COURSE DESCRIPTION

Course Title: Essentials of Professional Communication

Course Number:

Course Prerequisites: Word 101, Word 201, &/or Accounting I, or permission from Instructor

Course Description: (Include "no final exam" or "final exam required")
This senior course is for students who want to continue developing their skills for employment. Students will use e-mail, mail, telephone, fax, copy machine, scanner, and current office tools. Students will practice office skills using filing, machine transcription, proofreading, time management, scheduling, and calculators. This is an excellent course for students who like to use hands-on skills.

NOCTI is the final exam for all Business completers.

Suggested Grade Level: 12

Length of Course: One Semester   __X__ Two Semesters   Other

(Describe)

Units of Credit: 1   (Insert *NONE* if appropriate.)

PDE *Certification and Staffing Policies and Guidelines (CSPG)* **Required Teacher Certification(s)**

(Insert certificate title and CSPG#)   Business

Certification verified by WCSD Human Resources Department:

      __X__ Yes   No

Board Approved Textbooks, Software, Materials:
Title: The Office Procedures & Technology 5E
Publisher: South-Western
ISBN #: 978-0-538-44354-8
Copyright Date: 2007
Date of WCSD Board Approval:

BOARD APPROVAL:

Date Written: <u>November 2009</u>

Date Approved: _____

Implementation Year: <u>2010</u>

Suggested Supplemental Materials: (List or insert **None**)
Student Activities and Simulations 978-0-538-44363-4 (South-Western)
Simplifile Replacement Set 0-538-69328-2 (South-Western)
Proofreading & Editing Precision 6E 978-0-538-45045-4 (South-Western)
Calculators Printing and Display 978-0-538-43990-4 (South-Western)
Machine Transcription and Dictation 978-0-538-43860-6 (South-Western)
Internet Office Projects 978-0-538-72747-1 (South-Western)
Timed Writing Software
Current Microsoft Office software

Course Standards

PA Academic Standards: (List by Number and Description)

Career Education and Work Standards:
13.1.11 Career Awareness and Preparation A, B, C, F,
13.2.11 Career Acquisition (Getting a Job) C
13.3.11 Career Retention and Advancement A, C, E, F, G

WCSD Academic Standards: (List or **None**)
None

Industry or Other Standards: (List, Identify Source or **None**)
NOCTI

WCSD EXPECTATIONS

WCSD K-12 Expectations for instruction in writing, reading, mathematics and, technology have been developed and revised annually. The teacher will integrate all WCSD Expectations into this planned instruction.

SPECIAL EDUCATION AND GIFTED REQUIREMENTS

The teacher shall make appropriate modifications to instruction and assessment based on a student's Individual Education Plan (IEP) or Gifted Individual Education Plan (GIEP).

SPECIFIC EDUCATIONAL OBJECTIVES/CORRESPONDING STANDARDS AND ELIGIBLE CONTENT WHERE APPLICABLE

(List Objectives, PA Standards #'s, Other Standards (see samples at end))

PA Standard: 13.1.11 Career Awareness and Preparation A, B, C, F,

X – performance assessed during that semester

		Performance Indicators	1	2	Assessment
A.	Relate Careers to individual interests, abilities, and aptitudes				• Quizzes
B.	Analyze career options based on personal interests, abilities, aptitudes, achievements and goals				• Teacher Observation
C.	Analyze how the changing rolls of individuals in the workplace relate to new opportunities within career choice				• Tests
F.	Analyze the relationship between career choices and career preparation opportunities, such as, but not limited to: Associate degree, Baccalaureate degree, Certificate/licensure, Immediate part/full time employment				

PA Standard: 13.2.11 Career Acquisition (Getting a Job) C

X – performance assessed during that semester

		Performance Indicators	1	2	Assessment
C.	Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to: Job application, Resume				• Quizzes • Teacher Observation • Tests

PA Standard: 13.3.11 Career Retention and Advancement A, C, E, F, G

X – performance assessed during that semester

		Performance Indicators	1	2	Assessment
A.	Evaluate personal attitudes and work habits that support career retention and advancement				• Quizzes
B.					• Teacher Observation
C.	Evaluate conflict resolution skills as they relate to the workplace				• Tests
E.	Evaluate time management strategies and their application to both personal and work situations				
F.	Evaluate strategies for career retention and advancement in response to the changing global workplace				
G.	Evaluate the impact of lifelong learning on career retention and advancement				

X – performance assessed during that semester

ASSESSMENTS

PSSA Assessment Anchors Addressed: The teacher must be knowledgeable of the PDE Assessment Anchors and/or Eligible Content and incorporate them into this planned instruction. Current assessment anchors can be found at pde@state.pa.us.

Formative Assessments:　　　　The teacher will develop and use standards-based assessments throughout the course.

Portfolio Assessment:　　　　　Yes　　X　　No

District-wide Final Examination Required:　　　　　Yes　　X　　No

Course Challenge Assessment (Describe):
Performance Assessments

REQUIRED COURSE SEQUENCE AND TIMELINE
(Content must be tied to objectives)

Content Sequence	Dates
Machine Transcription	30 days
Filing	20 days
Desktop Calculator	15 days
Internet Projects	20 days
Office Competencies	10 days
Managing Time, Tasks, and Records	20 days
Mail and Telecommunication Systems	20 days
Fax Machine	5 days
Copy Machine	5 days
Scanner	5 days
Proofreading	Daily
Prioritizing	10 days
Ethics and Etiquette	Daily
Timed Writings	10 days
Enrichment	10 days

Objectives:

Student will demonstrate an understanding of grammar, punctuation, and proper Business format to produce mailable documents using Machine Transcription.

Student will demonstrate an understanding of Filing rules for alphabetic, geographic, and numeric filing systems.

Student will demonstrate an understanding of proper fingering and procedures for a Desktop Calculator.

Student will demonstrate an understanding of proper internet techniques to complete all projects.

Student will demonstrate an understanding of proper Office Competencies.

Student will demonstrate an understanding of Managing Time, Tasks, and Records.

Student will demonstrate an understanding of Mail and Telecommunication Systems.

Student will demonstrate an understanding of proper techniques to use a Fax Machine.

Student will demonstrate an understanding of proper techniques to use a Copy Machine.

Student will demonstrate an understanding of proper techniques to use a Scanner.

Student will demonstrate an understanding of Proofreading.

Student will demonstrate an understanding of Prioritizing.

Student will demonstrate an understanding of Ethics and Etiquette.

Student will demonstrate improvement in typing Timed Writings.

WRITING TEAM: F. Darlene Albaugh, Mary Ann Jones

REVIEWED BY: Suzanne Hornick, Karen Motter

WCSD STUDENT DATA SYSTEM INFORMATION

1. Is there a required final examination? _____ Yes __X__ No

2. Does this course issue a mark/grade for the report card? __X__ Yes _____ No

3. Does this course issue a Pass/Fail mark? _____ Yes __X__ No

4. Is the course mark/grade part of the GPA calculation? __X__ Yes _____ No

5. Is the course eligible for Honor Roll calculation? __X__ Yes _____ No

6. What is the academic weight of the course?

   _____ No weight/Non credit __X__ Standard weight

   _____ Enhanced weight (Describe)