

Syllabus

Professional Communications

Course Overview

This one-semester course is intended as a practical, hands-on guide to help you familiarize with the communication skills required in a profession. This course has 13 lessons organized into three units, plus three Unit Activities. Each lesson contains one or more Lesson Activities.

This course covers the communication overview including the communication process, elements of effective communication, and barriers to communication. This course familiarizes you with reading, writing, speaking, and listening skills needed for general communication. Professional Communications also familiarizes you with communication skills required in business organizations. These skills equip you with the ability to appear for job interviews, participate in group discussions, and solve workplace problems. You also learn about the use of technology in communication.

You will submit the Unit Activity documents to your teacher, and you will grade your work on the Lesson Activities by comparing them with the given sample responses. The Unit Activities (submitted to the teacher) and the Lesson Activities (self-checked) are the major components of this course. There are other assessment components, namely the mastery test questions that feature along with the lesson; the pre- and post-test questions that come at the beginning and end of the unit respectively; and an end-of-semester test. All of these tests are a combination of simple multiple-choice questions and technology enhanced (TE) questions.

Course Goals

This course will help you meet the following goals:

- Create business materials, including presentations, that demonstrate professional communication protocol and language.
- Choose online sources that are credible and relevant for specific communication purposes.
- Evaluate the effectiveness of verbal communication within a group discussion and presentation.
- Facilitate group discussions using presentation techniques.

Prerequisite Skills

Professional Communications has the following prerequisites:

- ability to visualize and apply creativity and innovation
- familiarity with the writing process and following guidelines

General Skills

To participate in this course, you should be able to do the following:

- Perform basic operations on a computer.
- Perform online research using various search engines and library databases.
- Communicate through email and participate in discussion boards.

For a complete list of the general skills required for participation in online courses, refer to the Prerequisites section of the Plato Student Orientation document, found at the beginning of this course.

Credit Value

Professional Communications is a 0.5-credit course.

Course Materials

- Notebook
- Computer with Internet connection and speakers or headphones
- Microsoft Word or equivalent
- Microsoft Excel or equivalent
- Microsoft PowerPoint or equivalent

Course Pacing Guide

This course description and pacing guide is intended to help you stay on schedule with your work. Note that your course teacher may modify the schedule to meet the specific needs of your class.

Course Components and Grading Rubric

The table gives a breakdown of the weight for each component in the course. Weight represents the percentage of the total score coming from each activity.

Course Components	Count	Weight
Pretest. <i>Pretests are optional assessments, typically designed for credit recovery use. If a student shows mastery of a lesson's objective, the student may be automatically exempted from that lesson in the upcoming unit. Typically, teachers do not choose to employ exemptive pretests for first-time credit courses. Pretests are not included as a component of the student's final grade.</i>	3	0%
Module. <i>Each module in this course contains an interactive tutorial and an associated mastery test. Tutorials may include one or more Lesson Activities that constitute tasks associated with the tutorial. The module score comes from a student's score on the mastery test.</i>	13	20%
Discussion. <i>Online discussions allow for higher-order thinking about terminal objectives. An online threaded discussion mirrors the educational experience of a classroom discussion. Teachers can initiate a discussion by asking a complex, open-ended question. Students can engage in the discussion by responding both to the question and to the thoughts of others. Each unit in a course has one predefined discussion topic; teachers may add more discussion topics.</i>	3	20%
Unit Activity. <i>Unit Activities are at the end a unit and constitute one or more small tasks. Their purpose is to deepen understanding of key unit concepts and tie them together. Each Unit Activity includes a simple rubric. The teacher versions include both a rubric and modeled sample answers. Unit Activities are teacher graded.</i>	3	20%
Posttest. <i>The posttest appears at the end of the unit and mirrors the pretest in structure, content, and complexity.</i>	3	20%
End of Semester Test. <i>The end of semester test (EOS) appears at the end of the course. Students are delivered a few items from every tutorial in the course in order to assess the major course objectives.</i>	1	20%
Total	26	100%

*Teachers may manually adjust these weights if desired, per district grading requirements.

Unit 1: Introduction to Communication

Summary

In this unit, you will learn about the key aspects of the communication process. You will learn to apply communication protocol and appropriate language skills in professional and social communication. You will also explore effective strategies to address diversity in communication. Finally, you will familiarize yourself with reading, writing, speaking, and listening skills.

Day	Activity/Objective	Type
1 day: 1	Syllabus and Plato Student Orientation <i>Review the Plato Student Orientation and Course Syllabus at the beginning of this course.</i>	Course Orientation
5 days: 2–6	Communication Overview <i>Identify key aspects of the communication process.</i>	Lesson
5 days: 7–11	Professional and Social Communication <i>Apply communication protocol and language in professional and social communication and address diversity through effective strategies.</i>	Lesson
5 days: 12–16	Reading and Writing Skills <i>Demonstrate effective reading and writing skills by reading and interpreting workplace documents and writing clearly.</i>	Lesson
5 days: 17–21	Speaking and Listening Skills <i>Demonstrate effective speaking and listening skills by communicating effectively with others and following directions.</i>	Lesson
1 day: 22	Para Jumble	Game
4 days: 23–26	Unit Activity/Threaded Discussion—Unit 1 <i>Prepare a presentation on a notable event. Select relevant, reliable online sources. Appraise presentation skills and techniques.</i>	Unit Activity
1 day: 27	Posttest—Unit 1	Assessment

Unit 2: Communication in Business Organizations

Summary

In this unit, you will familiarize yourself with the structure and roles of various business firms in the United States. You will explore communication strategies and leadership skills to be successful in job interviews and participate and control group discussions. In addition, you will familiarize yourself with critical thinking and problem-solving skills for resolving workplace problems. Finally, you will learn about healthy behaviors and safety skills to promote health and safety at the workplace and manage personal health.

Day	Activity/Objective	Type
5 days: 28–32	Business Firms <i>Describe the structures and roles of business firms in the US economy.</i>	Lesson
5 days: 33–37	Preparing for Job Interviews <i>Demonstrate effective communication strategies for achieving success in job interviews.</i>	Lesson
5 days: 38–42	Group Discussions and Leadership Skills <i>Demonstrate communication skills to participate and control group discussions.</i>	Lesson
5 days: 43–47	Critical Thinking and Problem-Solving Skills <i>Demonstrate critical thinking and problem-solving skills by analyzing and resolving problems that arise in completing assigned tasks.</i>	Lesson
5 days: 48–52	Health and Safety <i>Demonstrate healthy behaviors and safety skills by following safety guidelines and managing personal health.</i>	Lesson
1 day: 53	Space Jumble	Game
4 days: 54–57	Unit Activity/Threaded Discussion—Unit 2 <i>Participate in a group discussion using facilitation techniques. Collaborate with others and independently raise questions and pursue leads. Prepare questions to facilitate a group discussion.</i>	Unit Activity
1 day: 58	Posttest—Unit 2	Assessment

Unit 3: Technology for Communication

Summary

In this unit, you will learn how to be proficient using information technology in communication. You will learn to use software programs, such as spreadsheet and presentation software, and file management techniques for communication purposes. You will also learn to use desktop publishing and create multimedia presentations for effective professional communication. Finally, you will explore the legal and ethical issues related to the preparation of communication materials.

Day	Activity/Objective	Type
6 days: 59–64	Using Information Technology <i>Demonstrate proficiency with information technology by using computers, file management techniques, and software/programs effectively.</i>	Lesson
6 days: 65–70	Desktop Publishing <i>Apply desktop publishing for communication purposes.</i>	Lesson
6 days: 71–76	Creating Multimedia Presentations <i>Create a multimedia presentation for professional communication.</i>	Lesson
6 days: 77–82	Legal and Ethical Issues <i>Apply ethical and legal guidelines when preparing communication materials.</i>	Lesson
1 day: 83	Para Jumble	Game
4 days: 84–87	Unit Activity/Threaded Discussion—Unit 3 <i>Identify three keys to a successful on-boarding process through online research. Describe effective communication strategies for new employees identified through online research. Write an email to colleagues describing the benefits of an on-boarding process.</i>	Unit Activity
1 day: 88	Posttest—Unit 3	Assessment
1 day: 89	Semester Review	
1 day: 90	End-of-Semester Test	Assessment

Course Map

You will achieve course level objectives by completing each lesson's instruction, assignments, and assessments. For a detailed look at how the materials meet these objectives, review the [course map](#).