

ADED 2001

Course Schedule of Activities and Assignments

MODULE 1: Foundations of Professionalism		
Week 1 08/24-08/30	Read Articles or Watch Video Lessons for the Week Skills Pre-assessment and Discussion Board: What Does Professionalism Mean to You?	All Assignments for the week are due by Sunday at 11:59 pm
MODULE 2: Professional Communication and Workplace Relationships		
Week 2 08/31-09/06	Read Articles or Watch Video Lessons for the Week Activity: Editing Professional Email Using AI	All Assignments for the week are due by Sunday at 11:59 pm
Week 3 09/07-09/13	Read Articles or Watch Video Lessons for the Week Activity: Analyzing a Professional Video	All Assignments for the week are due by Sunday at 11:59 pm
Week 4 09/14-09/20	Read Articles or Watch Video Lessons for the Week Activity: Dealing with Conflict Micro-learning journal	All Assignments for the week are due by Sunday at 11:59 pm
MODULE 3: Professional Standards and Career Connections		
Week 5 09/21-09/27	Read Articles or Watch Video Lessons for the Week Activity: Professional Standards & Ethics in your Chosen Career	All Assignments for the week are due by Sunday at 11:59 pm
Week 6 09/28-10/04	Read Articles or Watch Video Lessons for the Week Activity: Meet with a Professional Micro-learning journal	All Assignments for the week are due by Sunday at 11:59 pm
Week 7 10/05-10/11	Midterm Quiz Over Modules 1-3	All Assignments for the week are due by Sunday at 11:59 pm
MODULE 4: Self-Awareness and Workplace Adaptability		
Week 8 10/12-10/18	Read Articles or Watch Video Lessons for the Week Activity: Emotional Intelligence	All Assignments for the week are due by Sunday at 11:59 pm

Week 9 10/19-10/25	Read Articles or Watch Video Lessons for the Week Activity: Professionalism in the Virtual Workplace	All Assignments for the week are due by Sunday at 11:59 pm
Week 10 10/26-11/01	Read Articles or Watch Video Lessons for the Week Activity: Receiving Feedback Micro-learning journal	All Assignments for the week are due by Sunday at 11:59 pm
MODULE 5: Career Branding and Job Search Essentials		
Week 11 11/02-11/08	Read Articles or Watch Video Lessons for the Week Discussion Board: Professional Bio/Introduction	All Assignments for the week are due by Sunday at 11:59 pm
Week 12 11/09-11/15	Read Articles or Watch Video Lessons for the Week Activity: Exploring Career Opportunities through a Slide Deck	All Assignments for the week are due by Sunday at 11:59 pm
Week 13 11/16-11/22	Read Articles or Watch Video Lessons for the We Activity: Resume	All Assignments for the week are due by Sunday at 11:59 pm
Week 14 11/23-11/29	Read Articles or Watch Video Lessons for the Week Activity: Cover Letter Micro-learning journal	All Assignments for the week are due by Sunday at 11:59 pm
MODULE 6: Reflection and Demonstration of Learning		
Week 15 11/30-12/06	Skills Post-Assessment and Discussion Board: Reflecting on your Professional Growth	All Assignments for the week are due by Sunday at 11:59 pm
Week 16 12/07-12/11	Final Quiz Over Modules 4 & 5	Friday, December 11th by 5 pm