

BUS 2610 - Collaborating, Writing, Presenting in Business

Fall 2026 Syllabus, Section 08, CRN 43061,

Credit hours: 3

Instructor

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Public Instructor Information

MBA, Master in Business Administration, Franciscan University, 2012

B.S. Business Administration: Marketing, Franciscan University, 2006

Steubenville Campus: 2525D

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
8/24	LinkedIn Learning: OneDrive Quick Tips (Severino, H., 2024) Let's Explore Microsoft Teams for Small Business (Microsoft Teams, 2022) Assignment Instruction Video Instructor PowerPoint slides	Course Introduction / Syllabus ReviewCourse Overview of Cloud-Based Collaboration Tools, Microsoft (MS) 365, and MS OneDrive Team Collaboration and Core features of MS Teams	LinkedIn Learning Video Weekly Exam Discussion Activity Initial Course Quiz OneDrive Assignment Teams Assignment



8/31	LinkedIn Learning: Outlook Quick Tips (Chow, G., 2022) The 7 C's of Communication (Mindtools, 2018) Assignment Instruction Video Instructor PowerPoint slides	Email Communication and Management on MS Outlook Business Communication Principles Copying a Shareable Link Scheduling and Calendar Management on MS Outlook	LinkedIn Learning Video Discussion Activity Weekly Exam Outlook Assignment Copy Link Assignment
9/7	LinkedIn Learning: Learning Word Desktop (Microsoft 365) (Brazzi, N., 2021) Instructor PowerPoint slides The Skill of Summarizing (Khan Academy, 2020) Assignment Instruction Video	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
9/14	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	Writing Executive Summaries MS Word Advanced Formatting Grammar Foundations & Plain English for Business Writing Sharing a Collaborative Document	LinkedIn Learning Video Discussion Activity Weekly Exam ES Rough Draft Shared Document
9/21	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 Core features of MS Copilot AI use in Business • Collaborative Document Editing and Review in MS Word	LinkedIn Learning Video Discussion Activity Weekly Exam ES Peer Review ES AI Review
9/28	Communication and You - How to Create Effective Visual Presentations (Bright Carbon, 2017) LinkedIn Learning: Managing Your Anxiety While Presenting. (Abrahams, M., 2020). LinkedIn Learning: PowerPoint Quick Tips (Holden, C., 2024)	Core features of MS PowerPoint Introduction to Business Presenting Designing Presentation Backgrounds Presentation Content Development	LinkedIn Learning Video Discussion Activity Weekly Exam ES Slide Master PowerPoint Assignment
10/5	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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