Brookes College

Pharmacy Assistant Diploma

Course:
Business Communications – College Success Curriculum

Brookes College Pharmacy Assistant Program
Business Communications – College Success
Course Curriculum

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Course Syllabus: Business Communication - College Success

Course Description:

This course is designed to provide students with the essential skills and knowledge required for a successful and fulfilling college experience. Topics include personal development, time management, critical thinking, academic success strategies, interpersonal skills, health and wellness, financial literacy, and career planning.

Course Duration:

- 40 hours
- 4 weeks
- 10 hours per week
- 5 hours of online synchronous instruction
- 5 hours of self-directed learning

Course Goals:

- Equip students with the skills and knowledge necessary for a successful college experience.
- Foster personal growth and development.
- Enhance critical thinking and problem-solving abilities.
- Promote effective time management and study strategies.
- Develop strong interpersonal and communication skills.
- Improve health and wellness practices.
- Build financial literacy for managing college expenses.
- Guide students in the early stages of career planning and development.

Course Format:

- Lectures, readings, multimedia materials, and case studies.
- Interactive discussions and group activities to encourage engagement.
- Guest speakers from the education field to provide real-world insights.
- Weekly assignments to apply theoretical knowledge to practical scenarios.

Course Outcomes**:** By the end of this course, students will be able to:

- Set and manage personal goals for academic and personal growth.
- Embrace diversity and appreciate different learning styles.
- Apply critical thinking and problem-solving skills to various contexts.
- Effectively manage time, space, and resources.

- Listen actively, take comprehensive notes, and read for learning.
- Prepare for and perform well in tests and exams.
- Interact effectively with instructors and peers in the college environment.
- Develop strong writing skills for academic success.
- Navigate the social aspects of college life while maintaining well-being.
- Manage finances responsibly and plan for the future.
- Initiate career exploration and build a professional network.

Textbook:

e-texts have Power Point slides, Instructor manual, tests, and test banks to support instructional delivery:

- College Success (version 3.0)
- Authors: Bruce Beiderwell and Tom Lochhass
- Published: July 2020
- ISBN (Digital): 978-1-4533-9950-7

Course Outline:

Week 1: Module: You and Your College Experience

1. Welcome to College!
2. Who Are You, Really?
3. Different Worlds of Different Students

Week 2: Module: Staying Motivated, Organized, and On Track

1. Goals and Time Management
2. Setting and Reaching Goals
3. Organizing Your Space
4. Organizing Your Time

Week 3: Module: Thinking about Thought

1. It's All in Your Head
2. Types of Thinking
3. It's Critical

Week 4: Module: Listening, Taking Notes, and Remembering

1. This Is Not Like High School; This Is Not Like Work

2. Setting Yourself Up for Success
3. Are You Ready for Class?
4. Are You Really Listening?
5. Got Notes?
6. Remembering Course Materials

Assessment and Review:

- Participation: 10%
- Weekly Assignments: 40%
- Midterm Assessment: 20%
- Final Assessment: 30%

Grading:

Percentage Range	Letter Grade	Grade Points	Description
90 – 100	A+	4.0	Excellent (4)
85 – 89	A	4.0	
80 – 84	A-	3.7	
77 – 79	B+	3.3	Proficient (3)
73 – 76	B	3.0	
70 – 72	B-	2.7	
67 – 69	C+	2.3	Competent (2)
63 – 66	C	2	
60 – 62	C-	1.7	
55 – 59	D+	1.3	
50 – 54	D	1.0	Developing (1)
0 – 49	F	0.0	Not Evident (0)

Important Dates:

- Midterm Examination: [Date]
- Final Project Presentation: [Date]
- Final Examination: [Date]

Module Plans: Business Communications – College Success

Course Duration:

- 40 hours
- 4 Weeks
- 10 hours per week:
- 5 hours of online synchronous learning
- 5 hours of online self-directed learning

Course Description:

This course aims to provide students with the essential skills and knowledge necessary for a successful college experience. It covers various aspects of personal development, time management, critical thinking, academic success strategies, interpersonal skills, health and wellness, financial literacy, and career planning.

Course Format:

This course module plan serves as a guide and is subject to modification as needed to enhance the learning experience and meet the course objectives.

This course is delivered in a Hy Flex model (Combination of online synchronous learning and online asynchronous, self-directed learning).

Textbook: e-texts have Power Point slides, Instructor manual, tests, and test banks to support instructional delivery:

- College Success (version 3.0)
- Authors: Bruce Beiderwell and Tom Lochhass
- Published: July 2020
- ISBN (Digital): 978-1-4533-9950-7

Module Outlines:

Week 1: You and Your College Experience

Learning Outcomes: By the end of this module, students will be able to:

- Identify the key components of a successful college experience.
- Assess their personal strengths and areas for growth.
- Recognize the value of diversity in the college environment.

Session 1: Welcome to College!

Synchronous Instruction (1.5 hours):

- Introduction to college life
- Overview of campus resources and support services

Topics:

- Understanding the college environment
- Exploring available resources

Activities:

- Discuss personal expectations and concerns.
- Explore campus support services.

Self-Directed Learning (1.5 hours):

- Reflect on personal goals and expectations.
- Review campus resources and create a resource list.

Activities:

- Set short-term and long-term goals.
- Identify personal strengths and areas for improvement.

Assessment:

- Submit a reflection on personal goals and resource exploration.
- Participate in a class discussion on expectations.

Session 2: Embracing Diversity

Synchronous Instruction (1.5 hours):

- Understanding diverse perspectives in the college community
- Building cultural competence for effective communication

Topics:

- Benefits of a diverse college environment
- Strategies for embracing diversity.

Activities:

- Engage in a discussion on the importance of diversity.
- Analyze scenarios related to cultural competence.

Self-Directed Learning (1.5 hours):

- Explore activities promoting cultural awareness.
- Reflect on personal experiences with diversity.

Activities:

- Complete a cultural competence exercise.
- Write a reflection on personal experiences with diversity.

Assessment:

- Submit a cultural competence exercise.
- Share reflections on diversity experiences in a class discussion

Week 2: Staying Motivated and Organized

Learning Outcomes**:** By the end of this module, students will be able to:

- Set and manage personal goals effectively.
- Develop time management skills.
- Organize their study space and time for optimal productivity.

Session 1: Setting and Managing Goals

Synchronous Instruction (1.5 hours):

- Goal setting techniques for academic and personal success
- Time management strategies for effective goal pursuit

Topics:

- SMART goal setting
- Prioritizing tasks and managing time

Activities:

- Set SMART goals for the semester.
- Create a weekly schedule to achieve goals.

Self-Directed Learning (1.5 hours):

- Develop a personal study plan.
- Identify short-term and long-term goals.

Activities:

- Create a study plan for the week.
- Set academic and personal goals.

Assessment:

- Submit a SMART goal worksheet.
- Share personal study plans in a class discussion.

Session 2: Organizing Your Space and Time

Synchronous Instruction (1.5 hours):

- Organizing physical and digital study environments
- Time management strategies for productive studying

Topics:

- Creating an effective study space
- Techniques for managing time efficiently.

Activities:

- Share tips for organizing study spaces.
- Discuss time management challenges and solutions.

Self-Directed Learning (1.5 hours):

- Apply organizing techniques to personal study space.
- Create a weekly schedule for effective time management.

Activities:

- Reorganize study space using provided tips
- Develop a weekly schedule with time blocks for tasks.

Assessment:

- Share before-and-after photos of study spaces.
- Reflect on time management improvements in a class discussion.

Week 3: Critical Thinking and Academic Skills

Learning Outcomes**:** By the end of this module, students will be able to:

- Enhance critical thinking and problem-solving abilities.
- Improve listening, note-taking, and reading skills.

Session 1: Developing Critical Thinking

Synchronous Instruction (1.5 hours):

- Types of thinking and their application in academics
- Strategies for effective problem-solving and decision-making

Topics:

- The role of critical thinking in academic success
- Approaches to problem-solving

Activities:

- Analyze case studies requiring critical thinking.
- Collaborate on problem-solving exercises.

Self-Directed Learning (1.5 hours):

- Practice critical thinking exercises provided in the textbook.
- Explore real-world scenarios requiring critical thinking.

Activities:

- Reflect on personal experiences applying critical thinking.
- Solve a complex problem and present the solution in a discussion.

Assessment:

- Submit a reflection on applying critical thinking skills.
- Present the problem-solving exercise solution to the class.

Session 2: Effective Listening, Note-Taking, and Reading Strategies

Synchronous Instruction (1.5 hours):

- Active listening techniques for classroom engagement
- Note-taking strategies for comprehensive understanding.

Topics:

- Strategies to actively engage in lectures.

- Techniques for effective notetaking and reading.

Activities:

- Practice active listening during a recorded lecture
- Experiment with different note-taking methods

Self-Directed Learning (1.5 hours):

- Apply note-taking strategies to course materials.
- Read and summarize a challenging academic text.

Activities:

- Share a summary of the challenging text in a discussion.
- Apply effective notetaking to a personal study session.

Assessment:

- Submit a summary of the challenging text.
- Reflect on the benefits of active listening and note-taking strategies.

Week 4: Academic Success, Well-being, and Career Planning

Learning Outcomes**:** By the end of this module, students will be able to:

- Prepare for and excel in tests and exams.
- Interact effectively with instructors and peers.
- Explore career options and build a professional network.

Session 1: Test Preparation and Interacting with Instructors

Synchronous Instruction (1.5 hours):

- Coping with test anxiety and stress reduction techniques
- Strategies for effective study habits and preparation
- Tips for communicating with instructors.

Topics:

- Overcoming test anxiety
- Developing successful study habits
- Effective communication with instructors

Activities:

- Share personal strategies for managing test anxiety.
- Collaborate on a group study plan.

Self-Directed Learning (1.5 hours):

- Create a personalized test preparation plan.
- Draft an email to an instructor.

Activities:

- Share and discuss personalized test preparation plans.
- Provide peer feedback on drafted emails to instructors.

Assessment:

- Submit a personal test preparation plan.
- Participate in a discussion on effective communication with instructors.

Session 2: Career Exploration and Networking

Synchronous Instruction (1.5 hours):

- Exploring career options and majors
- Building a professional network and using LinkedIn

Topics:

- Identifying potential career paths
- Utilizing professional networking platforms

Activities:

- Research and present potential career paths
- Create or enhance a LinkedIn profile.

Self-Directed Learning (1.5 hours):

- Develop a plan for ongoing career exploration.
- Explore LinkedIn features for networking.

Activities:

- Share and discuss individual career exploration plans.

- Connect with peers on LinkedIn and join relevant groups.

Assessment:

- Submit a reflection on career exploration and LinkedIn networking.
- Participate in a class discussion on the benefits of professional networking.

Sample Lesson Plan: Business Communications - College Success

Topic: Goal Setting

Lesson Duration:

- Total 5 hours
- 2 hours of online synchronous instruction
- 3 hours of online self-directed learning

Learning Outcomes: By the end of this lesson, students will be able to:

- Define SMART goals and their importance in college success.
- Identify and set specific, measurable, achievable, relevant, and time-bound goals.
- Create a personal SMART goal related to their college experience.

Materials:

- Presentation slides
- Whiteboard and markers (for online synchronous instruction)
- SMART Goal Setting Worksheet

Session Outline:

Introduction

- Welcome students to the session.
- Explain the importance of goal setting in achieving success in college.
- Provide an overview of the session.

Online Synchronous Instruction (2 hours)

Topic: Understanding SMART Goals

- Define SMART goals (Specific, Measurable, Achievable, Relevant, Time-bound).
- Highlight how SMART goals provide clarity and focus.
- Share examples of SMART goals.

Topic: The Benefits of Goal Setting

- Discuss the advantages of setting clear and achievable goals in college.

- Share success stories of individuals who used goal setting to excel.
- Emphasize the link between goals and motivation.

Topic: Creating SMART Goals

- Break down each element of SMART goals (Specific, Measurable, Achievable, Relevant, Time-bound).
- Provide tips and best practices for crafting effective goals.
- Conduct interactive exercises for students to practice creating SMART goals.

Activities

Title of Activity: SMART Goal Brainstorm

- In the synchronous instruction environment, facilitate a discussion where students brainstorm potential goals related to their college experience.
- Encourage them to think about both short-term and long-term goals.
- Share and discuss their ideas.

Title of Activity: Creating Your Own SMART Goal

- In the synchronous instruction environment, guide students in crafting a SMART goal related to their academic or personal development during college.
- Encourage them to share their goals with the class.
- Provide feedback and suggestions for improvement.

Break

Self-Directed Learning (3 hours)

Topic: Setting Specific Goals

- In the self-directed learning environment, students research and identify specific goals they want to achieve during their college journey.
- Provide a list of potential discussion points to guide their preparation.
- Encourage students to use online resources and conduct self-reflection.

Topic: Making Goals Measurable

- In the self-directed learning environment, students explore how to measure their progress toward their goals.

- Provide examples of measurable indicators.
- Encourage students to create a plan for tracking their goal progress.

Assessment

- **Assessment Activity: SMART Goal Reflection (30 minutes)**
  - In the synchronous instruction environment, students individually reflect on the goal they created earlier in the session.
  - They assess whether their goal meets the SMART criteria and make any necessary adjustments.

Conclusion and Recap

- Summarize key takeaways from the session.
- Emphasize the importance of setting SMART goals for college success.
- Encourage students to stay committed to their goals and take proactive steps toward achieving them.

Homework Assignment:

- Students are assigned to refine their SMART goals and develop a plan for taking the first steps toward achieving them.

Learning Outcomes Review:

- Review the learning objectives with students to ensure they understand the importance of SMART goals and can apply them to their college journey.

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Brookes College Pharmacy Assistant Program
Business Communications – College Success
Course Curriculum

Course Rubric: Business Communication – College Success

This rubric chart assesses key skills identified in the course module plan and course syllabus.

Assessment Criteria	Excellent (4)	Proficient (3)	Competent (2)	Developing (1)	Not Evident (0)
Goal Setting and Time Management	Student consistently sets and achieves SMART goals, effectively manages time, and consistently meets deadlines.	Student often sets and achieves SMART goals, manages time effectively, and meets most deadlines.	Student sometimes sets and achieves SMART goals, inconsistently manages time, and misses some deadlines.	Student struggles to set and achieve SMART goals, poorly manages time, and frequently misses deadlines.	Student does not demonstrate goal-setting or time management skills.
Critical Thinking and Problem Solving	Student consistently demonstrates strong critical thinking skills, effectively analyzes complex issues, and consistently produces creative solutions.	Student often demonstrates strong critical thinking skills, analyzes issues effectively, and produces creative solutions most of the time.	Student sometimes demonstrates critical thinking skills, occasionally analyzes issues effectively, and produces creative solutions.	Student struggles to demonstrate critical thinking skills, rarely analyzes issues effectively, and rarely produces creative solutions.	Student does not demonstrate critical thinking or problem-solving skills.
Effective Communication and Collaboration	Student consistently communicates and collaborates effectively with peers and instructors, actively participates in discussions,	Student often communicates and collaborates effectively with peers and instructors, actively participates in discussions,	Student sometimes communicates and collaborates effectively with peers and instructors, participates passively in discussions,	Student struggles to communicate and collaborate effectively with peers and instructors, rarely participates	Student does not demonstrate effective communication or collaboration skills.

	and demonstrates excellent interpersonal skills.	and demonstrates good interpersonal skills.	and has occasional interpersonal challenges.	in discussions, and faces consistent interpersonal challenges.	
Academic Writing and Presentation	Student consistently produces well-structured, coherent, and error-free written assignments and delivers engaging and polished presentations.	Student often produces well-structured, coherent, and mostly error-free written assignments and delivers engaging presentations.	Student sometimes produces well-structured and coherent written assignments with occasional errors and delivers satisfactory presentations.	Student struggles to produce well-structured and coherent written assignments with frequent errors and delivers presentations with significant flaws.	Student does not demonstrate academic writing or presentation skills.
Health and Wellness Management	Student consistently applies healthy lifestyle choices, effectively manages stress, and maintains physical and emotional well-being.	Student often applies healthy lifestyle choices, manages stress effectively, and maintains physical and emotional well-being.	Student sometimes applies healthy lifestyle choices, occasionally struggles with stress management, and experiences fluctuations in well-being.	Student struggles to apply healthy lifestyle choices, poorly manages stress, and frequently experiences well-being challenges.	Student does not demonstrate health and wellness management skills.
Financial Literacy and Career Planning	Student consistently demonstrates strong financial	Student often demonstrates good financial literacy skills, manages	Student sometimes demonstrates basic financial literacy skills,	Student struggles to demonstrate financial literacy skills,	Student does not demonstrate financial literacy or

	literacy skills, effectively manages finances, and actively engages in career planning activities.	finances effectively, and engages in career planning activities.	occasionally struggles with financial management, and engages in sporadic career planning activities.	poorly manages finances, and rarely engages in career planning activities.	career planning skills.

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