BUSINESS COMMUNICATION BUSI 2304*.003 (BCM247) HYBRID FORMAT

Course Syllabus  Fall 2020

Instructor: Dr. Laurie Rogers
Department: Business Communication and Legal Studies
Email: Primary: Email in Desire2Learn
Secondary: use only if D2L is NOT operational: rogerslauri@sfasu.edu
Desire2Learn Address: https://d2l.sfasu.edu/
Office: 229R McGee Business Building
Office Phone: 936-468-1510
Office Hours: ALL HOURS ARE VIA ZOOM

Locate the Zoom Office Hours link in D2L News page. Information and instructions will also be provided there.

<table>
<thead>
<tr>
<th>Office Hours</th>
<th>Monday</th>
<th>11:00am-12:00pm / 1:30pm-3:00pm</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Tuesday</td>
<td>10:00am-12:00pm / 1:00pm-3:00pm</td>
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<tr>
<td></td>
<td>Wednesday</td>
<td>9:00am-10am/11am-12:00pm / 1:30pm-3:00pm</td>
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<td></td>
<td>Thursday</td>
<td>By Prior Appointment</td>
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<tr>
<td></td>
<td>Friday</td>
<td>By Prior Appointment</td>
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</tbody>
</table>

In-person meetings available in extreme cases; contact the professor to discuss options.

SPECIAL ANNOUNCEMENTS:

1. COURSE PREFIX AND NUMBER HAS CHANGED. In Fall 2020 all courses at Stephen F. Austin State University have changed from a three letter prefix and three letter number to a four letter prefix and four letter number. This course was previously called BCM 247 Business Communication and is now called BUSI 2304 Business Communication. Please check this and other courses TO BE SURE YOU HAVE NOT ALREADY TAKEN THE COURSE with a previous number. This is YOUR RESPONSIBILITY to check. Repeating a course will not usually advance you toward graduation.

2. COVID-19 MASK POLICY Masks (cloth face coverings) must be worn over the nose and mouth at all times in this class and appropriate physical distancing must be observed. Students not wearing a mask and/or not observing appropriate physical distancing will be asked to leave the class. All incidents of not wearing a mask and/or not observing appropriate physical distancing will be reported to the Office of Student Rights and Responsibilities. Students who are reported for multiple infractions of not wearing a mask and/or not observing appropriate physical distancing may be subject to disciplinary actions.


Communications
For additional course information and instructions, utilize the D2L site for this course. All electronic communications from the instructor will be through D2L, and it is the student’s responsibility to check it regularly for instructions and emails. To initiate outside-of-class communication with the instructor for non-emergency questions or discussion, the steps are as follows: 1. Primary Email; 2. Office (phone/Zoom). Only in extreme cases will the instructor be available to discuss non-emergency topics in person right before class.

Class Meeting time: Mondays/Wednesdays 10:00am – 10:50am McGee room 222
Fridays Online only; asynchronous; first 18 may use lab 222 during our regular class time.

Textbook:
The textbook used in this course is BCOM, 10th edition with MindTap access.
The option for the print textbook with MindTap access is ISBN: 9780357026588. This textbook is available from the SFA bookstores, other booksellers, or from the publisher.
If you prefer, you may purchase the e-format-only text with MindTap access: ISBN: 9780357026618. Just be aware that we use the text in class, and thus you will need to always have access to your digital text by your own means.
Also….the additional MindTap student resources which are part of the purchase are not required, BUT in order to do well in this course, be sure to purchase a textbook that has the MindTap access so that you can prepare, learn, and review for quizzes and tests. If necessary, though, purchasing the 10th edition without the Mind Tap access is allowed, though probably not available through SFA bookstores. Lastly, older versions of this textbook are an option for those budget considerations, but it is the responsibility of the student to locate and purchase the older edition, and to complete the same course assignments and assessments as required for the 10 ed.

Course Description: BUSI 2304 Business Communication (BCM 247) – Application of business communication principles through creation of effective business documents and oral presentations. Includes study and application of team communication and use of technology to facilitate the communication process. Prerequisites: six hours from English 131, 132, 133, or 235 with a C grade or better.

BUSI 2304.003HYBRID MWF FORMAT “Introduction to Business Communication” (3 credits) - During a standard length semester, this course will meet for 50 minutes once a week per 50% of class enrollment, with the remaining two days being online. The online portion of the course, combined with the face time, will include activities linked to textual study, the research/drafting/revision phases of preparing written documents, and the development of oral presentations, and is expected to fulfill the 3 50-minute sessions per week, with an average minimum of an additional 4 hours of student work per week.
During the course of the semester, students will engage in the textual study of business-communication theories, which will be validated through quizzes, in-semiter exams, and/or a final project. Written deliverables include a combination of common business-communication
artifacts (e.g., letters, memos, miscellaneous written messages, job-search documents, proposals, and reports) produced in either an individual or team setting. Course coverage will also typically include employment communication, team building skills, and oral presentation techniques.

**Engagement Standards**: For this course, *engagement* is defined as attending class and participating in any and all activities, and completing assignments in a timely manner. This translates into attending class face to face once and being online for an additional minimum of two hours, every week for the whole semester. *It is expected that additional hours will be necessary to succeed in the class.*

**Classroom Procedure**: Class time is valuable and intended for educational purposes. EVERY student is expected to bring the course textbook, pen and paper to class every time we meet and be prepared to read, write, and/or discuss the subject matter for the day. This class will utilize the “flipped” approach, which means more interaction, less traditional lecture. However, it also means that you will need to read the chapter and some/all of the CourseMate interactives before that chapter comes up in class. By the time you get to class, you will have a clear understanding of the topic, thus allowing our class time to be spent applying the knowledge to real life events, student-led discussions, and other expanded activities on that chapter content. Bringing the textbook to class EVERY TIME will be paramount to your learning success in the course. All electronic devices including cell phones, laptops, and music players should be put away during class time, unless the technology is being used for a specific classroom activity.

**Assignment Submission**: All assignments with instructions and due dates will be posted in D2L/in the Assignment Guide document. A student will not be given credit for the assignment unless it is submitted according to the instructions given; this includes completing the assignment in the proper format and turning it in at the proper time. *All assignment due dates are posted in both D2L and in the Course Calendar located at the end of this syllabus.* In the case of an absence the day an assignment is due, it is the student’s responsibility to discuss the missed assignment with the professor. *The professor will not initiate missed assignment conversations.*

*NOTE: If you are a member of a university-sponsored group such as athletics, it is your responsibility to let the instructor know of your planned absences and to arrange submission of any assignments. Failure to communicate directly with the instructor leaves the due dates subject to confusion and thus the assignments not acceptable.*

**HYBRID MWF Attendance**: We meet face to face (ie F2F) once a week, either Monday or Wednesday, in the room assigned, and online for the other two days. The two days you are not reporting to class you are expected to work online via D2L. However, the online portion is asynchronous – the student may access the D2L portion of the course at his/her convenience, and not specifically on/at the usual class time.
Material will be covered in class that is not included in the online component and vice versa, and assignments and assessment will be based off of both delivery methods. It is the duty of the student to acquire any F2F student notes missed due to an absence; any missed F2F audio communications will not be available.

**F2F Delivery:** Regular and punctual attendance is expected. Due to COVID19-related parameters, a seating chart will be created, and once the student has chosen a particular seat, is asked to continue to use that seat for the whole semester. Additionally, a sign-in log will be made available and students will be asked to sign in each F2F class meeting.

**Online D2L Delivery:** Portions of the course are online in the university learning system D2L. Content located online include:
- additional discussion points from the instructor
- textbook notes, PPTs and vocabulary lists
- quizzes
- tests
- assignment instructions in the form of an Assignment Guide document
- assignment submission links.

**Missing class is not an excuse for not completing an assignment.** Poor attendance will result in not being allowed access to tests and exams, at the prerogative of the instructor. Students who miss three consecutive classes without official excuse will be denied access to this course in D2L until the student meets with the instructor. Any assignments which were due during the extended absence will be subject to denial by the instructor.

**SFA Tech Support:**
For D2L (aka Brightspace) technical support, contact the Technical Support Center (TSC) at 936-468-HELP (4357) or at helpdesk@sfasu.edu. To learn more about using D2L, visit SFAONLINE at [http://sfaoonline.sfasu.edu](http://sfaoonline.sfasu.edu) where you’ll find written instructions and video tutorials. There is also a link on the D2L My Home page; under Helpful Links on the right side of the screen is “D2L Tutorials for Students.”

**Program Learning Outcomes [PLO]:** Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness. You may access the program learning outcomes for your major and particular courses at [http://www.sfasu.edu/cob/ug-plo.asp](http://www.sfasu.edu/cob/ug-plo.asp).

1. The student will demonstrate effective oral and written communication skills by (1) composing a professional quality business document, and (2) preparing and delivering a professional presentation on a business topic. (Written Communication, Oral Communication)
2. The student will demonstrate knowledge of fundamental information technology tools and concepts. (Technology)
3. The student will exhibit an understanding of ethics and social responsibility. (Ethics)
4. The student will apply critical thinking skills by solving problems requiring quantitative and/or qualitative analysis. (Critical Thinking)
5. The student will demonstrate multicultural and diversity understanding. (Diversity)
6. The student will demonstrate an understanding of teamwork as it occurs in business situations. (Teamwork)
7. The student will effectively apply knowledge and skills in the functional areas of business. (Business Knowledge)
8. The student will demonstrate career readiness through completion of a structured field-based work internship experience. (Career Readiness)

General Education Core Curriculum Objectives/Outcomes:
1. Critical Thinking. Students will be instructed in and will apply critical thinking skills to include creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information.
2. Communication Skills. Students will be instructed in and will apply communication skills to include development, interpretation and expression of ideas through written, oral, and visual communication.
3. Teamwork. Students will be instructed in and will apply, practice, and demonstrate Teamwork to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. Personal Responsibility. Students will be instructed in and will apply, practice, and demonstrate Personal Responsibility to include the ability to connect choices, actions, and consequences of ethical decision-making.

GENERAL EDUCATION CORE CURRICULUM
The Texas Higher Education Coordinating Board has identified six core learning objectives: Communication Skills, Critical Thinking Skills, Empirical and Quantitative Skills, Personal Responsibility, Social Responsibility, and Teamwork. SFA is committed to the improvement of its general education core curriculum by regular assessment of student performance on these six objectives.

BUSI 2304 is a Core Curriculum Course that fulfills the Communication Skills--Written requirement. At one point during the semester, you may receive an assignment that fulfills both the requirements of this course and the needs of SFA’s Core Curriculum Assessment Plan with the Texas Higher Education Coordinating Board. When you complete the assignment, you will be given specific instructions on how and where to submit the assignment. Please note that this only applies to the specific assignment listed in the matrix below. All other assignments should be submitted according to regular class operations.

The chart below indicates the core objectives addressed by BUSI 2304. If you have questions, please see your instructor or call the Institutional Effectiveness Office at (936) 468-1130.

<table>
<thead>
<tr>
<th>CORE OBJECTIVES</th>
<th>DEFINITIONS</th>
<th>ASSIGNMENT TITLE</th>
<th>DUE IN D2L</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUNICATION SKILLS</td>
<td>To include effective development, interpretation and expression of ideas through written, oral, and visual communication.</td>
<td>Course Project Report: “Informed Blog”</td>
<td>TBA</td>
</tr>
<tr>
<td>CRITICAL THINKING SKILLS</td>
<td>To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.</td>
<td>Report: Research, Analysis, and Application of Data</td>
<td>&quot;</td>
</tr>
<tr>
<td>PERSONAL RESPONSIBILITY</td>
<td>To include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.</td>
<td>Industry Web Searches</td>
<td>&quot;</td>
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Dr. Laurie Rogers          BUSI 2304.003 HYBRID                     FALL 2020
TEAMWORK

To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

<table>
<thead>
<tr>
<th>Course Discussion and Assignments</th>
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**Student Learning Outcomes [SLO]:**

Upon successful completion of this course, the student should be able to:

1. Apply critical thinking to business communication strategies and principles to prepare effective communication for diverse business situations. *Critical thinking.*
2. Effectively develop, interpret, and express ideas through written, oral, aural, and visual communication. *Communication*
3. Identify different points of view and work effectively in a team setting. *Teamwork*
4. Participate as a team member in activities that utilize collaborative work skills. *Teamwork.*
5. Identify issues relating to ethical, legal, cultural, and global situations affecting business communication that will result in ethical decision making. *Personal Responsibility.*
6. Utilize analytical and problem solving skills appropriate to business communication when creating business documents. *Critical Thinking*
7. Select appropriate organizational formats and channels used in developing and presenting business messages. *Communication.*
8. Compose and/or revise accurate business documents using computer technology. *Communication*
9. Communicate via electronic mail, Internet, and other technologies.

In general, SLOs in a course that support the PLOs are specific and include the exact knowledge, skill or behavior taught in the course that supports the more global PLOs. You may access the program learning outcomes for your major and particular courses in the Curriculum Management Handbook at [http://www.sfasu.edu/academics/colleges/business/welcome/faculty-resources](http://www.sfasu.edu/academics/colleges/business/welcome/faculty-resources)

**Grades: (Tentative)** Current overall grade and assignment grades can be accessed through Desire2Learn (D2L). You should check your posted grades often and communicate any questions. You must check your grades prior to final exam week. Unless you email prior to finals week, you indicate that you are in agreement with the grades posted. Do not contact the instructor during exam week asking to makeup an assignment or be allowed extra credit. Please see sections on Attendance and Makeup Policy.

<table>
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<tr>
<th>Grade Category</th>
<th>Total Points</th>
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<tbody>
<tr>
<td>Primary Written Message</td>
<td>115</td>
</tr>
<tr>
<td>Discussions (10px5)</td>
<td>50</td>
</tr>
<tr>
<td>Business Report (1)</td>
<td>125</td>
</tr>
<tr>
<td>Web Research (10px2)</td>
<td>20</td>
</tr>
<tr>
<td>Exams (4)</td>
<td>280</td>
</tr>
<tr>
<td><strong>Total Possible</strong></td>
<td><strong>760</strong></td>
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**Grading Scale:**

- **A** 90-100% Total Points
- **B** 80-89% Total Points
- **C** 70-79% Total Points
- **D** 60-69% Total Points
- **F** 59% and Below Total Points

Add up points made and divide by total number of points available to determine assignment letter grade.
**Letters, Memos, Written Messages:** This is a writing intensive course. You will be expected to write a variety of types of messages including memos, letters, and electronic correspondence. Most activities will be written assignments composed and keyboarded on the computer using word processing software. In-class writing assignments will be conducted on the computers in lab 222 where we meet each week. Other writing assignments are to be completed outside of class; some additional computer access time will be offered. However, this time may or may not be sufficient to complete the assignment. *Please be sure you have ample access to document-writing software outside that of the class lab room computers.*

**Research Based Assignments:** As part of the research portion of the class, students will be expected to know how to conduct primary and secondary research on a provided topic and communicate this information in some form. Students will also learn how to document their sources using APA, as well as conduct industry-specific web-based research.

**Objective Examinations:** All* tests will be objective based on information presented in the chapter text and the class instruction/activities. These exams may consist of true/false, multiple-choice and short answer questions. Note: The tests in this course are taken online using D2L.

**Quizzes:** Quizzes are only *online in D2L*; assignments may also be given as classroom activities or as outside work.

**Oral Presentations:** Students will learn how to communicate orally in a professional and efficient manner.

**Written Documents:** All documents and assignments that are submitted must be in Microsoft Word. Assignments submitted in Microsoft Works, WordPerfect, or as PDF, graphics, or zipped files will not be accepted, unless prior arrangement with the instructor has been made. You will also need software to read PowerPoint slides, as well as create them for a presentation. If you do not have Microsoft Work or PowerPoint on a personal computer, plan to use the software in an on-campus computer lab or some other location where you have access to such software. To read PowerPoint slides, you may need to download Acrobat Rader. You may also need Acrobat Reader to review some graded assignments in PDF format. If you prefer to purchase software instead, contact the SFA bookstore.

As a student, you have access to Office 365 through your mySFA account. For additional information, please visit [http://www.sfasu.edu/mysfa/o365/student/productivity-apps/](http://www.sfasu.edu/mysfa/o365/student/productivity-apps/)

**Submission Policy:** All assignments and projects are to be turned in on time by the due date and must be submitted in the correct format. Assignments which are to be uploaded must be done so prior to the ending time indicated on the assignment. No late work due to unexcused absences will be accepted [see Makeup Policy for additional details].
All assignments which are not submitted in the proper format and procedure will face censure by the instructor. All writing assignments will be graded on both content and mechanics. Use your Office tools such as Spell-check and Grammar Check, for starters!

**Makeup Policy (University Excused):** Makeup exams and assignments will be allowed only if the absence is excused according to professor and university policy. The student must provide documentation for the excused absence. Notes from the school’s Health Clinic will not be accepted as excused unless the note specifically states that the student is unable to attend. Please see your General Bulletin for a further explanation of excused absences. Makeup exams for non-excused absences will be determined at the sole discretion of the instructor and, if allowed, will usually consist of an essay-type exam.

**Definition of Academic Dishonesty**
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to (1) using or attempting to use unauthorized materials on any assignment or exam; (2) falsifying or inventing of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to (1) submitting an assignment as if it were one's own work when it is at least partly the work of another person; (2) submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or (3) incorporating the words or ideas of an author into one's paper without giving the author credit. Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university. Please read the complete policy at [http://www.sfasu.edu/policies/student_academic_dishonesty.pdf](http://www.sfasu.edu/policies/student_academic_dishonesty.pdf)

**Course Grades (University Policy 5.5)**
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy related to active military service. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. Please refer to the complete policy at [http://www.sfasu.edu/policies/course-grades.pdf](http://www.sfasu.edu/policies/course-grades.pdf).

**Students with Disabilities**
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Room 325 in the Human Services Building, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be
provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

**Student Conduct (University Policy 10.4)**

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the full Student Conduct Code at http://www.sfasu.edu/policies/student-code-of-conduct_10.4.pdf.) Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/ inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

Students should conduct themselves in an appropriate manner during class sessions. This behavior includes showing respect to the instructor and other students. All students are expected to use standard professional business language for oral and written communication. Assignments that contain inappropriate business topics and unacceptable language will receive no credit. Students should conduct themselves as if they are attending a professional business meeting.

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*SEE THE COURSE CALENDAR FOR DUE DATES*
<table>
<thead>
<tr>
<th>CHAPTER UNIT MODULES</th>
<th>Topics/Assignments</th>
<th>Notes</th>
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<tbody>
<tr>
<td><strong>8/24 - 8/28 INTRO WEEK</strong></td>
<td>Use this first week to become familiar with the course schedule; textbook; and D2L online section. Instructor-led discussion of semester expectations and methods.</td>
<td>Minor adjustments will be made as the course progresses in order to best meet the needs of the Learning Objectives. Most online assignments will be due before or on the last day of each Module.</td>
</tr>
</tbody>
</table>
| **8/31 – 9/4 MODULE 1 Chapters 1-5** | • Read Chapters 1-3 in Text  
• Lecture/Classroom Activity  
• Submit: Online Component Quizzes Chap 1,2,3  
• Submit: Discussion #1: Introduction of Self. | Module 1 closes 9/12 @ 1130pm |
| **9/7 – 9/11 MODULE 1 Chapters 1-5** | • Read Chapters 4-5 in Text  
• Lecture/Classroom Activity  
• Submit: Online Component Quizzes Chap 4,5  
• Submit: Test 1 Chapters 1-5 | |
| **9/14 – 9/18 MODULE 2 Chapters 6-8** | • Read Chapters 6-8 in Text  
• Lecture/Classroom Activity  
• Submit: Online Component Quiz Chap 6  
• Submit: Discussion #2  
• Submit: Negative Message Web Example | |
| **9/21 – 9/25 MODULE 2 Chapters 6-8** | • Read Chapters 6-8 in Text  
• Lecture/Classroom Activity  
• Submit: Online Component Quiz Chap 7  
• Submit: Discussion #3  
• Submit: Primary Writing Assignment Negative News | |
| **9/28 – 10/2 MODULE 2 Chapters 6-8** | • Read Chapters 6-8 in Text  
• Lecture/Classroom Activity  
• Submit: Online Component Quiz Chap 8  
• Submit: Test 2 Chapters 6-8 | Module 2 closes 10/3 @ 1130pm |
| **10/5 – 10/9 MODULE 3 Chapters 9-11** | • Read Chapters 9-11 in Text  
• Lecture/Classroom Activity  
• Submit: Online Component Quiz Chap 9  
• Submit: Discussion #4a  
• Do: Course Report Research | |
| **10/12 – 10/16 MODULE 3 Chapters 9-11** | • Read Chapters 9-11 in Text  
• Lecture/Classroom Activity  
• Submit: Online Component Dream Job Report example  
• Do: Course Report Research | |
| **10/19 – 10/23 MODULE 3** | • Read Chapters 9-11 in Text  
• Lecture/Classroom Activity | |
| Chapters 9-11 | Submit: Discussion #4b  
|              | Submit: Online Component Quiz Chap 10  
|              | Submit: Course Report  
| 10/26 – 10/30  
| MODULE 3  
| Chapters 9-11 | Read Chapters 9-11 in Text  
|              | Lecture/Classroom Activity  
|              | Submit: Online Component Quiz Chap 11  
|              | Submit: Test 3 Chapters 9-11  
| Module 3 closes  
| 10/31 @ 1130pm |  
| 11/2 – 11/6  
| MODULE 4  
| Chapters 12-14 | Lecture/Classroom Activity  
|              | Submit: Online Component Quiz Chap 12  
|              | Submit: Discussion #4c  
|              | Submit: Elevator speech presentations uploaded  
| 11/9 – 11/13  
| MODULE 4  
| Chapters 12-14 | Lecture/Classroom Activity  
|              | Submit: Online Component Quiz Chap 13  
|              | Submit: Elevator speech presentations uploaded  
| 11/16 – 11/20  
| MODULE 4  
| Chapters 12-14 | Lecture/Classroom Activity  
|              | Submit: Online Component Quiz Chap 14  
|              | Submit: Test 4 Chapter 12-14  
| 11/23 – 11/27  
| No School | Thanksgiving holidays  
| 11/30 – 12/4 | DEAD WEEK  
|              | Submit: Discussion #5  
| 12/7 – 12/11  
| Finals Week | Submit: Resume Due 12/9 WEDNESDAY  
| Module 4 closes  
| 12/9 @ 1130pm |