**Workplace Communications Pacing Guide/Checklist 2022-2023**

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| **ASSIGNMENT DUE DATES** | **Activity/Objective** | **Type** | **Completed** |
| **Week 1****August 08 – August 12** | **Course Preparation, Welcome, Syllabus, and Pacing Guide**Welcome to Workplace Communications!* *Read the Syllabus and Review the Pacing Guide/checklist.*
* *Register for the online class (*[*www.Edmentum.com*](http://www.edmentum.com/)*)*
* *Click Exact Path (green in color)*
* *Enter the information below:*
* *Acct Login is: GCA9*
* *Username: firstname.lastname*
* *Password: @gray123*
* *Watch the short video about online courses using Edmentum:* [*https://youtu.be/wABqbCAK7SI*](https://youtu.be/wABqbCAK7SI)
* *How to download & upload a “DROP BOX” activity in Edmentum:* <https://support.edmentum.com/4_General_and_Technical_Solutions/Working_with_Digital_Drop_Box_activities_for_Learners>

 **My email is: BWALLACE@GRAYCA.COM****You may work ahead throughout this course!!!!** | Welcome & Initial Instructions |  |
| **Unit 1: Introduction to Communication** |  |
| **August 18** | **1. Communication Overview***Identify key aspects of the communication process.** **Review and Complete the tutorial to receive credit.**
* **Take notes before taking the test to help you be successful.**

**You get 3 attempts to master the test. The 3rd and final attempt must be requested by email.** | Lesson/Module Mastery |  |
| **September****2**  | **2. Professional and Social Communication***Apply communication protocol and language in professional and social communication and address diversity through effective strategies.** **Review and Complete the tutorial to receive credit.**
* **Take notes before taking the test to help you be successful.**

**You get 3 attempts to master the test. The 3rd and final attempt must be requested by email.** | Lesson/Module Mastery |  |
| **September 20** | **3. Reading and Writing Skills***Demonstrate effective reading and writing skills by reading and interpreting workplace documents and writing clearly.** **Review and Complete the tutorial to receive credit.**
* **Take notes before taking the test to help you be successful.**

**You get 3 attempts to master the test. The 3rd and final attempt must be requested by email.** | Lesson/Module Mastery |  |
| **October 5**  | **4. Writing A Business Letter***Students will demonstrate effective writing skills by writing a professional business letter to a potential client or customer.***Examples are provided on the instructions sheet.** * **Plagiarism is not allowed in any form in GCA’s academic setting. Please make sure that you submit your OWN work.**

**You get 1 attempt, make sure you follow the directions for the project.** | Project/Dropbox Activity |  |
| **October 21** | **5. Speaking and Listening Skills***Demonstrate effective speaking and listening skills by communicating effectively with others and following directions.** **Review and Complete the tutorial to receive credit.**
* **Take notes before taking the test to help you be successful.**

**You get 3 attempts to master the test. The 3rd and final attempt must be requested by email.** | Lesson/Module Mastery |  |
| **Unit 2: Communication in Business Organizations** |  |
| November 7 | **8. Business Firms***Describe the structures and roles of business firms in the US economy.** **Review and Complete the tutorial to receive credit.**
* **Take notes before taking the test to help you be successful.**

**You get 3 attempts to master the test. The 3rd and final attempt must be requested by email.** | Lesson/Module Mastery |  |
| **November 23** | **9. Preparing for Job Interviews***Demonstrate effective communication strategies for achieving success in job interviews.** **Review and Complete the tutorial to receive credit.**
* **Take notes before taking the test to help you be successful.**

**You get 3 attempts to master the test. The 3rd and final attempt must be requested by email.** | Lesson/Module Mastery |  |
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| **December 1** | **11. Group Discussions and Leadership Skills***Demonstrate communication skills to participate and control group discussions.** **Review and Complete the tutorial to receive credit.**
* **Take notes before taking the test to help you be successful.**

**You get 3 attempts to master the test. The 3rd and final attempt must be requested by email.** | Lesson/Module Mastery |  |
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| December 8 | **12. Critical Thinking and Problem-Solving Skills***Demonstrate critical thinking and problem-solving skills by analyzing and resolving problems that arise in completing assigned tasks.** **Review and Complete the tutorial to receive credit.**
* **Take notes before taking the test to help you be successful.**

**You get 3 attempts to master the test. The 3rd and final attempt must be requested by email.** | Lesson/Module Mastery |  |
| **January 11th** | **13. Health and Safety***Demonstrate healthy behaviors and safety skills by following safety guidelines and managing personal health.** **Review and Complete the tutorial to receive credit.**
* **Take notes before taking the test to help you be successful.**

**You get 3 attempts to master the test. The 3rd and final attempt must be requested by email.** | Lesson/Module Mastery |  |
| **January 27** | **15. Prepare a Resume & Cover Letter***Students will demonstrate effective communication strategies by preparing a resume tailored to a job or career of their choice and by creating a cover letter.** **Plagiarism is not allowed in any form in GCA’s academic setting. Please make sure that you submit your OWN work.**

**You get 1 attempt, make sure you follow the directions.** | Project/Dropbox Activity |  |
| **Unit 3: Technology for Communication** |  |
| **February 14** | **16. Using Information Technology***Demonstrate proficiency with information technology by using computers, file management techniques, and**software/programs effectively.** **Review and Complete the tutorial to receive credit.**
* **Take notes before taking the test to help you be successful.**

**You get 3 attempts to master the test. The 3rd and final attempt must be requested by email.** | Lesson/Module Mastery |  |
| **March 1st** | **17. Creating Desktop-Published Projects***Apply desktop publishing for communication purposes.** **Review and Complete the tutorial to receive credit.**
* **Take notes before taking the test to help you be successful.**

**You get 3 attempts to master the test. The 3rd and final attempt must be requested by email.** | Lesson/Module Mastery |  |
| **March 16th** | **18. Advertisement Poster Project***Students will use Microsoft Publisher, Microsoft Word, or Google Docs to create a poster that effectively communicates a social message and advertises an event sponsored by a charity of their choice.** **Plagiarism is not allowed in any form in GCA’s academic setting. Please make sure that you submit your OWN work.**

**You get 1 attempt, make sure you follow the directions.** | Project/Dropbox Activity |  |
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| **April 3** | **19. Creating Multimedia Presentations***Create a multimedia presentation for professional**communication.** **Review and Complete the tutorial to receive credit.**
* **Take notes before taking the test to help you be successful.**

**You get 3 attempts to master the test. The 3rd and final attempt must be requested by email.** | Lesson/Module Mastery |  |
| **April 18** | **21. Legal and Ethical Issues***Apply ethical and legal guidelines when preparing**communication materials.** **Review and Complete the tutorial to receive credit.**
* **Take notes before taking the test to help you be successful.**

**You get 3 attempts to master the test. The 3rd and final attempt must be requested by email.** | Lesson/Module Mastery |  |
| **May 3rd** | **22. Unit 3 Activity and Unit 3 Discussion*** **Plagiarism is not allowed in any form in GCA’s academic setting. Please make sure that you submit your OWN work.**

**You get 1 attempt, make sure you answer/reply to all questions/statements and follow the directions for the activity.** | Unit Activity/Discussion |  |