

1/19/09

**Business 260 360 460  
Assignment schedule-Spring Semester 2009**

*Text: "Knock 'em Dead-2009" by Martin Yate, C.P.C.*

| Class Date       | Topic   | Reading/Writing Assignments   |
|------------------|---|---|
| Thursday Jan. 15 | Course Introduction                                 |   |
| Tuesday Jan. 20  | Your "Millennial" Generation<br>Writing issues      | "The Feathered Generation" (handout)  |
| Thursday Jan. 22 | Money/Significance/Success                          | <b>Quote Responses Due</b>  |
| Tuesday Jan. 27  | Writing Critique                                    | Chapter 1   |
| Thursday Jan. 29 | Self Assessment/Motivations/Abilities               |   |
| Tuesday Feb. 3   | Resume Writing                                      | Chapter 2   |
| Thursday Feb. 5  | Cover Letters/Information interviews                | Chapter 3,4,5   |
| Tuesday Feb. 10  | Thank You Notes                                     | Chapter 6   |
| Thursday Feb. 12 | Interview Issues                                    | <b>Self Assessment Responses Due</b><br>Chapters 7-8                                  |
| Tuesday Feb. 17  | Interview Techniques<br>Interview Research          | Chapters 9-10<br><b>Company/Group Selections Due</b><br><b>Resume Drafts Due</b>      |
| Thursday Feb. 19 | Interview Questions                                 | Chapters 11,12,16   |
| Tuesday Feb. 24  | Interview Critiques                                 | Chapter 13-14   |
| Thursday Feb. 26 | Selected Interview Topics                           | Chapter 15<br><b>Cover Letter Drafts Due</b><br><b>Second Resume Drafts Due</b>       |
| Tuesday Mar. 3   | Meyers-Briggs Testing (Computer Lab)                | Chapter 22  |
| Thursday Mar. 5  | Career Services Guest / Myers-Briggs Interpretation |   |
| Tuesday Mar. 10  | Guest Speaker                                       | Chapter 17,18   |
| Thursday Mar. 12 | Guest Speaker                                       | Chapter 19  |
| Tuesday Mar. 24  | Guest Speaker                                       | Chapter 20  |
| Thursday Mar. 26 | <b>Team Presentations</b>                           | Chapter 21<br><b>Second Cover Letter Drafts Due</b><br><b>Third Resume Drafts Due</b> |
| Tuesday Mar. 31  | <b>Team Presentations</b>                           |   |

|                          |                           |  |
|--------------------------|---------------------------|--|
| Thursday Apr. 2          | Guest Speaker             | Chapter 23   |
| Tuesday Apr. 7           | Guest speaker             | Chapter 24   |
| Tuesday Apr. 14          | Selected Case             | Chapter 25<br><b>Final Cover Letters Due</b><br><b>Final Resumes Due</b> |
| Thursday Apr. 16         | Selected Case             | <b>Final Cover Letters Due</b>   |
| Tuesday Apr. 21          | <b>Team Presentations</b> |  |
| Thursday Apr. 23         | <b>Team Presentations</b> |  |
| Tuesday Apr. 28          | Selected Topics           |  |
| Thursday Apr. 30         | Selected Topics           |  |
| Wednesday May 6, 8:30 AM | <b>FINAL EXAM or Case</b> |  |
|                          |                           |  |

The above schedule assumes a Rhodes Spring Recess spanning March 14-March 23, 2009, and an Easter Recess April 9-12, 2009.