Principles of Arts, Audio/Video Technology Communications

2020-2021 School Year Weekly Calendar

Short Weeks Are In Red

# First Six Weeks

## Week 1, August 12th-14th

## Week 2, August 17th-21st

### Exploring Careers: Arts, A/V Technology & Communications

* **Vocabulary**
* **Overview: Video & Worksheet**
* **Audio & Video Technology & Film: Video & Worksheet**

## Week 3, August 24th -28th

### Exploring Careers: Arts, A/V Technology & Communications Cont.

* **Printing Technology: Video & Worksheet**
* **Visual Arts: Video & Worksheet**
* **Performing Arts: Video & Worksheet**

## Week 4, August 31st –September 4th

### Exploring Careers: Arts, A/V Technology & Communications Cont.

* **Journalism & Broadcasting: Video & Worksheet**
* **Telecommunications: Video & Worksheet**
* **Creating a Career Plan: Video & Worksheet**

## Week 5, September 8th- 11th

### Exploring Careers: Arts, A/V Technology & Communications Cont.

* **Assessment**

### Performing Arts

* **Slides & Student Notes**

### Visual Arts

* **Slides & Student Notes**

## Week 6, September 14th- 18th

### A/V Technology & Film

* **Slides & Student Notes**

### Administrative Support

* **Slides & Student Notes**

### Printing Technology

* **Slides & Student Notes**

# Second Six Weeks

## Week 1, September 21st -25th

### Telecommunications

* **Slides & Student Notes**

### Communication Styles

* **Vocabulary**
* **Communication Process & Models: Slides 1-15**
* **Communication Process & Models: Student Notes**
* **Communication Process Diagram**

## Week 2, September 28th –October 2nd

### Communication Styles

* **Communication Process & Models: Slides 16-36**
* **Assessment I**
* **Communication Process & Models: Slides 37-47**
* **Styles Overview Student Notes**
* **Assessment II**

## Week 3, October 5th -9th

### Communication Styles

* **Communication Process & Models: Slides 48-58**
* **Listening Process Student Notes**
* **Assessment III**

## Week 4, October 13th -16th

### Communication Styles

* **Communication Process & Models: Slides 59-69**
* **Non-Verbal Communication Student Notes**
* **Assessment IV**

## Week 5, October 19th – 23rd

### Communication Styles

* **Communication Process & Models: Slides 70-85**
* **Professional Communication Student Notes**
* **Assessment V**

## Week 6, October 26th – 30th

### Communication Styles

* **Communication Process & Models: Slides 86-100**
* **Communication & Society Student Notes**
* **Assessment VI**
* **Final Assessment**

# Third Six Weeks

## Week 1, November 2nd -6th

### Listening 101

* **Listening 101: Slides and Student Notes**
* **Vocabulary**
* **Assessment**

## Week 2, November 9th – 13th

### Introduction to Professional Communication

* **Vocabulary**
* **Defining Professional Communications: Slides 1-22**
* **Defining Professional Communications Student Notes**
* **Assessment 1**

## Week 3, November 16th – 20th

### Introduction to Professional Communication

* **Listening Process: Slides 23-37**
* **Listening Process Student Notes**
* **Assessment 2**

## Week 4, November 30th – December 4th

### Introduction to Professional Communication

* **Components of Professional Communication: Slides 38-50**
* **Components of Professional Communication Student Notes**
* **Assessment 3**

## Week 5, December 7th – 11th

### Introduction to Professional Communication

* **Etiquette & Responsibilities in Professional Communication: Slides 51-72**
* **Assessment 4**
* **Final Assessment**

## Week 6, December 14th – 18th

### Presentation Strategies & Tactics

* **Vocabulary**
* **Videos**
* **Worksheet**
* **Assessment**

# Fourth Six Weeks

## Week 1, January 5th – 8th

### Written Communication Practices

* **Vocabulary**
* **Introduction to Written Communication: Slides 1-7**
* **Introduction to Written Communication Student Notes**
* **Assessment 1**

## Week 2, January 11th – 14th

### Written Communication Practices

* **The Writing Process: Slides 8-32**
* **The Writing Process Student Notes**
* **Assessment 2**

## Week 3, January 19th -22nd

### Written Communication Practices

* **Supporting an Argument: Slides 33-49**
* **Supporting an Argument Student Notes**
* **Assessment 3**

## Week 4, January 25th -29th

### Written Communication Practices

* **Organization for Essays: Slides 50-63**
* **Organization for Essays Student Notes**
* **Assessment 4**

## Week 5, February 1st -5th

### Written Communication Practices

* **Grammar, Spelling, & Punctuation: Slides 64-96**
* **Grammar, Spelling, & Punctuation Student Notes**
* **Assessment 5**

## Week 6, February 8th -12th

### Written Communication Practices

* **Elements of Professional Writing: Slides 97-124**
* **Elements of Professional Writing Student Notes**
* **Assessment 6**
* **Assessment 7**

## Week 7, February 16th – 19th

### Researching Strategies & Tactics

* **Vocabulary**
* **Research Process: Slides 1-17**
* **Research Process Student Notes**
* **Assessment 1**

# Fifth Six Weeks

## Week 1, February 22nd – 26th

### Researching Strategies & Tactics

* **Acceptable Sources: Slides 18-30**
* **Acceptable Sources Student Notes**
* **Assessment 2**

## Week 2, March 1st – 5th

### Researching Strategies & Tactics

* **Interpreting Information: Slides 31-38**
* **Interpreting Information Student Notes**
* **Assessment 3**

## Week 3, March 8th -11th

### Researching Strategies & Tactics

* **Citing Sources: Slides 39-52**
* **Citing Sources Student Notes**
* **Assessment 4**
* **Assessment 5**

## Week 4, March 22nd – 26th

### Public Speaking Basics

* **Videos**
* **Vocabulary**
* **Worksheet**
* **Assessment**

## Week 5, March 29th – April 1st

### Public & Community Relations

* **Vocabulary**
* **Public Relations: Slides 1-28**
* **Public Relations Student Notes**
* **Assessment 1**

## Week 6, April 5th – 9th

### Public & Community Relations

* **Community Relations: Slides 29-46**
* **Community Relations Student Notes**
* **Assessment 2**
* **Assessment 3**

## Week 7, April 13th – 16th

### Workplace Technology

* **Purpose & Impact: Slides 1-14**
* **Purpose & Impact Student Notes**
* **Assessment 1**

# Sixth Six Weeks

## Week 1, April 19th -23rd

### Workplace Technology

* **Types of Technology: Slides 15-42**
* **Types of Technology Student Notes**
* **Assessment 2**
* **Final Assessment**

## Week 2, April 26th -30th

### Business Ethics

* **Introduction to Business Ethics: Slides 1-12**
* **Introduction to Business Ethics Student Notes**
* **Assessment 1**

## Week 3, May 3rd -7th

### Business Ethics

* **Ethical Decision-Making Process: Slides 13-19**
* **Ethical Decision-Making Process Student Notes**
* **Assessment 2**

## Week 4, May 10th – 14th

### Business Ethics

* **Ethics: Then & Now: Slides 20-27**
* **Ethics: Then & Now Student Notes**
* **Assessment 3**

## Week 5, May 17th -21st

### Business Ethics

* **Legislative Acts Affecting Business Ethics: Slides 28-38**
* **Legislative Acts Affecting Business Ethics Student Notes**
* **Assessment 4**
* **Assessment 5**

## Week 6, May 24th -26th

### Web Ethics & Safety

* **Videos**
* **Vocabulary**
* **Worksheet**
* **Assessment 1**