<table>
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<th>Module</th>
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| Module 1 | 1/16        | Course Introduction                                                              | • Syllabus Quiz (In-Class on 1/16)  
• Read Chapters 13 and 14  
• Bring current résumé to class on 1/21 |
|         | 1/21-1/29   | Chapter 13: Preparing Résumés and Application Messages  
Chapter 14: Interviewing for a Job and Preparing Employment Messages | • Chapter 13 Quiz (Due by 1/26 at 11:30 p.m.)  
• Chapter 14 Quiz (Due by 1/26 at 11:30 p.m.)  
• Assignments (TBA)  
• **Resume and Cover Letter (TBA)** |
| Module 2 | 2/4-2/23    | Chapter 9: Understanding the Report Process and Research Methods (Comm Skills, Critical Thinking, & Teamwork Skills)  
Chapter 10: Managing Data and Using Graphs (Comm Skills & Critical Thinking)  
Chapter 11: Organizing and Preparing Reports and Proposals (Comm Skills & Teamwork Skills)  
Chapter 12: Designing and Delivering Business Presentations (Comm Skills & Teamwork) | • Chapter 9 Quiz (Due by 2/2 at 11:30 p.m.)  
• Chapter 10 Quiz (Due by 2/9 at 11:30 p.m.)  
• Chapter 11 Quiz (Due by 2/16 at 11:30 p.m.)  
• Chapter 12 Quiz (Due by 2/24 at 11:30 p.m.)  
• Assignments (TBA)  
• **Research Report due 2/23 at 11:30 p.m. (Submit to Turnitin dropbox in Brightspace)**  
• **Presentation (TBA)** |
| Module 3 | 2/25-3/4    | Chapter 1: Establishing a Framework for Business Communication (Ethics & Comm Skills)  
Chapter 2: Focusing on Interpersonal and Group Communication (Ethics & Comm Skills) | • Chapter 1 Quiz (Due by 2/24 at 11:30 p.m.)  
• Chapter 2 Quiz (Due by 2/24 at 11:30 p.m.)  
• **Mid-Term Exam (TBA)** |
|         | 3/9-3/13    | **SPRING BREAK**                                                                  |                                                                                   |
| Module 4 | 3/24-3/31 | Chapter 3: Planning and Decision Making (Comm Skills & Critical Thinking)  
Chapter 4: Preparing Written Messages (Comm Skills & Critical Thinking)  
Chapter 5: Communicating Electronically (Comm Skills) | • Chapter 3 Quiz (Due by 3/23 at 11:30 p.m.)  
• Chapter 4 Quiz (Due by 3/23 at 11:30 p.m.)  
• Chapter 5 Quiz (Due by 3/30 at 11:30 p.m.)  
• Assignments (TBA) |
| Module 5 | 4/2-4/23 | Chapter 6: Delivering Good-News and Neutral Messages (Comm Skills & Critical Thinking)  
Chapter 7: Delivering Bad-News Messages (Comm Skills & Critical Thinking)  
Chapter 8: Delivering Persuasive Messages (Comm Skills & Critical Thinking) | • Chapter 6 Quiz (Due by 4/1 at 11:30 p.m.)  
• Chapter 7 Quiz (Due by 4/5 at 11:30 p.m.)  
• Chapter 8 Quiz (Due by 4/13 at 11:30 p.m.)  
• Assignments (TBA)  
• Message 1 (Direct (Good News) Strategy) TBA  
• Message 2 (Indirect (Bad News) Strategy) (TBA)  
• Message 3 (Persuasive Strategy) (TBA) |
|  | 4/28-4/30 | Final Review |  
|  | 5/7 | Final Exam | 1:30 p.m.- 4:00 p.m. |

NOTE: This schedule is tentative and is likely to change throughout the semester.