

FTC Comm. Arts Embedded Credit																			
Prepare newsletter / brochure advertising your program area																			
Prepare a research paper using professional style format																			
Use job-related vocabulary																			
Write a job invoice or estimate sheet																			
Develop a PowerPoint presentation																			
Presentation of an idea, procedure or topic (outline required)																			
Follow a written procedure on a skill exercise																			
Write a minimum of eight (8) article reviews																			
Conduct a research project through technical manuals																			
Read and interpret technical documents and/or diagrams																			
Keep a log book to document procedures used to solve problems																			
Write up a purchase requisition (P.O.)																			
Write a cover letter																			
Prepare a resume (interview ready)																			
Write a business letter																			
Evaluate lectures, sales presentations, and/or informational presentations																			
Perform job skills demonstrations																			
Debate an issue (i.e. masonry block wall vs. poured in place concrete or health-related issue, computer-related etc.)																			
Present an idea to your supervisor or peers																			
Participate in a mock job interview																			
Demonstrate interpersonal skills when working with customers																			
Demonstrate professional communication (E-mail/phone)																			
Create an autobiography																			
Create a professional portfolio																			