BUS 2610 - Collaborating, Writing, Presenting in Business

Fall 2026 Syllabus, Section 06, CRN 42617,

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

WCBA / 3305
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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
Tue	8/25	Learn importance of business communication (School of Learning, 2021)	Course Introduction / Syllabus ReviewCourse	ICA: Picture (due Sunday)
Thu	8/27	The 7 C's of Communication (Mindtools, 2018)	Business Communication & Team Building	ICA: Team Building Syllabus Quiz (due Sunday)
Tue	9/1	LinkedIn Learning: OneDrive Quick Tips (Severino, H., 2024)	Core features of MS OneDrive	ICA: Applications

Thu	9/3		MS OneDrive Collaboration	ICA: Collaboration OneDrive Assignment (due Sunday) Sharing Assignments (due Sunday)
Tue	9/8	LinkedIn Learning: Outlook Quick Tips (Chow, G., 2022)	Core features of MS Outlook	ICA: Outlook
Thu	9/10	Let's Explore Microsoft Teams for Small Business (Microsoft Teams, 2022)	Core features of MS Teams	ICA: Teams Outlook Calendar (due Sunday) Teams Recording (due Sunday)
Tue	9/15	LinkedIn Learning: What is Copilot: An Overview of Microsoft's AI Tools. (Stratton, J., 2025).	Core features of MS Copilot	ICA: Copilot
Thu	9/17		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)
Tue	9/22	LinkedIn Learning: Learning Word Desktop (Microsoft 365) (Brazzi, N., 2021)	Key Points	ICA: Key Points
Thu	9/24		Outlining and Basic Word Formatting	Due before class: Provided business plan ICA: Outlines ES - Organizer & Basic Formatting (due Sunday)
Tue	9/29		Grammar / Plain English	ICA: Clear & Concise
Thu	10/1	LinkedIn Learning: What's the So What: Writing Clearly for a Business Audience (Raybould, J., 2022)	Writing Sentences	ICA: Writing ES - Drafy & Advanced Formatting (due Sunday)
Tue	10/6		Peer Review Principles	ICA - Peer Review
Thu	10/8	LinkedIn Learning: Tips for Better Business Writing. (Terk, N., 2024)	Business Writing & Emails	ICA: Emails ES - Peer Review
Tue	10/13	11 Examples of How AI is Used in Business in 2026 - Upwork (Kempton, 2026)	AI in Business	ICA: AI
Thu	10/15		Revising	ICA: Revising ES - AI Review (due Sunday)
Tue	10/20		Portfolio Introduction & Structural Formatting	ICA: Formatting
Thu	10/22	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)
Tue	10/27	LinkedIn Learning: PowerPoint Quick Tips (Holden, C., 2024)	Introduction to Presenting	ICA: Presenting
Thu	10/29		MS PowerPoint Introduction	ICA: PowerPoint PowerPoint Assignment (due Sunday)
Tue	11/3	How to use Slide Master in PowerPoint (Stratvert, 2020)	Slide Master	ICA: Slide Master
Thu	11/5		Designing Presentations	ICA: Inspiration Slide Master (due Sunday)
Tue	11/10		Using Visuals	ICA: Visuals
Thu	11/12	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) Delivering Presentations
Tue	11/17	LinkedIn Learning: Speaking Confidently and Effectively. (Mockaitis. P., 2020).	Team Presentations	Team Presentations

Thu	11/19	LinkedIn Learning: Managing Your Anxiety While Presenting. (Abrahams, M., 2020).	In-Class Coaching	In Class Coaching Session Final Portfolio (due Sunday) Final Presentation (due Sunday) Module 3 Exam (due Sunday)
Tue	11/24		NO CLASS - Thanksgiving	
Thu	11/26		NO CLASS - Thanksgiving	
Tue	12/1		Final Presentations	
Thu	12/3		Final Presentations	
Tue	12/8		Final Presentations	
Thu	12/10		Final Presentations	

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