

# Syllabus

## Principles of Arts, A/V Technology, and Communications—Semester B

### Course Overview

This one-semester course is intended as a practical, hands-on guide to help you understand the skills required for achieving success in modern-day careers in the arts, audio/video technology, and communications cluster. This course has 16 lessons organized into four units, plus four Unit Activities. Each lesson contains one or more Lesson Activities.

This course will cover various topics in the arts, audio/video technology, and communication career cluster.

You will submit the Unit Activity documents to your teacher, and you will grade your work in the Lesson Activities by comparing them with the given sample responses. The Unit Activities (submitted to the teacher) and the Lesson Activities (self-checked) are the major components of this course. There are other assessment components, namely the mastery test questions that feature along with the lesson; the pre- and post-test questions that come at the beginning and end of each unit, respectively; and an end-of-semester test. All of these tests are a combination of simple multiple-choice questions and technology enhanced (TE) questions.

### Course Goals

This course will help you meet the following goals:

- Discuss the performing art forms, such as dance, music, and dramatics.
- Demonstrate effective reading, writing, and communication skills.
- Explore career prospects in the journalism, broadcasting, and telecommunications industry.
- Examine opportunities in printing and imaging technology and graphic design.
- Discuss the significance of professional communications in various industries.
- Explore career opportunities in the fields of writing, editing, publishing, and e-learning.
- Discuss essential career skills, such as integrity and work ethics.

### Prerequisite Skills

Principles of Arts, A/V Technology, and Communications—Semester B has the following prerequisites:

- basic computer skills
- creativity and artistic abilities

- ability to visualize and design
- ability to structure and process information
- an eye for aesthetics and detail

## General Skills

To participate in this course, you should be able to do the following:

- Perform basic operations with word processing software, such as Microsoft Word or Google Docs.
- Perform online research using various search engines and library databases.
- Communicate through email and participate in discussion boards.

*For a complete list of general skills that are required for participation in online courses, refer to the Prerequisites section of the Plato Student Orientation document, found at the beginning of this course.*

## Credit Value

Principles of Arts, A/V Technology, and Communications—Semester B is a 0.5-credit course.

## Course Materials

- notebook
- computer with an internet connection and speakers or headphones
- Microsoft Word or equivalent
- Microsoft Excel or equivalent
- Microsoft PowerPoint or equivalent

## Course Pacing Guide

This course description and pacing guide is intended to help you stay on schedule with your work. Note that your course instructor may modify the schedule to meet the specific needs of your class.

### Unit 1: Music and Dance

#### Summary

In this unit, you will learn about the history and evolution of music and performing arts like dance and drama. You will also learn about diversity in the workplace and the issues revolving around it. Additionally, you will familiarize yourself with the education and training required for a career in dance and dramatics.

Day	Activity/Objective	Type
1 day: 1	<b>Syllabus and Plato Student Orientation</b> <i>Review the Plato Student Orientation and Course Syllabus at the beginning of this course.</i>	Course Orientation
4 days: 2–5	<b>Music and Dance</b> <i>List the art forms in the performing arts, explain performing standards and indicators, and discuss career opportunities in music and dance.</i>	Lesson
4 days: 6–9	<b>Theater and Dramatics</b> <i>Discuss career opportunities in the fields of theater and dramatics.</i>	Lesson
4 days: 10–13	<b>Diversity Awareness</b> <i>Demonstrate diversity awareness by working well with all customers and co-workers.</i>	Lesson
1 day: 14	<b>Space Jumble</b>	Game
4 days: 15–18	<b>Unit Activity/Threaded Discussion—Unit 1</b>	Unit Activity
1 day: 19	<b>Post-test—Unit 1</b>	Assessment

## Unit 2: Communication

### Summary

In this unit, you will learn how to apply reading strategies in order to create documents that meet the purpose of the work. You will also familiarize yourself with the fields of journalism and broadcasting with respect to their history and the upcoming trends that will provide career opportunities. You will learn about the significance of professional communications in various industries. You will also learn about the telecommunications industry and various career opportunities available in this field.

Day	Activity/Objective	Type
3 days: 20–22	<b>Reading and Writing</b> <i>Demonstrate effective reading and writing skills by reading and interpreting workplace documents and writing clearly.</i>	Lesson
4 days: 23–26	<b>Journalism and Broadcasting</b> <i>Identify career prospects in the journalism and broadcasting industry.</i>	Lesson
4 days: 27–30	<b>Professional Communications</b> <i>Examine the significance of professional communications in various industries.</i>	Lesson
4 days: 31–34	<b>Telecommunications</b> <i>Identify career prospects in the telecommunications industry.</i>	Lesson
3 days: 35–37	<b>Speaking and Listening</b> <i>Demonstrate effective speaking and listening skills by communicating effectively with customers and employees and following directions.</i>	Lesson
1 day: 38	<b>Para Jumble</b>	Game
4 days: 39–42	<b>Unit Activity/Threaded Discussion—Unit 2</b>	Unit Activity
1 day: 43	<b>Post-test—Unit 2</b>	Assessment

## Unit 3: Printing and Publishing

### Summary

In this unit, you will familiarize yourself with the basics of printing and imaging technology. You will learn more about graphic design, editing, publishing, and e-learning. In addition, you will learn about the functions and climates of a workplace and some common practices used to achieve organizational goals.

Day	Activity/Objective	Type
4 days: 44–47	<b>Printing and Imaging Technology</b> <i>Discuss career opportunities in printing and imaging technology.</i>	Lesson
4 days: 48–51	<b>Graphic Design and Illustration</b> <i>Discuss career opportunities in the fields of graphic design and illustration.</i>	Lesson
5 days: 52–56	<b>Content Writing, Publishing, and E-learning</b> <i>Discuss career opportunities in the fields of writing, editing, publishing, and e-learning.</i>	Lesson
4 days: 57–60	<b>Organizations, Systems, and Climates</b> <i>Demonstrate an understanding of workplace organizations, systems, and climates by identifying “big picture” issues and fulfilling the mission of the workplace.</i>	Lesson
1 day: 61	<b>Thwack-A-Mole</b>	Game
4 days: 62–65	<b>Unit Activity/Threaded Discussion—Unit 3</b>	Unit Activity
1 day: 66	<b>Post-test—Unit 3</b>	Assessment

## Unit 4: Laws, Safety, and Ethical Behavior

### Summary

In this unit, you will familiarize yourself with the concepts of integrity and organizational policies. You will learn about legal provisions relevant to the arts, audio/video technology, and communications sectors. You will also learn how to analyze the legal provisions related to health and safety hazards in industry. Finally, you will learn how leadership and communications skills are important for success in the fields of art, audio/video technology, and communications.

Day	Activity/Objective	Type
4 days: 67–70	<b>Integrity</b> <i>Demonstrate integrity by abiding by workplace policies and laws and demonstrating honesty and reliability.</i>	Lesson
4 days: 71–74	<b>Laws and Ethics</b> <i>Discuss ethical principles and legal provisions that professionals in the arts and media technology industries must follow.</i>	Lesson
4 days: 75–787	<b>Health and Safety</b> <i>Discuss the health and safety rules that professionals in the arts, audio/video technology, and communications sectors must follow.</i>	Lesson
4 days: 79–82	<b>Leadership and Communication Skills</b> <i>Describe the importance of leadership and communications skills in the fields of art, audio/video technology, and communications.</i>	Lesson
1 day: 83	<b>Space Jumble</b>	Game
4 days: 84–87	<b>Unit Activity/Threaded Discussion—Unit 4</b>	Unit Activity
1 day: 88	<b>Post-test—Unit 4</b>	Assessment
1 day: 89	<b>Semester Review</b>	
1 day: 90	<b>End-of-Semester Test</b>	Assessment