



Date	Course content	Source
Day 1	Orientation Workplace Introductions & Self-Description	Instructor's Handouts
Day 2	Common Workplace Vocabulary Spelling 1	Instructor's Handouts
Day 3	Asking for Help & Giving Directions Spelling 2	Instructor's Handouts
Day 4	Hospital and Workplace Roles Spelling 3	Instructor's Handouts
Day 5	Understanding Basic Patient Inquiries Spelling 4	Instructor's Handouts
Day 6	Workplace Schedules & Appointments Spelling 5	Instructor's Handouts
Day 7	Responding to Common Workplace Questions Spelling 6	Instructor's Handouts
Day 8	Time Management & Scheduling Appointments Spelling 7	Instructor's Handouts
Day 9	Emergency Procedures & Asking for Assistance Spelling 8	Instructor's Handouts
Day 10	Workplace Safety Spelling 9	Instructor's Handouts
Day 11	Review	Instructor's Handouts
Day 12	<u>Midterm Exam</u>	Instructor's Handouts