

Course Overview	Throughout the course, students build skills in introductory communication, digital citizenship, writing process and style, formatting letters for specific purposes, information and communication, and professional presentations. By the end of the course, students will understand how to create polished written work, use technology responsibly, organize and share information effectively, and present themselves with confidence in academic and professional environments.
Course Standards	Professional Communication

Scope & Sequence

Units/Modules & Instructional Days	Assessments & Scanning Deadlines	Standards
Unit 1: Introduction to Professional Communication 7 days	TX_CTE_8thProComm_S27_U1 Scanning Deadline: 1/21/2027	127.188 2(A)(ii) 2(A)(iv) 7(B)10(E)(i) 10(E)(iv)10(E)(vi) 10(F)(ii)10(F)(iii)
Unit 2: Digital Citizenship 7 days	TX_CTE_8thProComm _ S27_U2 Scanning Deadline: 2/04/2027	127.188 (d)(5)(B) (d)(8)(A) (d)(8)(B) (d)(8)(B) (d)(8)(D) (d)(10)(F) (d)(10)(F)
Unit 3: Writing Process and style 8 days	TX_CTE_8thProComm _ S27_U3 Scanning Deadline: 2/11/2027	127.188 (d)(1)(A) (d)(1)(B) (1)(E) (d)(2)(A) (d)(2)(B) (d)(2)(C) (d)(2)(F) (d)(2)(H) (d)(9)(A) (d)(10)(E) (d)(10)(K) (d)(10)(H) (d)(10)(W)
Unit 4: Formatting Letters for a special purpose 12 days	TX_CTE_8thProComm _ S27_U4 Scanning Deadline: 3/04/27	127.188 (d)(1)(A) (d)(1)(C) (d)(1)(D) (d)(2)(F) (d)(4)(B) (d)(9)(A) (d)(9)(B) (d)(10)(E)
Unit 5: Information and Communication 9 days	TX_CTE_8thProComm S27_U5 Scanning Deadline: 3/25/27	127.188 (d)(1)(A) (d)(1)(F) (d)(2)(A) (d)(8)(A) d)(10)(E) (d)(10)(I) (d)(10)(K) (d)(10)(L) (d)(10)(Q) (d)(10)(R) (d)(10)(S)
Unit 6: Pro. Communication and Presentations 9 days	TX_CTE_8thProComm S27_U6 Scanning Deadline: 4/08/25	127.188 (d)(1)(F) (d)(2)(B) (d)(2)(D) (d)(2)(F) (d)(9)(A) (d)(10)(B) (d)(10)(K) (d)(10)(L) (d)(10)(M) (d)(10)(N) (d)(10)(O)
Unit 7: Electronic Information and Communication 5 days	TX_CTE_8thProComm S27_U7 Scanning Deadline: 4/08/25	127.188 (d)(1)(C) (d)(1)(E) (d)(2)(C) (d)(2)(E) (d)(2)(F) (d)(2)(G) (d)(7)(B) (d)(9)(A) (d)(9)(B) (d)(10)(C) (d)(10)(O)
Final Exam TBA		
Region	Exam Window	Scanning Deadlines
EP & HOU	May 10- May 14, 2027	May 14, 2027
SA	May 12- May 18, 2027	May 18, 2027
AUS, PB, RGV, DFW,	May 17- May 21, 2027	May 21, 2027

TEKS Alignment

Instruction in this course is aligned to the Texas Essential Knowledge and Skills (TEKS) as adopted by the State Board of Education and implemented in accordance with Texas Education Code Chapter 28.

Instructional Materials

Primary Texts (if applicable)

Supplemental instructional materials may be used to support instruction. Supplemental materials do not replace board-approved core instructional materials.

Additional information regarding instructional programs, assessments, and parent access to instructional materials is available on the district website.

Instructional Expectations

Instruction is delivered using board-approved instructional materials and aligned to the scope and sequence outlined above. Teachers are expected to ensure all required standards are taught within the course timeframe.

Assessment Overview

Student learning is monitored through formative and summative assessments aligned to course standards. Assessment results are used to inform instruction and student supports. Students participate in required state assessments when applicable.