#### San Diego County Office of Education - Sweetwater Union High School District **Pacing Guide/Course Description**

Course Length: 2 Semesters	Classroom Instruction: 180 hours
SUHSD Course Number:	Grade Level: 10, 11, 12
SDCOE Course Number:	SDCOE Total Hours:
CBEDS Number/Title:	Year of Implementation:
Course Pre-requisites: None	Articulation (school/credits): None
CTE Industry Sector: Arts, Media, and Entertainment	CTE Pathway(s): Visual & Performing Arts
Job Titles: Photographer, Photojournalist, Newspaper Photographer, N Photo Editor, Sports Photographer, Studio Photographer	ewspaper Photojournalist, Advertising Photographer, News Photographer,

Credential Information: Preliminary or Clear Full-Time Designated Subjects CTE Teaching Credential in Arts, Media, and Entertainment

Required Textbooks: None

Course Description: This course provides training in the fundamentals of the art and technique of black and white photography. Students learn to use various types of cameras, from 35mm to digital as they take their own photographs, develop film and print their own pictures in the photo enlarging lab. Areas that may be covered include studio and product photography, digital photography, special effects in the lab as well as on the computer, and image retouching. Students develop an aesthetic appreciation of photography through the introduction of principles of design and composition. Career opportunities are presented. Photography meets the fine arts graduation requirement and the UC "f" requirement.

#### Semester 1

Unit 1: Basic Production Skills

Unit 2: Introduction to Equipment

Unit 3: Introduction to the Art of Photography

Unit 4: Art/Design Skills

Unit 5: Photographic Business Practices

Unit 6: Safety

Unit 7: Technical Skills

Unit 8: Traditional Photography

Unit 9: Color Correcting

#### Semester 2

Unit 1: Studio Photography

Unit 2: Introduction to Computer Operation

Unit 3: Digital Equipment

Unit 4: Computer Use and Applications

Unit 5: Digital Imaging and Photography

Unit 6: Web Page Design

Unit 7: Panoramic Vrs

Unit 8: Introduction to Video

Unit 9: Presentation

Unit 10: Competitions and Exhibits

Unit 11: Occupational Knowledge and Skills

Unit 12: Work Place Skills and Behavior

Unit 13: Job Acquisition Skills/ Lifelong Learning Opportunities

Unit 14: On-the-Job Training/Community Classroom

Competencies	Standards	Suggested Pacing	Resources/Materials
human relations skills  1B – Demonstrates language and math skills necessary for photography, studio digital photography and design production  1C - Demonstrates knowledge and concern for photographic production and production values	Career Technical Education: *AME/LT/ (9.5) Understand how to interact with others in ways that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others. *AME/TC/ (4.6) Know how technology and the arts are interrelated in the development of presentations and productions. Core Academic: *AME/A/1.1M/M/ (2.3) Multiply, divide, and simplify rational numbers by using exponent rules.	A: Human Relation skills  B: Language and Math skills  C: Photographic production and Production values	Teacher Resources:  Student Resources:

Competencies	Standards	Suggested Pacing	Resources/Materials
2A - Demonstrates knowledge of utilizing Single Lens Reflex cameras 2B - Demonstrates knowledge of utilizing Point & Shoot cameras 2C - Demonstrates knowledge and function of Photo Labs 2D - Demonstrates skill utilizing Computer	Career Technical Education: *AME/T/ (4.1) Understand past, present, and future technological advances as they relate to a chosen pathway. *IT/MSSVP/ (B1.2) Use appropriate software to design and produce professional-quality images, documents, and presentations. Core Academic: *AME/A/1.1M/M/ (2.3) Multiply, divide, and simplify rational numbers by using exponent rules.	A: Input 1.Single Lens Reflex cameras 2.Point & Shoot cameras  B: Output 1.Photo Labs 2.Computer a. Image Editing software programs	Teacher Resources:  Student Resources:

3A - Demonstrates an understanding of Historic and Cultural content in art and design.  3B - Demonstrates an 4.4 Understand digital applications appropriate to specific media and projects.  3B - Demonstrates 4.5 Know the key technological skills appropriate for occupations in the arts industry.  A: History of 1 2.  B: Editorial P.  Art Photograph 1. Product an 2. Photograph 2. Photograph 2. Photograph 3. Product an 3.	Semester 1 – Unit 3 – Introduction to the Art of Photography (10 hours)			
understanding of Historic and Cultural content in art and design.  3B - Demonstrates understanding of art, design and digital terminology.  *AME/T/ 4.4 Understand digital applications appropriate to specific media and projects. 4.5 Know the key technological skills appropriate for occupations in the arts industry.  1. Film to 2.  B: Editorial P.  Art Photograph 1. Product an 2. Photograph 2. Photograph 2. Photograph 3. Product an 3.	ed Pacing Resources/Materials			
own work as well as work of others.  *VAPA/VA/PR/HCC/ (3.3) Identify and describe trends in the visual arts and discuss how the issues of time, place, and cultural influence are reflected in selected works of art.  C: California 'Comparison of the visual arts and discuss how the issues of time, place, and cultural influence are reflected in Expression, However, In the visual arts and discuss how the issues of time, place, and cultural influence are reflected in Expression, However, In the visual arts and discuss how the issues of time, place, and cultural influence are reflected in selected works of art.	hotography Filmless  ptography vs. Purpose v as a means of numunication  disual Arts eption, Creative estorical and esion, Aesthetic ections and on, Critiques,			

Semester 1 - Unit 4 - Art/Design Skills (10 hours)			
Competencies	Standards	Suggested Pacing	Resources/Materials
4A -Understands the language of art and its relationship to the art of photography 4B - Demonstrates an understanding of Composition and Design 4C - Demonstrates an understanding of Value, Perspective, Lighting, Form and Scale 4D - Demonstrates knowledge of Form and Function 4E - Demonstrates an understanding of Color Theory and photography 4F - Applies Rule of Thirds when taking photographs 4G - Avoids distracting backgrounds when taking photographs 4H - Understands types of balance- symmetrical, asymmetrical and radial 4I - Demonstrates an understanding of the importance of good design in photographic studio 4J - Evaluates their own work and the work of others, based on composition and design qualities 4K - Applies aesthetic knowledge to the creation of unique and original photographs	Career Technical Education: *IT/MSSVP/ (B1.6) Know the basic design elements necessary to produce effective print, video, audio, and Web-based media. Core Academic: *VAPA/VA/PR/CE/ (2.3) Develop and refine skill in the manipulation of digital imagery (either still or video). (2.1) Solve a visual arts problem that involves the effective use of the elements of art and the principles of design. *VAPA/VA/PR/AV/ (4.3) Formulate and support a position regarding the aesthetic value of a specific work of art and change or defend that position after considering the views of others.	A: Principles of Composition and Elements of Design 1. Composition Vocabulary 2. Application of Principles of Composition and Elements of Design a. Unity, Balance, Emphasis, Movement, Variety, Contrast, Repetition b. Line, Shape, Form, Space, Texture, Color, Value  B: Form and Function 1. Visual Communication— Photography that tells a story 2. Photography that expresses a mood 3. Photogram Design  C: Color Theory 1. Color, Value, Tonal Range	Teacher Resources:  Student Resources:

Competencies	Standards	Suggested Pacing	Resources/Materials
5A - Demonstrates an understanding of business marketing through research and observation 5B - Demonstrates an understanding of the role of the photo stylist and other career positions on real world photography projects 5C - Demonstrates an understanding of product and ourpose 5D - Creates a photographic pusiness plan	Career Technical Education:  *MPD/CPM/  (3.4) Understand the role and function of professional organizations, industry associations, and organized labor in a productive society.  (3.1) Know the personal qualifications, interests, aptitudes, knowledge, and skills necessary to succeed in careers.  Core Academic:  *AME/A/1.2S/IE/G9-12/  (1.d) Formulate explanations by using logic and evidence.	A: Photographer, Photo Stylist, Advertising  B: Digital Color Correcting and Digital Repair  C: Video, Movie Special Effects, Freelance  D: Niche Photography – Market and Specialty Photography 1. Medical and scientific photography 2. Stock photography  E: Job Search 1. Resume 2. Portfolio Presentation	Teacher Resources:  Student Resources:

Competencies	Standards	Suggested Pacing	Resources/Materials
A – Demonstrates knowledge of all aspects of Colleges, Universities, Trade schools,	Career Technical Education: *AME/CPM/ 3.1 Know the personal qualifications,	A: Community Colleges and Universities	Teacher Resources:
private schools.	interests, aptitudes, knowledge, and skills necessary to succeed in careers.	B: Private Art Schools	Student Resources:
	3.2 Understand the scope of career opportunities and know the requirements for	C: Trade Schools	
	education, training, and licensure.  Core Academic:	D: Online Resources	
	*AME/A/1.3HSS/HREPV/G9-12/ (4) Students construct and test hypotheses; collect, evaluate, and employ information from multiple primary and secondary sources; and apply it in oral and written presentations.	E: Other (Organizations, User Groups, etc)	

Competencies	Standards	Suggested Pacing	Resources/Materials
6A - Demonstrates proper use of hardware and software 6B - Demonstrates safe production practices	Career Technical Education:  *AME/HS/ 6.1 Know the policies, procedures, and regulations regarding health and safety in the workplace, including employers' and employees' responsibilities. 6.3 Know how to take responsibility for a safe and healthy work environment.  Core Academic:  *AME/A/1.1M/MG/G7/ (1.3) Determine when and how to break a problem into simpler parts	A: Safe Equipment Operations 1. Wet and Dry Areas 2. Chemicals  B: Safe Production Environment	Teacher Resources:  Student Resources:

Semester 1 – Unit 8 – Camera Controls (10 hours)			
Competencies	Standards	Suggested Pacing	Resources/Materials
7A - Demonstrates proper	Career Technical Education:	A: Aperture and Depth of Field	Teacher Resources:
method of holding the camera and loading film into the	*AME/TKS/ 10.6 Know the appropriate skills and	B: Shutter Speed and	
camera	vocabulary of the art form.	Movement	Student Resources:
<b>7B</b> - Demonstrates	*MPD/IGTP/	Movement.	<u>Gradom Nossansos.</u>
knowledge of camera part	B3.1 Understand current photographic	C: Film Speed and Available	
vocabulary	technologies, processes, and materials used	Light	
<b>7C</b> - Knows how to rewind	in the integrated graphic multimedia industry.		
and remove film from the	<b>B3.2</b> Produce black-and-white and color	<b>D:</b> SLR vs. Digital Controls	
camera 7D - Understands the	images under natural and studio lighting conditions.		
relationship between aperture	*AME/PSCT/		
setting and depth of field	<b>5.5</b> Understand the application of research		
<b>7E</b> - Understands the	and analysis skills to the creation of content.		
relationship between shutter	Core Academic:		
speed and movement	*VAPA/VA/PR/CE/		
<b>7F</b> - Knows the relationship	(2.3) Develop and refine skill in the		
between shutter speeds,	manipulation of digital imagery (either still or		
aperture settings, ISO, and exposure	video).		
<b>7G</b> - Demonstrates correct			
use of the camera light meter			
<b>7H</b> - Uses lighting to create			
depth in photographs			
7I - Understands the uses of			
vertical and horizontal format			
in picture taking <b>7J</b> - Uses contact sheets to			
determine the best			
photographs to print and			
necessary printing			
<b>7K</b> - Knows when and how to			
use printing techniques such			
as burning in, dodging,			
cropping, vignette, and full			
frame printing			

Semester 1 - Unit 9 – Traditional Photography (10 hours)			
Competencies	Standards	Suggested Pacing	Resources/Materials
8A - Demonstrates proper	Career Technical Education:	A: Photograph workflow	Teacher Resources:
methods of developing film	*AME/PSCT/		
and printing photographs	(5.5) Understand the application of research	B: Developing Film/Digital	
8B - Knows times and	and analysis skills to the creation of content.	Formats: Raw, jpg, tiff	Student Resources:
sequences of chemicals, and	*AME/TKS/	O Falsacia	
what each chemical does	(10.10) Use technical applications in the	C:Enlarging	
<b>8C</b> - Knows a variety of	creative process, where appropriate.	Photographs/Digital Size,	
creative darkroom	*MPD/GATP/	Resolution, Resampling, and	
techniques, such as	A3.2 Produce line, halftone, and special-effect	Printing	
solarization, texture screens,	images required for graphic art reproduction	D: Controlling Controct	
toning <b>8D</b> - Knows how to make	products.	D: Controlling Contrast	
adjustments to contrast in the	<b>A8.1</b> Understand current photographic technologies, processes, and materials used	E: Retouching	
darkroom as well as with	in the graphic arts.	E: Retouching	
Photoshop, Light room and/or	Core Academic:	F: Color Correcting	
ACR	*VAPA/VA/PR/CE/	1. Color Management\	
8E - Understands	(2.3) Develop and refine skill in the	1. Color Management	
photographic contrasts and	manipulation of digital imagery (either still or		
types of lighting	video).		
Uses filters to adjust print	video).		
contrast and grain focusers to			
aid in focusing the image			
<b>9A -</b> Demonstrates an			
understanding of Adjustment			
layers and the History palette			
for color correcting images			
<b>9B -</b> Knows how to correct			
defects on photographic			
prints using spot tone dyes as			
well as computer digital			
techniques			
<b>9C</b> - Knows how to color			
correct color and black and			
white images using computer			
digital techniques			
<b>9D</b> - Knows how to digitally			
remove wrinkles and			

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Semester 2 - Unit 1 - Studio Photography (10 hours)			
Competencies	Standards	Suggested Pacing	Resources/Materials
10A - Demonstrates an understanding of studio lighting, lighting ratios, and lighting equipment 10B - Demonstrates the ability to make adjustments/corrections on the computer and modify the studio lighting accordingly 10C - Demonstrates an understanding of the use of props and poses 10D - Demonstrates an understanding of producing images for specific purposes, such as advertising 10E - Knows how to digitally enhance studio photographs 10F - Demonstrate the use of White Balance for color accuracy 11A - Demonstrates understanding of natural and artificial light, props, etc. in interior and exterior on location settings	Career Technical Education:  *MPD/IGTP/  (B3.1) Understand current photographic technologies, processes, and materials used in the integrated graphic multimedia industry.  (B3.2) Produce black-and-white and color images under natural and studio lighting conditions.  *IT/MSSVP/  (B1.2) Use appropriate software to design and produce professional-quality images, documents, and presentations.  *MPD/GATP/  (A3.2) Produce line, halftone, and special-effect images required for graphic art reproduction products.  (A8.1) Understand current photographic technologies, processes, and materials used in the graphic arts.  Core Academic:  *VAPA/VA/PR/CE/  (2.3) Develop and refine skill in the manipulation of digital imagery (either still or video).	A: Studio Lighting with Modifiers  B: Lighting Set-ups and Remote Triggering Devices  C: Editorial Portraits  D: Commercial Product Photography  E: Metering – using handheld light meters  F: White Balance	Teacher Resources:  Student Resources:

Competencies	Standards	Suggested Pacing	Resources/Materials
12A - Understand methods of	Career Technical Education:	A: Macintosh	Teacher Resources:
submitting computer generated work to the teacher	*MPD/GATP/ (8.1) Understand current photographic technologies, processes, and materials used in the graphic arts. *IT/MSSVP/ (B1.3) Analyze the purpose of the media to determine the appropriate file format and level of compression. (B3.2) Know how to identify and integrate various types of peripherals and hardware to meet project requirements. (B3.4) Understand the types of media storage and the use of appropriate file formats, and know how to convert data between media and file formats.  Core Academic: *AME/C/2.1R/RC/G9-10/ (2.5) Extend ideas presented in primary or secondary sources through original analysis, evaluation, and elaboration.	B: Windows  C: Networks 1. eBackpack, Web Galleries, Servers	Student Resources:

Competencies Standards Suggested Reging Resources!				
Competencies	Standards	Suggested Pacing	Resources/Materials	
understanding of input devices, resolution, and output 13B - Demonstrates an understanding of a variety of output devices such as computer monitors, printers, CD-ROM, and DVD	*IT/MSSVP/  (B1.2) Use appropriate software to design and produce professional-quality images, documents, and presentations.  (B3.4) Understand the types of media storage and the use of appropriate file formats, and know how to convert data between media and file formats.  (B3.2) Know how to identify and integrate various types of peripherals and hardware to meet project requirements.  Core Academic:  *AME/C/2.1R/RC/G9-10/  (2.6) Demonstrate use of sophisticated learning tools by following technical directions (e.g., those found with graphic calculators and specialized software programs and in access guides to World Wide Web sites on the Internet).	A: Input Devices 1. Flatbed Scanners 2. Negative/Slide Scanners 3. Digital Cameras  B: Computers  C: Output Devices 1. Inkjet Printers 2. Color Laser Printers  D:Digital cameras	Teacher Resources:  Student Resources:	

Semester 2 - Unit 4 - Computer Use and Applications (15 hours)				
Competencies	Standards	Suggested Pacing	Resources/Materials	
14A - Understands the appropriate use of the computer for online research 14B - Demonstrates the ability to generate digital images integrating several graphics and image editing software together 14C - Demonstrates an understanding of computer operation and terminology 14D - Demonstrates an understanding of the computer operation systems, file structures and formats, peripheral devices, and applications	*MPD/IGTP/ (B5.1) Understand current integrated graphic multimedia technologies, characteristics, processes, procedures, and systems. *MPD/IGTP/ (B3.1) Understand current photographic technologies, processes, and materials used in the integrated graphic multimedia industry. *IT/MSSVP/ (B1.2) Use appropriate software to design and produce professional-quality images, documents, and presentations. Core Academic: *VAPA/VA/PR/CE/ (2.1) Solve a visual arts problem that involves the effective use of the elements of art and the principles of design.	A: Ethics and Copyright Issues  B: Internet Research  C: Computer Applications software  1. Adobe Photoshop  2. Corel Painter  3. Adobe Illustrator  4. Adobe InDesign  5. Adobe Photoshop Lightroom, Aperture, ACR  6. Assorted Plug-ins  D: Digital Workflow Management	Teacher Resources:  Student Resources:	

Semester 2 - Unit 5 - Digital Imaging and Photography (20 hours)				
Competencies	Standards	Suggested Pacing	Resources/Materials	
advanced understanding of photo manipulation software 15B - Knows a variety of creative techniques to digitally alter their photographs 15C - Demonstrates a knowledge of design considerations 15D - Demonstrates the understanding of color, composition and design as it relates to traditional and digital photography and digital imaging 15E - Demonstrates a knowledge of terminology, techniques, software and hardware related to photography, studio photography, digital photography, and digital imaging	Career Technical Education:  *MPD/IGTP/ (B5.1) Understand current integrated graphic multimedia technologies, characteristics, processes, procedures, and systems.  *MPD/IGTP/ (B3.1) Understand current photographic technologies, processes, and materials used in the integrated graphic multimedia industry.  *IT/MSSVP/ (B1.2) Use appropriate software to design and produce professional-quality images, documents, and presentations.  Core Academic:  *VAPA/VA/PR/CE/ (2.1) Solve a visual arts problem that involves the effective use of the elements of art and the principles of design.	A: Manipulating Images 1. Seamless Montage 2. Collage 3. CD Covers/Posters 4. Advertising photography  B: Repairing, Retouching, and Color Correcting	Teacher Resources:  Student Resources:	

Competencies	Standards	Suggested Pacing	Resources/Materials
A – Demonstrates knowledge of web page applications and design.	Career Technical Education:  *AME/T/  4.2 Understand the use of technological resources to gain access to, manipulate, and produce information, products, and services.  *AME/PSCT/  5.1 Apply appropriate problem-solving strategies and critical thinking skills to work-related issues and tasks.  Core Academic:  *AME/A/1.4VAPA/VA/ADV/G9-12/ (5.3) Prepare portfolios of their original works of art for a variety of purposes (e.g., review for postsecondary application, exhibition, job application, and personal collection).	A: Maintenance of Art Dept. Web Page	Teacher Resources:  Student Resources:

Competencies	Standards	Suggested Pacing	Resources/Materials
Competencies A – Understands practical uses of real estate and pusiness applications.	Career Technical Education:  *AME/CPM/ 3.2 Understand the scope of career opportunities and know the requirements for education, training, and licensure.  Core Academic:  *AME/C/2.1R/RC/G9-10/ (2.1) Analyze the structure and format of functional workplace documents, including the graphics and headers, and explain how authors use the features to achieve their purposes.	A: Practical Uses 1. Real Estate 2. Business Applications	Resources/Materials  Teacher Resources:  Student Resources:

Competencies	Standards	Suggested Pacing	Resources/Materials
16A – Demonstrates ability to use software such as Imovie.	Career Technical Education: *AME/T/ 4.2 Understand the use of technological	A: iMovies and/or other movie- making software	Teacher Resources:
16B – Understands the way DSLR video works.	4.2 Understand the use of technological resources to gain access to, manipulate, and produce information, products, and services.  Core Academic:  *AME/A/1.4VAPA/MU/ADV/G9-12/ (5.1) Explain ways in which the principles and subject matter of music and various disciplines outside the arts are interrelated.	B: DSLR Video	Student Resources:

Competencies	Standards	Suggested Pacing	Resources/Materials
7A - Knows how to spray nount photographs to natboard 7B - Knows how to dry nount photographs to natboard 7C - Knows how to use the nat cutter to create window nats	Career Technical Education: *MPD/GATP/ (A8.1) Understand current photographic technologies, processes, and materials used in the graphic arts. Core Academic: *AME/A/1.4VAPA/TH/ADV/G9-12/ (5.3) Communicate creative, design, and directorial choices to ensemble members, using leadership skills, aesthetic judgment, or problem-solving skills.	A: Critiquing of Images  B: Final Portfolio	Teacher Resources:  Student Resources:

Competencies	Standards	Suggested Pacing	Resources/Materials
8A - Demonstrates an inderstanding of how to create high quality ligital/photographic images 8B - Selects appropriate mages for competition 8C - Demonstrates an inderstanding of image visual mpact 8D - Demonstrates an inderstanding of image mounting and matting for competition	Career Technical Education: *AME/PMAP/ (C2.1) Know the main elements and functional responsibilities involved in the production and presentation of the performing, visual, and media arts.  Core Academic: VAPA/VA/CE/ADV/ (2.1) Create original works of art of increasing complexity and skill in a variety of media that reflect their feelings and points of view. (2.3) Assemble and display objects or works of art as a part of a public exhibition.	A: Digital/photographic images  B: Images  C: Image visual impact  D: Image mounting and matting for competition	Teacher Resources:  Student Resources:

	Semester 2 - Unit 11 - Occupational Knowledge And Skills (8 hours)				
Competencies	Standards	Suggested Pacing	Resources/Materials		
1A - Accessing and utilizing technology and information 1B - Practicing occupational safety standards 1C - Thinking critically and solving problems effectively 1D - Using basic skills in reading, writing, mathematics, listening and speaking as they relate to occupation specific skills 1E - Attaining a comprehensive understanding of all aspects of industry the individual is preparing to enter 1F - Applying knowledge to real world problems and situations	*AME/HS/ (6.1) Know the policies, procedures, and regulations regarding health and safety in the workplace, including employers' and employees' responsibilities. (6.2) Understand critical elements of health and safety practices related to storing, cleaning, and maintaining tools, equipment, and supplies.  *AME/CMP/ (3.2) Understand the scope of career opportunities and know the requirements for education, training, and licensure.  Core Academic:  *AME/A/1.1M/NS/G7/ (2.2) Add and subtract fractions by using factoring to find common denominators.  *AME/C/2.3WO/ELC/G11-12/ (1.1) Demonstrate control of grammar, diction, and paragraph and sentence structure and an understanding of English usage.  *AME/A/1.3HSS/ECON/G12/ (12.2.7) Analyze how domestic and international competition in a market economy affects goods and services produced and the quality, quantity, and price of those products. (1.2) Produce legible work that shows accurate spelling and correct punctuation and capitalization.	A: Technology and Information  B: Occupational Safety Standards  C: Solving problems  D: Basic Skills 1. Reading 2. Writing 3. Mathematics 4. Listening and Speaking  E: Aspects of Industry  F: Real World Problem Situations	Teacher Resources:  Student Resources:		

	Semester 2 - Unit 12 - Workplace Skills and Behavior (5 hours)				
Competencies	Standards	Suggested Pacing	Resources/Materials		
2A - Consistently arrive on time to class and work site prepared to begin assignments.  2B - Notifies instructor per course syllabus if unable to report to class.  2C - Demonstrates professionalism in appearance and behavior.  2D - Participates in a positive manner, in classroom discussion and activities.  2E - Prioritizes and organizes both work site and classroom assignments so they are completed in a timely manner as instructed.  2F - Applies appropriate problem solving skills during the performance of work site and classroom  2G - Communicates effectively and appropriately.  2H - Demonstrates sensitivity to diversity and sexual harassment issues.	Career Technical Education:  *AME/RF/ (7.1) Understand the qualities and behaviors that constitute a positive and professional work demeanor.  *AME/PSCT/ (5.1) Apply appropriate problem-solving strategies and critical thinking skills to work-related issues and tasks. (5.3) Use critical thinking skills to make informed decisions and solve problems.  *AME/ELR/ (8.3) Understand the role of personal integrity and ethical behavior in the workplace.  *AME/LT/ (9.5) Understand how to interact with others in ways that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.  Core Academic:  *AME/C/2.3WO/ELC/G11-12/ (1.1) Demonstrate control of grammar, diction, and paragraph and sentence structure and an understanding of English usage.	A: Arriving on time 1. Notifications  B: Professionalism  C: Classroom Discussions and Activities  D: Organization Skills  E: Problem Solving Skills  F: Effective Communication  G: Diversity and Sexual Harassment Issues	Teacher Resources:  Student Resources:		

Sem	Semester 2 - Unit 13 – Job Acquisition Skills/ Lifelong Learning Opportunities (5 hours)				
Competencies	Standards	Suggested Pacing	Resources/Materials		
<b>3A</b> - Completes an appropriate cover letter,	Career Technical Education: *AME/CPM/	A: Cover Letter	Teacher Resources:		
resume and job application. <b>3B</b> - Demonstrates	(3.2)Understand the scope of career opportunities and know the requirements for	B: Job Application	Student Resources:		
knowledge of job interview techniques.	education, training, and licensure.  (3.6)Know important strategies for self-	C: Job Interview Techniques	<u> </u>		
3C - Demonstrates awareness of the need for continuous education and	promotion in the hiring process, such as job applications, résumé writing, interviewing skills, and preparation of a portfolio	<b>D:</b> Continuing Education and Learning			
learning.  3D - Demonstrates appropriate methods of	*AME/C/2.2W/WSA/G11-12/ (2.5) Write documents related to career development, including simple business	E: Methods of Delivering  1. Electronic Resumes  a. Internet			
delivering electronic resumes, such as the internet, CD-	letters and job applications: <b>a.</b> Present information purposefully and	b. Cd-Rom c. Videotape			
ROM, and videotape.	succinctly and meet the needs of the intended audience. <b>b.</b> Follow the conventional format for the type				
	of document (e.g., letter of inquiry, memorandum).				
	Core Academic: *AME/C/2.4LS/SA/G9-10/				
	(2.3) Apply appropriate interviewing techniques:				
	<ul><li>a. Prepare and ask relevant questions.</li><li>b. Make notes of responses.</li><li>c. Use language that conveys maturity,</li></ul>				
	sensitivity, and respect.  d. Respond correctly and effectively to				
	questions.  e. Demonstrate knowledge of the subject or				
	organization. <b>f.</b> Compile and report responses.				
	g. Evaluate the effectiveness of the interview.				

Semester 2 - Unit 14 - On-the-Job-Training/Community Classroom (10 hours)			
Competencies	Standards	Suggested Pacing	Resources/Materials
A - The student participated in on-the-job training at a work site directly related to this field of study and completed the following number of hours:  1. 70 hours of on-the-job training.  2. 75-99 hours of on-the-job training.  3. 100-124 hours of on-the-job training.  4. 125-149 hours of on-the-job training.  5. 150-174 hours of on-the-job training.  6. 175-199 hours of on-the-job training.  7. 200-249 hours of on-the-job training.  8. 250-300 hours of on-the-job training.  9. 250-300 hours of on-the-job training.	*AME/LT/ (9.2) Understand the ways in which preprofessional associations and competitive career development activities enhance academic skills, promote career choices, and contribute to employability. (9.3) Understand how to organize and structure work individually and in teams for effective performance and the attainment of goals.  *AME/RF/ (7.1) Understand the qualities and behaviors that constitute a positive and professional work demeanor (7.3) Understand the need to adapt to varied roles and responsibilities.  *Core Academic:  *AME/C/2.4LS/LSSA/G11-12/ (1.1) Recognize strategies used by the media to inform, persuade, entertain, and transmit culture (e.g., advertisements; perpetuation of stereotypes; use of visual representations, special effects, language).	A: On the Job Training	Teacher Resources:  Student Resources: