

ITEC 242
Tentative Schedule
Spring 2012
M/W 1:00-2:15

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| 1/9 | Introduction to course and homework “All About Me” |
| 1/11 | Making oral presentations – Chapter 17 |
| 1/18 | Oral Presentation video |
| 1/23 | Resumes – Chapter 7 |
| 1/25 | Design your resume |
| 1/30 | Job Application Letters – Chapter 8 |
| 2/1 | Create your own cover letters |
| 2/6 | Job Interviews, Follow-up Letters and Calls and Job offers – Chapter 9 |
| 2/8 | Interviewing video |
| 2/13 | Test one Chapters 17, 7, 8, 9 |
| 2/15 | Informative and Positive Messages – Chapter 10 |
| 2/20 | Writing Information and Positive Messages Exercises |
| 2/22 | Negative Messages – Chapter 11 |
| 2/27 | Negative Messages - Exercises |
| 2/29 | Persuasive Messages – Chapter 12 |
| 3/12 | Persuasive Messages Exercises |
| 3/14 | Sales, Fund-Raising, and Promotional Messages – Chapter 12 |

- 3/19 Chapter 12 exercises
- 3/21 Test Two – Chapters 10-12
- 3/26 Designing Documents, Data Displays, and Visuals/Microsoft Excel Charts – Chapter 6
- 3/28 Communicating Across Cultures – Chapter 13
- 4/2 Using the internet for cultural diversity research
- 4/4 PowerPoint presentations using cultural diversity
- 4/9 Nonverbal Communication – Chapter 13
- 4/11 Self-Management: Attitude, Personality, Goal Setting, Life Management Personal Financial Management, Time and Stress Management/Organization Skills
- 4/16 Workplace Basics: Ethics, Politics, and Diversity, Etiquette/Dress, Customer Service/Quality, Human Resource Management
- 4/18 Relationships: Communication, Accountability and Workplace Relationships, Teamwork, Motivation, and Leadership, Conflict and Negotiation, and Career Life Changes (Lydia E. Anderson, 2011)
- 4/23 Test 3 – Chapters 6, 13, and Human Relations Skills