

BUS 2610 - Collaborating, Writing, Presenting in Business

Fall 2026 Syllabus, Section 07, CRN 42872,

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

330-941-1872

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

Week of	Reading(s)	Proposed Topic	Due/To Prepare for Class
10/19	Let's Explore Microsoft Teams for Small Business (Microsoft Teams, 2022) LinkedIn Learning: OneDrive Quick Tips (Severino, H., 2024) Assignment Instruction Video Instructor PowerPoint slides	Course Introduction / Syllabus Review Course Team Collaboration and Core features of MS Teams Overview of Cloud-Based Collaboration Tools, Microsoft (MS) 365, and MS OneDrive	LinkedIn Learning Video Discussion Activity Weekly Exam Initial Course Quiz OneDrive Assignment Teams Assignment



10/26	The 7 C's of Communication (Mindtools, 2018) LinkedIn Learning: Outlook Quick Tips (Chow, G., 2022) Assignment Instruction Video Instructor PowerPoint slides	Business Communication Principles Email Communication and Management on MS Outlook Copying a Shareable Link Scheduling and Calendar Management on MS Outlook	LinkedIn Learning Video Discussion Activity Weekly Exam Outlook Assignment Copy Link Assignment
11/2	LinkedIn Learning: Learning Word Desktop (Microsoft 365) (Brazzi, N., 2021) The Skill of Summarizing (Khan Academy, 2020) Assignment Instruction Video Instructor PowerPoint slides	Business Writing Foundations Finding and Organizing Key Data Points MS Word Basic Formatting	LinkedIn Learning Video Discussion Activity Weekly Exam Executive Summary (ES) Key Points ES Planning tool
11/9	LinkedIn Learning: Tips for Better Business Writing. (Terk, N., 2024) How to Improve your Business Writing, Harvard Business Review (O'Hara 2014) Assignment Instruction Video Instructor PowerPoint slides	Grammar Foundations & Plain English for Business Writing Writing Executive Summaries Sharing a Collaborative Document MS Word Advanced Formatting	LinkedIn Learning Video Discussion Activity Weekly Exam ES Rough Draft Shared Document
11/16	LinkedIn Learning: What is Copilot: An Overview of Microsoft's AI Tools. (Stratton, J., 2025). Assignment Instruction Video Instructor PowerPoint slides	10 C's in Business Writing Peer Reviewing Business Documents AI use in Business Core features of MS Copilot • Collaborative Document Editing and Review in MS Word	LinkedIn Learning Video Discussion Activity Weekly Exam ES Peer Review ES AI Review
11/23	LinkedIn Learning: PowerPoint Quick Tips (Holden, C., 2024) Communication and You - How to Create Effective Visual Presentations (Bright Carbon, 2017)	Introduction to Business Presenting Core features of MS PowerPoint Presentation Content Development Designing Presentation Backgrounds	LinkedIn Learning Video Discussion Activity Weekly Exam ES Slide Master PowerPoint Assignment
11/30	LinkedIn Learning: Managing Your Anxiety While Presenting. (Abrahams, M., 2020). LinkedIn Learning: Delivery Tips for Speaking in Public (Lovelace, D., 2019) LinkedIn Learning: Speaking Confidently and Effectively. (Mockaitis. P., 2020).	Presentation Delivery Designing Business Presentations with MS PowerPoint Virtual Presentation Techniques Business Portfolios	LinkedIn Learning Video Discussion Activity Weekly Exam ES Final Summary ES Final Portfolio ES Final Presentation

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