

REV: 03/18/2018**ASSIGNMENT SHEET***(May be changed at the discretion of the instructor)*

Week / Date	Lesson	Due
1 Feb 12–18	OST-1335 Business Communication <ul style="list-style-type: none"> ➤ Go to Blackboard to print, read, and study the course syllabus ➤ Gather your course materials including textbook and MindTap user code ➤ Go to Blackboard / CENGAGE MindTap and register your user code. 	Feb 18
2 Feb 19–25	PART I: Communication Foundations <ol style="list-style-type: none"> 1. Business Communication in the Digital Age 2. Professionalism: Team, Meeting, Listening, Nonverbal, and Etiquette Skills 	Feb 25
3 Feb 26 – Mar 4	PART II: The Writing Process in the Digital Age <ol style="list-style-type: none"> 3. Intercultural Communication 4. Planning Business Messages 	Mar 4
4 Mar 5–11	<ol style="list-style-type: none"> 5. Organizing and Drafting Business Messages 6. Revising Business Messages 	Mar 11
*** Mar 12-18: SPRING BREAK (Valencia College facilities are closed.) ***		
5 Mar 19–25	PARTS 1-2: Achievement Test 1, Chapters 1-6 PART III: Workplace Communication <ol style="list-style-type: none"> 7. Short Workplace Messages and Digital Media 	Mar 25
6 Mar 26 – Apr 1	<ol style="list-style-type: none"> 8. Positive Messages 9. Negative Messages 	Apr 1
7 Apr 2–8	<ol style="list-style-type: none"> 10. Persuasive and Sales Messages PART 3: Achievement Test 2, Chapters 7-10	Apr 8
8 Apr 9–15	PART IV: Reports, Proposals, and Presentations <ol style="list-style-type: none"> 11. Reports in the Digital-Age Workplace 12. <i>Informal Business Reports [Optional]</i> 13. <i>Proposals, Business Plans, Formal Business Reports [Optional]</i> 14. Business Presentations 	Apr 15
10 Apr 16–22	PART V: Employment Communication <ol style="list-style-type: none"> 15. The Job Search, Résumés, Cover Letters in the Digital Age 16. Interviewing and Following Up PART 5: PROJECT “Employment Portfolio” <ul style="list-style-type: none"> ➤ Resume ➤ Cover Letter ➤ Video-resume ➤ Thank You Letter 	Apr 22
11 Apr 23	FINAL EXAM, Chapters 15-16	Apr 24