

BUS 2610 - Collaborating, Writing, Presenting in Business

Summer 2026 Syllabus, Section 02, CRN 30490,

Credit hours: 3

Instructor

Sarah Gary

Professional Qualifications:

Ed.D., Educational Leadership, Youngstown State University

Master's, Instructional Leadership, Robert Morris University

Bachelor's, Criminal Justice & Social Science: Pre-Law, Waynesburg University

Lecturer

Email: srgary@ysu.edu

Office: Williamson College of Business Administration, Office 3305

Office Phone: 3309411872

Preferred Contact Method: Email - SRGary@ysu.edu

Communication Expectations:

Emails will be answered promptly during support hours listed above; otherwise, you can expect a response within 24 business hours. Emails sent in the evenings or on weekends will be answered on the next business day. Blackboard messages generally take longer to receive a response, so please select the email option when sending Blackboard message. Please note I do not receive email or message alerts on my phone.

How to Refer to me:

Sarah

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	How to Improve your Business Writing	Carolyn O'Hara	

The course readings are subject to change in the event of extenuating circumstances, research developments, current events, and/or to ensure better learning.

Course Plan

Week of	Reading(s)	Proposed Topic	Due/To Prepare for Class
6/29	Let's Explore Microsoft Teams for Small Business (Microsoft Teams, 2022)	Course Introduction / Syllabus Review Overview of Cloud-Based Collaboration Tools, Microsoft (MS) 365, and MS OneDrive	LinkedIn Learning Video 1 (LLV) (10 pts) Discussion Activity 1 (30 pts) Module 1 Exam (25 pts) Initial Course Quiz (15 pts)
		Team Collaboration and Core Features of MS Teams	OneDrive Assignment (30 pts) Teams Assignment (25 pts)



7/6	The 7 C's of Communication (Mindtools, 2018) Why is Effective Communication Important to Business? (School of Learning, 2021)	Business Communication Principles Email Communication and Management of MS Outlook Copying a Shareable Link Scheduling and Calendar Management on MS Outlook	LLV 2 (10 pts) Discussion Activity 2 (30 pts) Module 2 Exam Outlook Assignment (30 pts) Copy Link Assignment (25 pts)
7/13	The Skill of Summarizing (Khan Academy, 2020)	Business Writing Foundations Finding and Organizing Key Data Points MS Word Basic Formatting	LLV 3 (10 pts) Discussion Activity (30 pts) Module 3 Exam (25 pts) Executive Summary (ES) Key Points (20 pts) ES Planning Tool (50 pts)
7/20	How to Improve your Business Writing, Harvard Business Review (O'Hara 2014)	Grammar Foundations & Plain English for Business Writing Writing Executive Summaries MS Word Advanced Formatting Sharing a Collaborative Document	LLV 4 (10 pts) Discussion Activity 4 (30 pts) Module 4 Exam (25 pts) ES Rough Draft (50 pts) Shared Document (15 pts)
7/27		10 C's in Business Writing Collaborative Document Editing and Review in MS Word AI Use in Business Peer Reviewing Business Documents	LLV 5 (10 pts) Discussion Activity 5 (30 pts) Module 5 Exam (25 pts) ES Peer Review (40 pts) ES AI Review (30 pts)
8/3	Communication & You - How to Create Effective Visual Presentations (Bright Carbon, 2017)	Introduction to Business Presenting Presentation Content Development Designing Presentation Background	LLV 6 (10 pts) Discussion Activity 6 (30 pts) Module 6 Exam (25 pts) ES Slide Master (40 pts) PowerPoint Assignment (30 pts)
8/10		Presentation Delivery Designing Business Presentations with MS PowerPoint Virtual Presentation Techniques Business Portfolios	LLV 7 (10 pts) Discussion Activity 7 (30 pts) Module 7 Exam (25 pts) ES Final Summary (50 pts) ES Portfolio (30 pts) ES Final Presentation (100 pts)

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.