

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 Business Etiquette Dinner on 2/22/23 @ 6pm. Lack of attendance will result in a grade of zero.

In lieu of class, you are to attend the Careers in Business Job Fair on 3/29/23 @ 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	1/18	Introduction: Constructing Your Professional Image	Career Research Project		
2	1/25	Understanding YOU- Strengths, Skills, & Interests			Complete Career Leader Inventories
3	2/1	Career & Professional Development Resources	Handshake	Networking	
4	2/8	Networking/Elevator Pitch	Networking	Establishing Look	Career Research Project
5	2/15	Establishing Your Look	Career Closet	Branding Statement	Handshake
6	2/22	Business Etiquette	Attend Business Etiquette Dinner on 2/22		Attendance & Things I Learned 2/23 on or before 2pm
7	3/1	Establishing Your Branding Statement	Branding Statement	Resume & Ref.	Networking/Elevator Pitch
8	3/8	Your Resume & References	Resume & References	Interview 101	Career Closet
9	3/22	Interview 101	Interview	Career Success	Branding Statement
10	3/29	Careers in Business	Attend Careers in Business Job Fair on 3/29		Attendance & Employers Visited 3/30 on or before 2pm
11	4/5	Career Success		Resume 202 & Interview 202	Resume & References #1
12	4/12	Resume & References 202 & Interview 202	Resume #2, Interview #2	Social Media	Mock Interview #1
13	4/19	Social Media & Electronic Communication	LinkedIn	Job Offer	
14	4/26	Understanding the Job Offer	Job Offer		Resume #2
15	5/3	8 Healthy Habits for Financial Success			Interview #2, LinkedIn, & Job Offer

