

TENTATIVE SCHEDULE

The following schedule is tentative and may be revised. At any time, the most recent schedule will supersede all prior schedules.

In lieu of class, you are to attend the Careers in Business Job Fair on 10/19/23 @ 9am to 12pm. Lack of attendance will result in a grade of zero.

#	Date	Class Topic	Assignment/Project	Assigned Articles/Links	Due (ON OR BEFORE 2PM)
1	8/30	Introduction: Constructing Your Professional Image	Career Research Project		
2	9/6	Understanding YOU- Strengths, Skills, & Interests			Complete Career Leader Inventories
3	9/13	Career & Professional Development Resources	Handshake	Networking	
4	9/20	Networking/Elevator Pitch	Networking	Branding Statement	Career Research Project
5	9/27	Establishing Your Branding Statement	Career Closet	Establishing Look	Handshake
6	10/4	Establishing Your Look	Branding Statement	Resume & Ref.	Networking/Elevator Pitch
7	10/11	Your Resume & References	Resume & References	Job Fair Preparation	Branding Statement
8	10/18	Careers in Business	Attend Careers in Business Job Fair on 10/19	Interview 101	Career Closet
9	10/25	Interview 101	Interview	Job Offer	Resume & References #1
10	11/1	Understanding the Job Offer	Job Offer	Resume 202 & Interview 202	Careers in Business Job Fair
11	11/8	Resume & References 202 & Interview 202	Resume #2, Interview #2	Social Media	Mock Interview #1
12	11/15	Social Media & Electronic Communication	LinkedIn	Career Success	Job Offer
13	11/29	Career Success			Resume #2 & Mock Interview #2
14	12/6	Setting Financial Goals			LinkedIn