

**BAI3010 IT Professional Development Studies  
Course Calendar - Spring 2015**

**APPENDIX B**

<b>Week</b>		
<b>Week 1</b> <b>May 11, 13</b>	<b>Monday</b> Session 1: Introduction / overview of course; Elevator Speech Session 2: <b>Covey: Introduction &amp; Paradigms and Principles</b>	<b>Wednesday</b> Session 3: Chapter 1 - Attitude, Goal Setting and Life Management; Team Presentation (Part 1) Session 4: <b>Covey: Habit 1</b> ; Team Presentation (Part 2)
<b>Week 2</b> <b>May 18, 20</b>	<b>Monday</b> Victoria Day - Institute Closed - No Class	<b>Wednesday</b> Session 5: <b>Covey: Habit 2</b> ; Team Presentation (Part 3) Session 6: Chapter 13 - Job Search Skills: Team Presentation (Part 4)
<b>Week 3</b> <b>May 25, 27</b>	<b>Monday</b> Session 7: Chapter 14 - Resume Package; Team Presentation (Part 5) Session 8: Chapter 15 - Interview Techniques	<b>Wednesday</b> Session 9: Chapter 3 - Time and Stress Management/Organizational Skills Session 10: <b>Covey: Habit 3</b>
<b>Week 4</b> <b>June 1, 3</b>	<b>Monday</b> Session 11: <b>Covey: Public Victory: Paradigms of Interdependence</b> Session 12: <b>Individual Presentations (Elevator Speech)</b>	<b>Wednesday</b> Session 13: <b>Covey: Habit 4</b> Session 14: Chapter 4 - Etiquette/Dress
<b>Week 5</b> <b>June 8, 10</b>	<b>Monday</b> Session 15: Chapter 6 - Accountability and Workplace Relationships Session 16: <b>Team Presentations</b>	<b>Wednesday</b> Session 17: <b>Resume, Cover Letter &amp; LinkedIn: due at the beginning of class.</b> Chapter 7 - Quality, Organizations and Service Session 18: <b>Covey: Habit 5</b>
<b>Week 6</b> <b>June 15, 17</b>	<b>Monday</b> Session 19: Chapter 8 - Human Resources and Policy Session 20: Chapter 9 - Communication	<b>Wednesday</b> Session 21: <b>Covey: Habit 6</b> Session 22: Chapter 11 - Motivation, Leadership and Teams
<b>Week 7</b> <b>June 22, 24</b>	<b>Monday</b> Session 23: Chapter 12 - Conflict and Negotiation Session 24: <b>Covey: Habit 7</b>	<b>Wednesday</b> Session 25: Chapter 16 - Career Changes Session 26: <b>Covey: Inside-Out Again</b>