

3360 Business Communication: Fall 2018

The following schedule will change at the professor's or university's discretion.
ALL ASSIGNMENTS ARE DUE ON THE DESIGNATED DATE BEFORE CLASS TIME

Unit 1| Business Communication and Interpersonal Communication Theories/Overview

August

22	W	Introduction to the Course / Theories of Business Communication
24	F	NO CLASS. Set up Pearson MyBCOMLab <u>[Must Purchase Thru UTA Bookstore]</u>
27	M	Introduction to the Course / Theories of Business Communication
29	W	Chapter 1 Reading Quiz Due
31	F	Chapter 2 Reading Quiz Due; Project 1 Assigned

September

3 M **No Class- Labor Day**

Unit 2| Resumes & Cover Letters

5	W	Chapter 15 Reading Quiz Due
7	F	Interviewing
10	M	Chapter 16 Reading Quiz Due
12	W	Project 1 Workshop

Unit 3| Business Correspondence: Positive, Negative, Persuasive & Neutral

14	F	Project 1 Due on Bb
15	M	Chapter 4 Reading Quiz
18	W	Chapter 5 Reading Quiz Due
20	F	Chapter 6 Reading Quiz Due
22	M	Exam #1 (Chapters 1, 2, 15, 16, 4, 5, 6) <u>No Late Exams</u>
25	W	Project 2 Assigned
27	F	Chapters 7-8 Reading Quiz Due
29	M	Chapter 9 Reading Quiz Due

October

2	W	Chapter 10 Reading Quiz Due
4	F	Chapter 11 Reading Quiz Due
6	M	Workshop Project 2
9	W	Project 2 Due on Bb; Project 3 Assigned

Unit 4| Business Reports & Proposals

11	F	Chapter 12 Reading Quiz Due; Discuss Charts & Graphs
13	M	Chapter 13 Reading Quiz Due; Discuss Reports & Proposals
16	W	Discuss Reports & Proposals
18	F	Exam Review Activities
20	M	Exam #2 (Chapters 7-13) <u>No Late Exams</u>
23	W	Discuss Reports & Proposals
25	F	Discuss Reports & Proposals
27	M	Workshop Project 3
30	W	Project 3 Due on Bb; Project 4 Assigned

Unit 5| Business Presentations

November

1	F	Chapter 14 Reading Quiz Due
3	M	Groups meet to discuss presentations

6	W	Chapter 3 Reading Quiz Due
8	F	Groups meet to discuss presentations
10	M	Groups meet to discuss presentations
13	W	Class Presentations
15	W	Class Presentations
17	F	Class Presentations
20	M	Class Presentations
22	W	No classes scheduled UTA
24	F	No Class- Thanksgiving Break
27	M	Class Presentations
29	W	Class Presentations
<i>December</i>		
1	F	Final Exam Review Session (Cumulative) <u>No Late Exams</u>

Final Exam Week 12/6-12: Please consult *FINAL EXAM SCHEDULE* on UTA WEBSITE