Pacing Guide (36 Week)

David Crockett High School - Career and Technical Education

Course: Business Communications

Week	State Standard	Main Topics
1-5	Communication Components Standard: 1, 2, 3, 4	● Demonstrate compliance with the school's ethics policy regarding copyrighted materials, plagiarism, authenticity, proper citations, privacy, and proper use of technology resources. ● Identify, analyze, and critique the basic components of communications. ● Differentiate between verbal and nonverbal communications.
6-11	Digital Citizenship Standard: 5, 6, 7	● Create a rubric for evaluating and selecting the best electronic communication tool for a given task or situation. ● Research and analyze various aspects of good digital citizenship.
11-16	Business Writing Standard: 8, 9, 10, 11	● Basic: Microsoft Word ● Basic: Google Docs ● Windows 10
17-22	Desktop Publishing Standard: 12, 13, 14	● Basic: Microsoft Power Point, Word ● Basic: Google Sheets, Docs
23-28	Oral Communications Standards: 15, 16, 17, 18	● Draft and edit two speeches: (1) to persuade, and (2) to inform. Incorporate planning and preparation to deliver speeches. ● Critique the purpose of various speaking assignments to identify the design and goal, such as to inform, educate, convince, persuade, or lead to action. ● Plan, prepare, and conduct a short business meeting, including following-up after the meeting.
29-33	Virtual Meetings Standard: 19, 20	● Plan, organize, schedule, and deliver a webinar to one or more distant parties using computer conferencing tools (e.g., telephone or voice over IP, online conferencing system). ● Plan, organize, schedule, and conduct a web videoconference or simulation with one or more distant parties using computer conferencing tools (e.g., webcams, high-speed Internet, computer)
34-36	Career Activities Standards: 21, 22, 23	● Prepare an electronic portfolio ● Research interview questions focused on engaging with the potential employer. Identify one company and conduct mock job interviews to practice asking clear questions and providing clear job interview responses.