

**C204: Business Communication (Spring 2017) Schedule**

*(Please note that this schedule may change based on class progress. Changes will be announced in class/online.)*

**Every Tuesday = Individual/Team-based Learning Activities (\*note changes on 1/31, 3/28, 4/4, and 4/11)**

**Every Thursday = Meet as Class (HH3050)**

**Week 1**

T 1/10 Read C204 Syllabus

Read E-text Modules 1 and 2

Read “Quick Hits” in E-text pp. 193-200; 209-226

Read EY Case \*watch for announcement about availability

R 1/12 **Course Introduction, Review of major assignments, In-class Syllabus and E-text (1, 2, & Quick Hits) Quiz**

Post your Canvas Profile Picture and Biography by Friday, 1/13 11:55 pm

Post your Introduction Document to Canvas by Friday, 1/13 11:55 pm

Complete “C204 Baseline Skills Assessment” by Friday, 1/13 11:55 pm

**Week 2**

T 1/17 Read E-text Modules 3, 4 and 6; pp. 201-202

Read all materials in the Basics of Business Writing folder

R 1/19 **Strategic Business Writing: Routine Business Documents/Meet C204 Team**

Complete and bring to class: one hard copy of Routine Business Documents Assignment Response

**Week 3**

T 1/24 Read all materials in the Persuasive Business Messages folder

Read all materials in the Negative News Business Messages folder

R 1/26 **Strategic Business Writing: Persuasive and Negative News Business Documents**

Complete and bring to class: one hard copy of Persuasive Business Documents Assignment Response

Complete and bring to class: one hard copy of Negative News Business Documents Assignment Response

**Week 4**

T 1/31 Read all materials in the Teamwork & Team Process folder; Read E-text pp. 187-192

**TEAM MEETINGS** As Scheduled in Canvas Announcement

Complete and bring to meeting: one hard copy of Team Contract and one hard copy of Meeting Agenda

R 2/2 **In-Class Business Writing Quiz 1 (Business Documents); Bring laptop to complete and submit Quiz**

**Week 5**

T 2/7 Read E-text Module 7

Continue to work on CTRS

R 2/9 **Strategic Business Writing: Proposals and Reports**

Complete and bring to class: one hard copy of CTRS and Submit to Canvas: CTRS by start of class

**Week 6**

T 2/14 Read E-text Module 8; Read E-Text pp. 206-208

Work on SA/Rec with team

R 2/16 **SA/Rec Workshop**

**Week 7**

T 2/21 **EY Case Question & Answer Sessions: 1:00-2:15 pm; 3:00-4:15 pm CG 0036/0038**

R 2/23 **Team/Case Process Check**

Complete and bring to class: one hard copy of SA/Rec and Submit to Canvas: SA/Rec by start of class

Complete and Submit to Canvas: Team Process Summary by Friday, 2/24 11:55 pm

**Week 8**

T 2/28 Read E-text Module 9  
Work on Quick Pitch with team  
Pick up graded SA/Rec during office hours

R 3/2 **Deliver Quick Pitch** during class

**Week 9**

T 3/7 Read all materials in the Presentations Skills Review folder; Read E-Text pp. 227-237

R 3/9 **Strategic Business Writing: Report Visuals**  
Complete and Submit to Canvas: Negative News Email by start of class

**Week 10**

T 3/14

R 3/16 *SPRING BREAK*

**Week 11**

T 3/21 Work on Case Report – Preliminary with your team

R 3/23 **Strategic Business Writing: Case Report – Preliminary Workshop**  
Complete and Submit to Canvas: Case Report – Preliminary by Friday, 3/24 11:55 pm

**Week 12**

T 3/28 **Team Meetings (Teams 1 & 2)** As scheduled in Canvas Announcement

R 3/30 **Team Meetings (Teams 3 & 4)** As Scheduled in Canvas Announcement  
Complete and Submit to Canvas: Understanding Audience and Tone by Friday, 3/31 11:55 pm  
Complete and Submit to Canvas: Visual Business Messages by Sunday, 4/2 11:55 pm

**Week 13**

T 4/4 **Presentation Skills Practice with Slide Deck** (Teams 1 & 2) As scheduled in Canvas Announcement

R 4/6 **Presentation Skills Practice with Slide Deck** (Teams 3 & 4) As scheduled in Canvas Announcement

**Week 14**

T 4/11 **Case Presentations (Teams 1 & 2)** As Scheduled in Canvas Announcement

R 4/13 **Case Presentations (Teams 3 & 4)** As Scheduled in Canvas Announcement

**Week 15**

T 4/18 Work on Case Report – Final with your team

R 4/20 **Strategic Business Writing: Performance Reviews**

**In-Class Business Writing Quiz 2 (Business Documents)**

Complete and bring to class: one bound copy of Case Report - Final and Submit to Canvas: Case Report – Final by start of class

**Week 16**

T 4/25 Work on Final Team Analysis

R 4/27 **Course Wrap-up and distribution of Final Team Analysis feedback**

Complete and bring to class: Final Team Analysis as directed in instructions and Submit to Canvas by start of class