

BUS 2610 - Collaborating, Writing, Presenting in Business

Fall 2026 Syllabus, Section 04, CRN 42615,

Credit hours: 3

Instructor

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Professional Qualifications:

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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	Learn importance of business communication	School of Learning	
Optional	The 7 C's of Communication	Mindtools	
Optional	LinkedIn Learning: OneDrive Quick Tips	Severino	
Optional	LinkedIn Learning: Outlook Quick Tips	Chow	
Optional	Let's Explore MS Teams for Small Business	Microsoft	
Required	How to Improve your Business Writing	O'Hara	
Optional	LinkedIn Learning: What is Copilot: An Overview of Microsoft's AI Tools	Stratton	
Required	Business Profile	MarketLine	
Optional	LinkedIn Learning: Learning Word Desktop (Microsoft 365)	Brazzi	
Optional	LinkedIn Learning: What's the So What: Writing Clearly for a Business Audience	Raybould	
Optional	LinkedIn Learning: Tips for Better Business Writing	Terk	
Optional	11 Examples of How AI Is Used in Business in 2026 - Upwork	Kempton	
Optional	LinkedIn Learning: Managing Your Anxiety While Presenting	Abrahams	



Optional	LinkedIn Learning: PowerPoint Quick Tips Holden	
Optional	How to Use Slide Master in PowerPoint	Stratvert
Required	Communication and You: How to Create Effective Visual Presentations	Bright Carbon
Optional	LinkedIn Learning: Delivery Tips for Speaking in Public	Lovelace
Optional	LinkedIn Learning: Speaking Confidently and Effectively	Mockaitis

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

Week of	Reading(s)	Proposed Topic	Due/To Prepare for Class
8/25	Learn importance of business communication The 7 C's of Communication	Course Introduction/Syllabus Review Business Communication & Team Building	In-Class Activity ("ICA"): Picture (8/25) ICA: Team Building (8/27) Syllabus Quiz (8/30)
9/1	LinkedIn Learning: OneDrive Quick Tips	Core features of MS OneDrive & Collaboration	ICA: Applications (9/1) ICA: Collaboration (9/3) OneDrive Assignment (9/6) Sharing Assignments (9/6)
9/8	LinkedIn Learning: Outlook Quick Tips Let's Explore Microsoft Teams for Small Business	Core features of MS Outlook Core features of MS Teams Meet the Employers Day 9/9	ICA: Outlook (9/8) ICA: Teams (9/10) Outlook Calendar (9/13) Teams Recording (9/13) Extra Credit (Meet the Employers Day) (9/13)
9/15	REQUIRED: How to Improve your Business Writing LinkedIn Learning: What is Copilot: An Overview of Microsoft's AI Tools	Core features of MS Copilot Introduction to Business Writing	ICA: Copilot (9/15) BEFORE DAY 2: Required Reading (9/17) ICA: Business Writing (9/17) Module 1 Exam (9/20)
9/22	REQUIRED: Company Profile (provided in Blackboard) LinkedIn Learning: Learning Word Desktop (Microsoft 365)	Key Points Outlining and Basic Word Formatting	BEFORE DAY 1: Required Reading (9/22) ICA: Key Points (9/22) ICA: Outlines (9/24) Executive Summary: Organizer & Basic Formatting (9/27)
9/29	LinkedIn Learning: What's the So What: Writing Clearly for a Business Audience	Grammar/Plain English Writing Sentences	ICA: Clear & Concise (9/29) ICA: Writing (10/1) Executive Summary: Draft & Advanced Formatting (10/4)
10/6	LinkedIn Learning: Tips for Better Business Writing	Peer Review Principles Business Writing & Emails	ICA: Peer Review (10/6) ICA: Emails (10/8) Executive Summary: Peer Review (10/11)
10/13	11 Examples of How AI is Used in Business in 2026-Upwork	AI in Business Revising	ICA: AI (10/13) ICA: Revising (10/15) Executive Summary: AI Review (10/18)
10/20	LinkedIn Learning: Managing Your Anxiety While Presenting	Portfolio Introduction & Structural Formatting Module 2 Wrap-Up & Module 3 Intro	ICA: Formatting (10/20) ICA: Presenting Intro (10/22) Executive Summary: Final Summary (10/25) Module 2 Exam (10/25)



10/27	LinkedIn Learning: PowerPoint Quick Tips	Introduction to Presenting MS PowerPoint Introduction	ICA: Presenting (10/27) ICA: PowerPoint (10/29) PowerPoint Assignment (11/1)
11/3	How to use Slide Master in PowerPoint	Slide Master Designing Presentations	ICA: Slide Master (11/3) ICA: Inspiration (11/5) Slide Master (11/8)
11/10	REQUIRED VIDEO: Communication and You - How to Create Effective Visual Presentations LinkedIn Learning: Delivery Tips for Speaking in Public	Using Visuals Delivering Presentations	ICA: Visuals (11/10) BEFORE DAY 2: Required Video (11/10) ICA: Delivering Presentations (11/12)
11/17	LinkedIn Learning: Speaking Confidently and Effectively LinkedIn Learning: Managing Your Anxiety While Presenting	Team Presenting In-Class Coaching	ICA: Team Presentation (11/17) Presentation: In-Class Coaching Session (Day 2) (11/19) Final Portfolio (11/22) Final Presentation (11/22) Module 3 Exam (11/22) Attendance (posted by end of Week 15)
11/24		Final Presentations in Class (11/24)	
12/1		Final Presentations in Class (12/1 and 12/3)	

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