

Week	Class Date	Class Topics	Related Lectures (Complete before Class)
1	1/9	Course Introduction	Modules: 0, 1
	1/11	Thinking About Communication	Module: 2
Independent		Document Formatting Grammar Review	Module 3
2	1/16	Reading Job Ads	Module: 4 (Job Search)
	1/18	Resumes	Module: 4 (Resumes)
3	1/23	Resumes / Cover Letter	Module: 4 (Cover Letter)
	1/25	Job Speech Practice	Module: 4 (Interviewing) Prepare Speeches (short intro and interview speech)
4	1/30	Writing Workshop: Job Package	Module: 4 (all)
	2/1	Teamwork Group Work	Module: 5
5	2/6	Critical Thinking Information Literacy	Module: 6
	2/8	Group Work Project Proposal	None
6	2/13	Project Proposal Presentations	None
	2/15	Peer Review Workshop	Module: 8
Independent		Writing Briefly Notebooks Specifications	Modules: 9, 10, 11
7	2/20	Technical Reports: Summaries	Module: 12 (General Sections, Special Sections)
	2/22	Technical Reports: Images Group Work	Module: 12 (Special Elements, Designing Documents)