**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 |  |