9/16	LinkedIn Learning: What is Copilot: An Overview of Microsoft's AI Tools. (Stratton, J., 2025).	Introduction to Business Writing	Due before class: "How to Improve your Business Writing" (O'Hara, C., 2014) ICA: Business Writing Module 1 Exam (due Sunday)
Mon	9/21		Key Points	ICA: Key Points
Wed	9/23	LinkedIn Learning: Learning Word Desktop (Microsoft 365) (Brazzi, N., 2021)	Outlining and Basic Word Formatting	Due before class: Provided business plan ICA: Outlines ES - Organizer & Basic Formatting (due Sunday)
Mon	9/28		Grammar / Plain English	ICA: Clear & Concise
Wed	9/30	LinkedIn Learning: What's the So What: Writing Clearly for a Business Audience (Raybould, J., 2022)	Writing Sentences	ICA: Writing ES - Draft & Advanced Formatting (due Sunday)
Mon	10/5		Peer Review Principles	ICA: Peer Review
Wed	10/7	LinkedIn Learning: Tips for Better Business Writing. (Terk, N., 2024)	Business Writing & Emails	ICA: Emails ES - Peer Review (due Sunday)
Mon	10/12	11 Examples of How AI is Used in Business in 2026 - Upwork (Kempton, 2026)	AI in Business	ICA: AI
Wed	10/14		Revising	ICA: Revising ES - AI Review (due Sunday)
Mon	10/19		Portfolio Introduction & Structural Formatting	ICA: Formatting
Wed	10/21	LinkedIn Learning: Managing Your Anxiety While Presenting. (Abrahams, M., 2020).	Mod 2 Wrap-Up & Mod 3 Intro	ICA: Presenting Intro ES - Final Summary (due Sunday) Module 2 Exam (due Sunday)
Mon	10/26		Introduction to Presenting	ICA: Presenting
Wed	10/28	LinkedIn Learning: PowerPoint Quick Tips (Holden, C., 2024)	MS PowerPoint Introduction	ICA: PowerPoint PowerPoint Assignment (due Sunday)
Mon	11/2	How to use Slide Master in PowerPoint (Stratvert, 2020)	Slide Master	ICA: Slide Master
Wed	11/4		Designing Presentations	ICA: Inspiration Slide Master (due Sunday)
Mon	11/9		Using Visuals	ICA: Visuals
Wed	11/11		NO CLASS - Veteran's Day	
Mon	11/16	LinkedIn Learning: Delivery Tips for Speaking in Public (Lovelace, D., 2019)	Delivering Presentations	Due before class: Communication and You - How to Create Effective Visual Presentations (Bright Carbon, 2017) ICA: Delivering Presentations
Wed	11/18	LinkedIn Learning: Speaking Confidently and Effectively. (Mockaitis, P., 2020).	Team Presentations	ICA: Team Presentation
Mon	11/23	LinkedIn Learning: Managing Your Anxiety While Presenting. (Abrahams, M., 2020).	In-Class Coaching	In-Class Coaching Session Final Portfolio (due Wednesday) Final Presentation (due Wednesday) Module 3 Exam (due Wednesday)
Wed	11/25		NO CLASS - Thanksgiving	
Mon	11/30		Final Presentations	

Wed	12/2	Final Presentations
Mon	12/7	Final Presentations
Wed	12/9	Final Presentations

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