

## BUS 2610 - Collaborating, Writing, Presenting in Business

Fall 2026 Syllabus, Section A01, CRN 43251,

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

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



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

The course schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better learning.