



## **TEKS CORRELATIONS & SUGGESTED PACING GUIDE**

### Professional Communications



**iCEV Career Exploration Site**

***Meets 100% of TEKS***

**374 days of teaching material**

Scope & Sequence	Lesson Title	TEKS	Days of Teaching
1	Business Characteristics	6.A.i; 6.A.ii	5
2	Mathematics in the Workplace	3.F.i; 3.F.ii; 3.F.iii; 3.F.i;v 3.F.v; 3.F.vi	9
3	Economic Concepts	6.C.i	6
4	Statistics & Projections	3.C.iii; 3.C.iv	4
5	Business & Management Concepts	6.A.i; 6.A.ii	6
6	Leadership Styles	8.A.i; 8.B.i; 11.B.ii; 11.B.iii; 11.B.iv	5
7	Teamwork & Collaboration	4.A.ii; 4.B.i; 8.A.i; 8.B.i; 11.J.i; 11.J.ii	5
8	Managing Diversity	3.G.i; 3.G.ii	6
9	Business Ethics	9.A.i	3
10	Ethics in Business	9.A.i	6
11	Citizenship Basics	8.B.ii; 11.I.i; 11.I.ii; 11.I.iii; 11.I.iv; 11.I.v; 11.I.vi; 11.I.vii	5
12	Safe Working Environment	7.A.i; 7.A.ii; 7.B.i	3
13	Playing It Safe	7.A.ii; 7.B.i	4
14	Workplace Issues	7.A.i; 7.A.ii	4
15	Positive Relationships	11.J.iv	3
16	Conflict Management	11.J.iii	6
17	Steps to Superior Customer Service	1.B.i, 1.B.ii	3
18	Workplace Technology	10.B.i; 11.S.ii	8
19	Internet Basics	11.Q.i; 11.R.i	5
20	Web Content	11.T.i; 11.T.ii; 11.T.iii	4
21	Web Ethics & E-Issues	9.B.i; 9.B.ii; 9.D.i; 9.D.ii	6
22	Web Ethics & Safety	9.B.ii	9
23	Windows 8 Basics	5.B.i; 10.B.i	6
24	Introduction to Microsoft® Office 2013	11.U.i; 11.U.ii; 11.U.iii; 11.U.iv; 11.U.v; 11.V.i; 11.V.ii; 11.W.i	32
25	Microsoft® Outlook 2013 Basics	5.B.i; 11.S.ii	7
26	Communication Styles	2.C.i; 2.C.ii; 2.C.iii; 2.C.iv; 2.C.v; 2.F.i; 2.F.ii; 3.A.i; 3.A.ii; 3.A.iii; 3.A.iv; 3.B.i; 3.C.i; 3.C.ii; 3.C.v; 3.C.vi; 3.D.ii; 3.E.i; 9.C.i; 11.B.i; 11.B.ii; 11.B.iii; 11.B.iv; 11.C.i; 11.C.ii; 11.D.i; 11.D.ii; 11.D.iii; 11.D.iv; 11.E.i; 11.E.ii; 11.E.iii; 11.E.iv; 11.E.v; 11.E.vi; 11.E.vii; 11.F.i; 11.F.ii; 11.F.iii	7
27	Introduction to Professional Communication	2.D.i; 2.E.i; 2.E.ii; 2.F.ii; 3.A.i; 3.A.ii; 3.A.iii; 3.A.iv; 3.B.i; 3.B.ii; 3.C.i; 3.C.ii; 3.C.v; 3.C.vi; 3.D.i; 3.D.ii; 10.A.i; 11.B.i; 11.B.ii; 11.B.iii; 11.B.iv; 11.C.i; 11.C.ii; 11.D.i; 11.D.ii; 11.D.iii; 11.D.iv; 11.E.i; 11.E.ii; 11.E.iii; 11.E.iv; 11.E.v; 11.E.vi; 11.E.vii; 11.F.i; 11.F.ii; 11.F.iii; 11.M.i; 11.P.i	5
28	Researching Strategies & Tactics	11.Q.i; 11.S.i	6
29	Written Communication Practices	2.A.i; 2.A.ii; 2.A.iii; 2.B.i; 2.B.ii; 2.B.iii; 2.B.iv; 2.B.v; 2.B.vi; 2.D.i; 2.D.ii; 2.E.ii; 2.F.ii; 3.B.ii; 3.C.i	15

Scope & Sequence	Lesson Title	TEKS	Days of Teaching
30	Business Letters & Memos	2.D.i, 2.D.ii	4
31	Public Speaking Basics	3.C.vi; 3.D.i; 3.D.ii; 11.H.i; 11.H.ii; 11.K.i; 11.K.ii; 11.K.iii; 11.K.iv; 11.K.v; 11.K.vi; 11.K.vii; 11.K.viii; 11.K.ix; 11.K.x; 11.K.xi; 11.K.xii; 11.K.xiii; 11.K.xiv; 11.L.i; 11.L.ii; 11.L.iii; 11.L.iv; 11.L.v; 11.L.vi; 11.L.vii; 11.L.viii; 11.L.ix; 11.L.x; 11.M.i; 11.M.ii; 11.M.iii; 11.M.iv; 11.N.i; 11.N.ii; 11.O.i; 11.O.ii; 11.O.iii; 11.O.iv; 11.P.i	6
32	Extemporaneous Speaking	3.A.ii	6
33	Listening 101	2.E.i; 3.E.i; 11.C.i; 11.C.ii	3
34	Presentation Strategies & Tactics	2.F.i; 3.D.i; 3.D.ii; 10.A.i; 11.L.i; 11.L.ii; 11.L.iii; 11.L.iv; 11.L.v; 11.L.vi; 11.L.vii; 11.L.viii; 11.L.ix; 11.L.x; 11.O.i; 11.O.ii; 11.O.iii; 11.O.iv; 11.O.v; 11.O.vi	5
35	Public Relations Campaigns	3.H.i	6
36	Introduction to Digital Communications	11.T.i; 11.T.ii; 11.T.iii	5
37	Telecommunication Basics	11.T.i, 11.T.ii, 11.T.iii	3
38	Fundamentals of Audio/Video Production	5.A.i; 5.A.ii; 11.A.i; 11.A.ii; 11.A.iii; 11.A.iv	11
39	Introduction to Visual Arts	11.A.i; 11.A.ii; 11.A.iii; 11.A.iv	13
40	Skills for Real World Survival	1.B.i; 4.A.i; 4.A.ii; 4.B.i; 8.B.i; 10.A.ii; 11.H.i; 11.H.ii; 11.Q.i; 11.S.i	13
41	English Applications	2.A.i, 2.A.ii, 2.A.iii, 2.B.i, 2.B.ii, 2.B.iii, 2.B.iv, 2.B.v, 2.B.vi	8
42	Management of Energy, Money & Tasks	10.A.ii	6
43	Decision Making	4.A.i	4
44	Emily Post, Who?	11.F.iii	7
45	Employability Skills	1.B.i; 4.A.ii; 4.B.i; 8.A.i; 8.B.i; 8.B.ii; 10.A.ii; 10.B.i; 11.D.i; 11.D.ii; 11.D.iii; 11.D.iv; 11.O.v; 11.O.vi	5
46	Societal Impacts on Careers	1.E.i; 1.E.ii; 6.B.i; 6.B.ii; 6.B.iii; 6.B.iv	8
47	Exploring Careers: Arts, A/V Technology & Communications	11.A.i; 11.A.ii; 11.A.iii; 11.A.iv	12
48	Jobs, Careers & Education	1.A.i; 1.A.ii; 1.A.iii	10
49	Formulas for Career Success: Career Testing & Investigation	1.E.i; 1.E.ii	8
50	Formulas for Career Success: Higher Learning	1.A.ii	7
51	Formulas for Career Success: Job Search	1.B.ii; 1.E.i; 1.E.ii	2
52	Formulas for Career Success: Job Applications	1.B.i	2
53	Cover Letters & Résumés	1.C.i	4
54	Formulas for Career Success: Cover Letters	1.D.v	3
55	Formulas for Career Success: Résumés	1.C.i; 1.D.i; 1.D.ii; 1.D.iii; 1.D.iv	3
56	Evaluating Applications & Résumés	11.G.iii	3
57	Formulas for Career Success: Portfolio Development	1.B.ii	5
58	Formulas for Career Success: Interview Preparation	1.B.ii	2
58	Formulas for Career Success: The Interview Process	11.G.i; 11.G.ii; 11.G.iii	7

Correlations to the Texas Essential Knowledge and Skills (TEKS): Student/Teacher Material	
<b>Subject</b>	<b>Chapter 130. Texas Essential Knowledge and Skills for Career &amp; Technical Education</b>
<b>Subchapter</b>	<b>Subchapter C. Arts, A/V Technology, and Communications</b>
<b>Course</b>	<b>§130.110. Professional Communications (One-Half Credit), Adopted 2015.</b>
<b>Publisher</b>	<b>CEV Multimedia, Ltd.</b>
<b>Program Title</b>	<b>iCEV Business, Marketing, Finance, IT &amp; Media Site</b>
<b>Program ISBN</b>	<b>9781614592129</b>
<b>TEKS Coverage (%)</b>	<b>100.00%</b>

**(a) General requirements.** This course is recommended for students in Grades 9-12. This course may be used to satisfy a speech credit or skills requirement outlined in Chapter 74 of this title (relating to Curriculum Requirements). Students shall be awarded one-half credit for successful completion of this course.

**(b) Introduction.**

- (1) Career and technical education instruction provides content aligned with challenging academic standards and relevant technical knowledge and skills for students to further their education and succeed in current or emerging professions.
- (2) The Arts, Audio/Video Technology, and Communications Career Cluster focuses on careers in designing, producing, exhibiting, performing, writing, and publishing multimedia content, including visual and performing arts and design, journalism, and entertainment services.
- (3) Professional Communications blends written, oral, and graphic communication in a career-based environment. Careers in the global economy require individuals to be creative and have a strong background in computer and technology applications, a strong and solid academic foundation, and a proficiency in professional oral and written communication. Within this context, students will be expected to develop and expand the ability to write, read, edit, speak, listen, apply software applications, manipulate computer graphics, and conduct Internet research.
- (4) Students are encouraged to participate in extended learning experiences such as career and technical student organizations and other leadership or extracurricular organizations.
- (5) Statements that contain the word "including" reference content that must be mastered, while those containing the phrase "such as" are intended as possible illustrative examples.

**(c) Knowledge and Skills.**

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:	(A) explore opportunities in training, education, and certifications for employment	(i) explore opportunities in training for employment	Student/Teacher	Narrative	9781614592129	Jobs, Careers & Education	
			Student/Teacher	Activity	9781614592129	Project - Career Exploration Interview; Project - Career Plan Timeline	Jobs, Careers & Education
			Student/Teacher				
			Student/Teacher				
(1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:	(A) explore opportunities in training, education, and certifications for employment	(ii) explore opportunities in education for employment	Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:	(A) explore opportunities in training, education, and certifications for employment	(ii) explore opportunities in education for employment	Student/Teacher	Narrative	9781614592129	Jobs, Careers & Education	
			Student/Teacher	Activity	9781614592129	Project - Career Exploration Interview; Project - Career Plan Timeline	Jobs, Careers & Education

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Student/Teacher	Narrative	9781614592129	Formulas for Career Success: Higher Learning	
			Student/Teacher	Activity	9781614592129	Activity - Opportunities to Earn Credit; Activity - What I Need to Know; Project - Preparatory Journal	Formulas for Career Success: Higher Learning
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:	(A) explore opportunities in training, education, and certifications for employment	(iii) explore opportunities in certifications for employment	Student/Teacher	Narrative	9781614592129	Jobs, Careers & Education	
			Student/Teacher	Activity	9781614592129	Project - Career Exploration Interview; Project - Career Plan Timeline	Jobs, Careers & Education
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:	(B) demonstrate professional standards and personal qualities needed to be employable such as oral and written communication, leadership, teamwork, appreciation for diversity, conflict management, customer service, work ethic, and adaptability	(i) demonstrate professional standards needed to be employable	Student/Teacher	Narrative	9781614592129	Employability Skills	
			Student/Teacher	Activity	9781614592129	Activity - Skills Flashcards; Project - Interview; Project - Personal Skills	Employability Skills
			Student/Teacher	Narrative	9781614592129	Skills for Real World Survival	

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Student/Teacher	Narrative	9781614592129	Steps to Superior Customer Service	
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:	(B) demonstrate professional standards and personal qualities needed to be employable such as oral and written communication, leadership, teamwork, appreciation for diversity, conflict management, customer service, work ethic, and adaptability	(ii) demonstrate personal qualities needed to be employable	Student/Teacher	Narrative	9781614592129	Formulas for Career Success: Interview Preparation	
			Student/Teacher	Activity	9781614592129	Project - Common Interview Questions	Formulas for Career Success: Interview Preparation
			Student/Teacher	Narrative	9781614592129	Formulas for Career Success: Job Applications; Project - Filling out an Application	Formulas for Career Success: Job Applications; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.
			Student/Teacher	Narrative	9781614592129	Formulas for Career Success: Job Search; Activity - Job Hunt	Formulas for Career Success: Job Search; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.
			Student/Teacher	Narrative	9781614592129	Formulas for Career Success: Portfolio Development ; Project - Portfolio Development ; Steps to Superior Customer Service	Formulas for Career Success: Portfolio Development; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:	(C) demonstrate skills related to seeking and applying for employment	(i) demonstrate skills related to seeking and applying for employment	Student/Teacher	Narrative	9781614592129	Cover Letters & Resumes	

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Student/Teacher	Narrative	9781614592129	Formulas for Career Success: Resumes	
			Student/Teacher	Activity	9781614592129	Project - Resume Development	Formulas for Career Success: Resumes
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:	(D) create a resume and cover letter/letter of interest to document work experiences, licenses, certifications, and work samples	(i) create a resume to document work experiences	Student/Teacher	Narrative	9781614592129	Formulas for Career Success: Resumes	
			Student/Teacher	Activity	9781614592129	Project - Resume Development	Formulas for Career Success: Resumes
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:	(D) create a resume and cover letter/letter of interest to document work experiences, licenses, certifications, and work samples	(ii) create a resume to document licenses	Student/Teacher	Narrative	9781614592129	Formulas for Career Success: Resumes	
			Student/Teacher	Activity	9781614592129	Project - Resume Development	Formulas for Career Success: Resumes
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:	(D) create a resume and cover letter/letter of interest to document work experiences, licenses, certifications, and work samples	(iii) create a resume to document certifications and work samples	Student/Teacher	Narrative	9781614592129	Formulas for Career Success: Resumes	
			Student/Teacher	Activity	9781614592129	Project - Resume Development	Formulas for Career Success: Resumes
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				
(1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:	(D) create a resume and cover letter/letter of interest to document work experiences, licenses, certifications, and work samples	(iv) create a resume to document work samples	Student/Teacher	Narrative	9781614592129	Formulas for Career Success: Resumes	
			Student/Teacher	Activity	9781614592129	Project - Resume Development	Formulas for Career Success: Resumes
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				
(1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:	(D) create a resume and cover letter/letter of interest to document work experiences, licenses, certifications, and work samples	(v) create a cover letter/letter of interest	Student/Teacher	Narrative	9781614592129	Formulas for Career Success: Cover Letters	
			Student/Teacher	Activity	9781614592129	Project - Cover Letter	Formulas for Career Success: Cover Letters
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				



Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:	(E) demonstrate skills in evaluating and comparing employment opportunities	(i) demonstrate skills in evaluating employment opportunities	Student/Teacher	Narrative	9781614592129	Societal Impacts on Careers	
			Student/Teacher	Activity	9781614592129	Activity - Job Profile; Project - Career Blueprint	Societal Impacts on Careers
			Student/Teacher	Narrative	9781614592129	Formulas for Career Success: Job Search	
			Student/Teacher	Activity	9781614592129	Project - How Did You Get Your Job	Formulas for Career Success: Job Search
			Student/Teacher	Narrative	9781614592129	Formulas for Career Success: Career Testing & Investigation; Activity - Factors of Career Choices; Activity - What I Want in a Career; Project - Career Investigation	Formulas for Career Success: Career Testing & Investigation; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:	(E) demonstrate skills in evaluating and comparing employment opportunities	(ii) demonstrate skills in comparing employment opportunities	Student/Teacher	Narrative	9781614592129	Societal Impacts on Careers	
			Student/Teacher	Activity	9781614592129	Activity - Job Profile; Project - Career Blueprint	Societal Impacts on Careers
			Student/Teacher	Narrative	9781614592129	Formulas for Career Success: Job Search	
			Student/Teacher	Activity	9781614592129	Project - How Did You Get Your Job	Formulas for Career Success: Job Search

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Student/Teacher	Narrative	9781614592129	Formulas for Career Success: Career Testing & Investigation; Activity - Factors of Career Choices; Activity - What I Want in a Career; Project - Career Investigation	Formulas for Career Success: Career Testing & Investigation; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(2) The student applies English language arts in professional communications projects. The student is expected to:	(A) demonstrate use of content, technical concepts, and vocabulary	(i) demonstrate use of content	Student/Teacher	Narrative	9781614592129	Written Communication Practices	
			Student/Teacher	Activity	9781614592129	Activity - Blog; Project - Editors Marks; Project - Frontloading; Project - Informative Pamphlet	Written Communication Practices
			Student/Teacher	Narrative	9781614592129	English Applications	
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(2) The student applies English language arts in professional communications projects. The student is expected to:	(A) demonstrate use of content, technical concepts, and vocabulary	(ii) demonstrate use of technical concepts	Student/Teacher	Narrative	9781614592129	Written Communication Practices	

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Student/Teacher	Activity	9781614592129	Activity - Blog; Project - Editors Marks; Project - Frontloading; Project - Informative Pamphlet	Written Communication Practices
			Student/Teacher	Narrative	9781614592129	English Applications	
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(2) The student applies English language arts in professional communications projects. The student is expected to:	(A) demonstrate use of content, technical concepts, and vocabulary	(iii) demonstrate use of vocabulary	Student/Teacher	Narrative	9781614592129	Written Communication Practices	
			Student/Teacher	Activity	9781614592129	Activity - Blog; Project - Editors Marks; Project - Frontloading; Project - Informative Pamphlet	Written Communication Practices
			Student/Teacher	Narrative	9781614592129	English Applications	
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(2) The student applies English language arts in professional communications projects. The student is expected to:	(B) use correct grammar, punctuation, and terminology to write and edit documents	(i) use correct grammar to write documents	Student/Teacher	Narrative	9781614592129	Written Communication Practices	
			Student/Teacher	Activity	9781614592129	Activity - Blog; Project - Editors Marks; Project - Frontloading; Project - Informative Pamphlet	Written Communication Practices

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Student/Teacher	Narrative	9781614592129	English Applications	
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(2) The student applies English language arts in professional communications projects. The student is expected to:	(B) use correct grammar, punctuation, and terminology to write and edit documents	(ii) use correct grammar to edit documents	Student/Teacher	Narrative	9781614592129	Written Communication Practices	
			Student/Teacher	Activity	9781614592129	Activity - Blog; Project - Editors Marks; Project - Frontloading; Project - Informative Pamphlet	Written Communication Practices
			Student/Teacher	Narrative	9781614592129	English Applications	
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				
(2) The student applies English language arts in professional communications projects. The student is expected to:	(B) use correct grammar, punctuation, and terminology to write and edit documents	(iii) use correct punctuation to write documents	Student/Teacher	Narrative	9781614592129	Written Communication Practices	
			Student/Teacher	Activity	9781614592129	Activity - Blog; Project - Editors Marks; Project - Frontloading; Project - Informative Pamphlet	Written Communication Practices
			Student/Teacher	Narrative	9781614592129	English Applications	
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(2) The student applies English language arts in professional communications projects. The student is expected to:	(B) use correct grammar, punctuation, and terminology to write and edit documents	(iv) use correct punctuation to edit documents	Student/Teacher	Narrative	9781614592129	Written Communication Practices	
			Student/Teacher	Activity	9781614592129	Activity - Blog; Project - Editors Marks; Project - Frontloading; Project - Informative Pamphlet	Written Communication Practices
			Student/Teacher	Narrative	9781614592129	English Applications	
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				
(2) The student applies English language arts in professional communications projects. The student is expected to:	(B) use correct grammar, punctuation, and terminology to write and edit documents	(v) use correct terminology to write documents	Student/Teacher	Narrative	9781614592129	Written Communication Practices	
			Student/Teacher	Activity	9781614592129	Activity - Blog; Project - Editors Marks; Project - Frontloading; Project - Informative Pamphlet	Written Communication Practices
			Student/Teacher	Narrative	9781614592129	English Applications	
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(2) The student applies English language arts in professional communications projects. The student is expected to:	(B) use correct grammar, punctuation, and terminology to write and edit documents	(vi) use correct terminology to edit documents	Student/Teacher	Narrative	9781614592129	Written Communication Practices	
			Student/Teacher	Activity	9781614592129	Activity - Blog; Project - Editors Marks; Project - Frontloading; Project - Informative Pamphlet	Written Communication Practices
			Student/Teacher	Narrative	9781614592129	English Applications	
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				
(2) The student applies English language arts in professional communications projects. The student is expected to:	(C) identify assumptions, purpose, outcomes, solutions, and propaganda techniques	(i) identify assumptions	Student/Teacher	Narrative	9781614592129	Communication Styles	
			Student/Teacher	Activity	9781614592129	Activity - Glittering Generalities	Communication Styles
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				
(2) The student applies English language arts in professional communications projects. The student is expected to:	(C) identify assumptions, purpose, outcomes, solutions, and propaganda techniques	(ii) identify purpose	Student/Teacher	Narrative	9781614592129	Communication Styles	
			Student/Teacher	Activity	9781614592129	Activity - Glittering Generalities	Communication Styles
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(2) The student applies English language arts in professional communications projects. The student is expected to:	(C) identify assumptions, purpose, outcomes, solutions, and propaganda techniques	(iii) identify outcomes	Student/Teacher	Narrative	9781614592129	Communicati on Styles	
			Student/Teacher	Activity	9781614592129	Activity - Glittering Generalities	Communication Styles
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(2) The student applies English language arts in professional communications projects. The student is expected to:	(C) identify assumptions, purpose, outcomes, solutions, and propaganda techniques	(iv) identify solutions	Student/Teacher	Narrative	9781614592129	Communicati on Styles	
			Student/Teacher	Activity	9781614592129	Activity - Glittering Generalities	Communication Styles
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(2) The student applies English language arts in professional communications projects. The student is expected to:	(C) identify assumptions, purpose, outcomes, solutions, and propaganda techniques	(v) identify propaganda techniques	Student/Teacher	Narrative	9781614592129	Communicati on Styles	
			Student/Teacher	Activity	9781614592129	Project - Billboard Design; Activity - Glittering Generalities	Communication Styles
			Student/Teacher				



Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(2) The student applies English language arts in professional communications projects. The student is expected to:	(D) compose and edit copy for a variety of written documents	(i) compose copy for a variety of written documents	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Activity	9781614592129	Activity - Script; Project - Memo	Introduction to Professional Communication
			Student/Teacher	Narrative	9781614592129	Written Communication Practices	
			Student/Teacher	Activity	9781614592129	Activity - Blog; Project - Informative Pamphlet	Written Communication Practices
			Student/Teacher	Narrative	9781614592129	Business Letters & Memos	
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(2) The student applies English language arts in professional communications projects. The student is expected to:	(D) compose and edit copy for a variety of written documents	(ii) edit copy for a variety of written documents	Student/Teacher	Narrative	9781614592129	Written Communication Practices	
			Student/Teacher	Activity	9781614592129	Activity - Blog; Project - Editor's Marks Activity - Letter; Activity - Letter Answer Key	Written Communication Practices
			Student/Teacher	Narrative	9781614592129	Business Letters & Memos	
			Student/Teacher				
			Student/Teacher				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(2) The student applies English language arts in professional communications projects. The student is expected to:	(E) evaluate oral and written information	(i) evaluate oral information	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Narrative	9781614592129	Listening 101	
			Student/Teacher	Activity	9781614592129	Activity - Bus Driver Listening Teacher Instruction Sheet; Project - Newsletter	Listening 101
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(2) The student applies English language arts in professional communications projects. The student is expected to:	(E) evaluate oral and written information	(ii) evaluate written information	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Activity	9781614592129	Project - Memo	Introduction to Professional Communication
			Student/Teacher	Narrative	9781614592129	Written Communication Practices	
			Student/Teacher	Activity	9781614592129	Activity - Blog; Project - Editor's Marks Activity - Letter; Activity - Letter Answer Key	Written Communication Practices
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(2) The student applies English language arts in professional communications projects. The student is expected to:	(F) research topics for the preparation of oral and written communications	(i) research topics for the preparation of oral communications	Student/Teacher	Narrative	9781614592129	Communicati on Styles	
			Student/Teacher	Activity	9781614592129	Activity - Find It; Project - Proximity	Communication Styles
			Student/Teacher	Narrative	9781614592129	Presentation Strategies & Tactics	
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
(2) The student applies English language arts in professional communications projects. The student is expected to:	(F) research topics for the preparation of oral and written communications	(ii) research topics for the preparation of written communications	Student/Teacher	Narrative	9781614592129	Communicati on Styles	
			Student/Teacher	Activity	9781614592129	Activity - Find It	Communication Styles
			Student/Teacher	Narrative	9781614592129	Written Communicati on Practices	
			Student/Teacher	Narrative	9781614592129	Introduction to Professional Communicati on	
			Student/Teacher	Activity	9781614592129	Project - Memo	Introduction to Professional Communication
			Teacher Only	Narrative			
			Teacher Only				
(3) The student applies professional communications strategies. The student is expected to:	(A) adapt language for audience, purpose, situation, and intent	(i) adapt language for audience	Student/Teacher	Narrative	9781614592129	Communicati on Styles	
			Student/Teacher	Activity	9781614592129	Activity - Find It	Communication Styles
			Student/Teacher	Narrative	9781614592129	Introduction to Professional Communicati on	
			Student/Teacher	Activity	9781614592129	Project - Memo	Introduction to Professional Communication

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Student/Teacher	Narrative	9781614592129	Public Speaking Basics; Activity - Audience Mix Up Teacher Instruction Sheet	Public Speaking Basics; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(3) The student applies professional communications strategies. The student is expected to:	(A) adapt language for audience, purpose, situation, and intent	(ii) adapt language for purpose	Student/Teacher	Narrative	9781614592129	Communication Styles	
			Student/Teacher	Activity	9781614592129	Activity - Find It; Activity - Paraphrase Teacher Instruction Sheet	Communication Styles
			Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication; Project - Memo; Activity - Script	Introduction to Professional Communication; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.
			Student/Teacher	Narrative	9781614592129	Public Speaking Basics; Activity - Audience Mix Up Teacher Instruction Sheet	Public Speaking Basics; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.
			Student/Teacher	Narrative	9781614592129	Extemporaneous Speaking	
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(3) The student applies professional communications strategies. The student is expected to:	(A) adapt language for audience, purpose, situation, and intent	(iii) adapt language for situation	Student/Teacher	Narrative	9781614592129	Communication Styles	
			Student/Teacher	Activity	9781614592129	Activity - Find It; Activity - Paraphrase Teacher Instruction Sheet	Communication Styles
			Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Activity	9781614592129	Project - Memo; Activity - Script	Introduction to Professional Communication
			Student/Teacher	Narrative	9781614592129	Public Speaking Basics; Activity - Audience Mix Up Teacher Instruction Sheet	Public Speaking Basics; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(3) The student applies professional communications strategies. The student is expected to:	(A) adapt language for audience, purpose, situation, and intent	(iv) adapt language for intent	Student/Teacher	Narrative	9781614592129	Communication Styles	
			Student/Teacher	Activity	9781614592129	Activity - Paraphrase Teacher Instruction Sheet	Communication Styles
			Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Activity	9781614592129	Activity - Script	Introduction to Professional Communication

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Student/Teacher	Narrative	9781614592129	Public Speaking Basics; Activity - Audience Mix Up Teacher Instruction Sheet; Project - City Council; Project - City Council Teacher Instruction Sheet	Public Speaking Basics; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(3) The student applies professional communications strategies. The student is expected to:	(B) organize oral and written information	(i) organize oral information	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Activity	9781614592129	Activity - Script	Introduction to Professional Communication
			Student/Teacher	Narrative	9781614592129	Communication Styles	
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(3) The student applies professional communications strategies. The student is expected to:	(B) organize oral and written information	(ii) organize written information	Student/Teacher	Narrative	9781614592129	Written Communication Practices	
			Student/Teacher	Activity	9781614592129	Activity - Blog	Written Communication Practices
			Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Activity	9781614592129	Activity - Script; Project - Communication & Careers; Project - Memo	Introduction to Professional Communication
			Student/Teacher				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(3) The student applies professional communications strategies. The student is expected to:	(C) interpret and communicate information, data, and observations	(i) interpret information	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Narrative	9781614592129	Communication Styles	
			Student/Teacher	Activity	9781614592129	Activity - Paraphrase Teacher Instruction Sheet	Communication Styles
			Student/Teacher	Narrative	9781614592129	Written Communication Practices	
			Student/Teacher	Activity	9781614592129	Project - Frontloading	Written Communication Practices
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(3) The student applies professional communications strategies. The student is expected to:	(C) interpret and communicate information, data, and observations	(ii) communicate information	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Activity	9781614592129	Activity - Script	Introduction to Professional Communication
			Student/Teacher	Narrative	9781614592129	Communication Styles	
			Student/Teacher	Activity	9781614592129	Activity - Find It; Activity - Paraphrase Teacher Instruction Sheet	Communication Styles
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				



Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(3) The student applies professional communications strategies. The student is expected to:	(C) interpret and communicate information, data, and observations	(iii) interpret data	Student/Teacher	Narrative	9781614592129	Statistics & Projections	
			Student/Teacher	Activity	9781614592129	Activity - Calculating Statistics; Activity - Calculating Statistics Answer Key; Project - Statistics & Projections	Statistics & Projections
			Student/Teacher				
			Student/Teacher				
(3) The student applies professional communications strategies. The student is expected to:	(C) interpret and communicate information, data, and observations	(iv) communicate data	Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(3) The student applies professional communications strategies. The student is expected to:	(C) interpret and communicate information, data, and observations	(iv) communicate data	Student/Teacher	Narrative	9781614592129	Statistics & Projections	
			Student/Teacher	Activity	9781614592129	Project - Statistics & Projections	Statistics & Projections
			Student/Teacher				
			Student/Teacher				
(3) The student applies professional communications strategies. The student is expected to:	(C) interpret and communicate information, data, and observations	(v) interpret observations	Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(3) The student applies professional communications strategies. The student is expected to:	(C) interpret and communicate information, data, and observations	(v) interpret observations	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Activity	9781614592129	Activity - Script	Introduction to Professional Communication
			Student/Teacher	Narrative	9781614592129	Communication Styles	
			Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - Speech Evaluation	Public Speaking Basics

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(3) The student applies professional communications strategies. The student is expected to:	(C) interpret and communicate information, data, and observations	(vi) communicate observations	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Activity	9781614592129	Activity - Script	Introduction to Professional Communication
			Student/Teacher	Narrative	9781614592129	Communication Styles	
			Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - Speech Evaluation	Public Speaking Basics
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(3) The student applies professional communications strategies. The student is expected to:	(D) deliver formal and informal presentations	(i) deliver formal presentations	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Narrative	9781614592129	Presentation Strategies & Tactics	
			Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher		9781614592129	Project - City Council; Project - City Council Teacher Instruction Sheet	Public Speaking Basics
			Student/Teacher	Activity			
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(3) The student applies professional communications strategies. The student is expected to:	(D) deliver formal and informal presentations	(ii) deliver informal presentations	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Activity	9781614592129	Project - Best in Class	Introduction to Professional Communication
			Student/Teacher	Narrative	9781614592129	Presentation Strategies & Tactics	
			Student/Teacher	Activity	9781614592129	Project - Career Opportunities Speech; Project - Children's Speech; Project - Presentation Tips	Presentation Strategies & Tactics
			Student/Teacher	Narrative	9781614592129	Public Speaking Basics; Communication Styles	PLEASE NOTE: Due to space limitations, more than one narrative correlation lesson is listed on this line. Several lessons and corresponding activities satisfy this standard.
			Teacher Only	Narrative			
			Teacher Only				
(3) The student applies professional communications strategies. The student is expected to:	(E) apply active listening skills	(i) apply active listening skills	Student/Teacher	Narrative	9781614592129	Communication Styles	
			Student/Teacher	Activity	9781614592129	Activity - Paraphrase Teacher Instruction Sheet	Communication Styles
			Student/Teacher	Narrative	9781614592129	Listening 101	
			Student/Teacher	Activity	9781614592129	Activity - Bus Driver Listening Teacher Instruction Sheet; Activity - Draw What You Hear Teacher Instruction Sheet; Project - Newsletter	Listening 101
			Student/Teacher				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(3) The student applies professional communications strategies. The student is expected to:	(F) develop and interpret tables, charts, and figures	(i) develop tables	Student/Teacher	Narrative	9781614592129	Mathematics in the Workplace	
			Student/Teacher	Activity	9781614592129	Project - Data Analysis	Mathematics in the Workplace
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(3) The student applies professional communications strategies. The student is expected to:	(F) develop and interpret tables, charts, and figures	(ii) interpret tables	Student/Teacher	Narrative	9781614592129	Mathematics in the Workplace	
			Student/Teacher	Activity	9781614592129	Project - Data Analysis	Mathematics in the Workplace
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(3) The student applies professional communications strategies. The student is expected to:	(F) develop and interpret tables, charts, and figures	(iii) develop charts	Student/Teacher	Narrative	9781614592129	Mathematics in the Workplace	
			Student/Teacher	Activity	9781614592129	Project - Data Analysis	Mathematics in the Workplace
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(3) The student applies professional communications strategies. The student is expected to:	(F) develop and interpret tables, charts, and figures	(iv) interpret charts	Student/Teacher	Narrative	9781614592129	Mathematics in the Workplace	
			Student/Teacher	Activity	9781614592129	Project - Data Analysis	Mathematics in the Workplace
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(3) The student applies professional communications strategies. The student is expected to:	(F) develop and interpret tables, charts, and figures	(v) develop figures	Student/Teacher	Narrative	9781614592129	Mathematics in the Workplace	
			Student/Teacher	Activity	9781614592129	Project - Data Analysis	Mathematics in the Workplace
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(3) The student applies professional communications strategies. The student is expected to:	(F) develop and interpret tables, charts, and figures	(vi) interpret figures	Student/Teacher	Narrative	9781614592129	Mathematics in the Workplace	
			Student/Teacher	Activity	9781614592129	Project - Data Analysis	Mathematics in the Workplace
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(3) The student applies professional communications strategies. The student is expected to:	(G) listen to and speak with diverse individuals	(i) listen to diverse individuals	Student/Teacher	Narrative	9781614592129	Managing Diversity	
			Student/Teacher	Activity	9781614592129	Activity - Group Diversity; Project - Unfamiliar Places	Managing Diversity
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(3) The student applies professional communications strategies. The student is expected to:	(G) listen to and speak with diverse individuals	(ii) speak with diverse individuals	Student/Teacher	Narrative	9781614592129	Managing Diversity	
			Student/Teacher	Activity	9781614592129	Activity - Group Diversity; Project - Unfamiliar Places	Managing Diversity
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(3) The student applies professional communications strategies. The student is expected to:	(H) exhibit public relations skills	(i) exhibit public relations skills	Student/Teacher	Narrative	9781614592129	Public Relations Campaigns	
			Student/Teacher	Activity	9781614592129	Project - Planning a Campaign; Project - Communication Tactics	Public Relations Campaigns
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(4) The student understands and examines problem-solving methods. The student is expected to:	(A) employ critical-thinking skills independently and in groups	(i) employ critical-thinking skills independently	Student/Teacher	Narrative	9781614592129	Skills for Real World Survival	
			Student/Teacher	Activity	9781614592129	Project - Managing Conflict in a Professional Setting	Skills for Real World Survival
			Student/Teacher	Narrative	9781614592129	Decision Making	
			Student/Teacher	Activity	9781614592129	Activity - Pet Purchase; Project - Decisions Made; Project - Future Decisions	Decision Making
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
(4) The student understands and examines problem-solving methods. The student is expected to:	(A) employ critical-thinking skills independently and in groups	(ii) employ critical-thinking skills in groups	Student/Teacher	Narrative	9781614592129	Employability Skills	
			Student/Teacher	Activity	9781614592129	Activity - Knots	Employability Skills
			Student/Teacher	Narrative	9781614592129	Teamwork & Collaboration	

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Student/Teacher	Activity	9781614592129	Project - Work-Related Problem Solving	Teamwork & Collaboration
			Student/Teacher	Narrative	9781614592129	Skills for Real World Survival; Activity - Team Building Exercise: Fill the Glass; Activity - Team Building Exercise: Fill the Glass Teacher Instruction Sheet	Skills for Real World Survival; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(4) The student understands and examines problem-solving methods. The student is expected to:	(B) employ interpersonal skills in groups to solve problems	(i) employ interpersonal skills in groups to solve problems	Student/Teacher	Narrative	9781614592129	Employability Skills	
			Student/Teacher	Activity	9781614592129	Activity - Knots	Employability Skills
			Student/Teacher	Narrative	9781614592129	Teamwork & Collaboration	
			Student/Teacher	Activity	9781614592129	Project - Work-Related Problem Solving	Teamwork & Collaboration
			Student/Teacher	Narrative	9781614592129	Skills for Real World Survival; Activity - Team Building Exercise: Fill the Glass; Activity - Team Building Exercise: Fill the Glass Teacher Instruction Sheet	Skills for Real World Survival; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.
			Teacher Only	Narrative			



Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				
(5) The student uses technology applications and processes. The student is expected to:	(A) use technology applications such as social media, email, Internet, writing and publishing, presentation, and spreadsheet or database applications for audio and video production projects	(i) use technology applications for audio production projects	Student/Teacher	Narrative	9781614592129	Fundamentals of Audio Video Production	
			Student/Teacher	Activity	9781614592129	Project - A/V Production	Fundamentals of Audio Video Production
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only	(Drop-down menu)			
			Teacher Only				
			Teacher Only				
(5) The student uses technology applications and processes. The student is expected to:	(A) use technology applications such as social media, email, Internet, writing and publishing, presentation, and spreadsheet or database applications for audio and video production projects	(ii) use technology applications for video production projects	Student/Teacher	Narrative	9781614592129	Fundamentals of Audio Video Production	
			Student/Teacher	Activity	9781614592129	Project - A/V Production	Fundamentals of Audio Video Production
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(5) The student uses technology applications and processes. The student is expected to:	(B) use processes such as personal information management, file management, and file sharing	(i) use processes	Student/Teacher	Narrative	9781614592129	Windows 8 Basics	
			Student/Teacher	Activity	9781614592129	Project-Customizing Windows 8; Vocabulary Handout	Windows 8 Basics
			Student/Teacher	Narrative	9781614592129	Microsoft Outlook 2013 Basics	
			Student/Teacher		9781614592129	Project-Atomsville E-mail; Project-Personal Task List; Project-Personal Calendar	Microsoft Outlook 2013 Basics
			Student/Teacher	Activity			

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(6) The student understands communications systems. The student is expected to:	(A) describe the nature and types of businesses	(i) describe the nature of businesses	Student/Teacher	Narrative	9781614592129	Business & Management Concepts	
			Student/Teacher	Activity	9781614592129	Project - Business Plan	Business & Management Concepts
			Student/Teacher	Narrative	9781614592129	Business Characteristics	
			Student/Teacher	Activity	9781614592129	Project - Business Profile	Business Characteristics
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(6) The student understands communications systems. The student is expected to:	(A) describe the nature and types of businesses	(ii) describe the types of businesses	Student/Teacher	Narrative	9781614592129	Business & Management Concepts	
			Student/Teacher	Activity	9781614592129	Project - Business Plan	Business & Management Concepts
			Student/Teacher	Narrative	9781614592129	Business Characteristics	
			Student/Teacher	Activity	9781614592129	Project - Business Profile	Business Characteristics
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(6) The student understands communications systems. The student is expected to:	(B) analyze and summarize the history and evolution of the various related fields of study	(i) analyze the history of the various related fields of study	Student/Teacher	Narrative	9781614592129	Societal Impacts on Careers	
			Student/Teacher	Activity	9781614592129	Activity - Job Profile; Project - Career Blueprint; Project - U.S. Employment History	Societal Impacts on Careers
			Student/Teacher				
			Student/Teacher				
(6) The student understands communications systems. The student is expected to:	(B) analyze and summarize the history and evolution of the various related fields of study	(ii) summarize the history of the various related fields of study	Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(6) The student understands communications systems. The student is expected to:	(B) analyze and summarize the history and evolution of the various related fields of study	(ii) summarize the history of the various related fields of study	Student/Teacher	Narrative	9781614592129	Societal Impacts on Careers	
			Student/Teacher	Activity	9781614592129	Activity - Job Profile; Project - Career Blueprint; Project - U.S. Employment History	Societal Impacts on Careers
			Student/Teacher				
			Student/Teacher				
(6) The student understands communications systems. The student is expected to:	(B) analyze and summarize the history and evolution of the various related fields of study	(ii) summarize the history of the various related fields of study	Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(6) The student understands communications systems. The student is expected to:	(B) analyze and summarize the history and evolution of the various related fields of study	(iii) analyze the evolution of the various related fields of study	Student/Teacher	Narrative	9781614592129	Societal Impacts on Careers	
			Student/Teacher	Activity	9781614592129	Activity - Job Profile; Project - Career Blueprint; Project - U.S. Employment History	Societal Impacts on Careers
			Student/Teacher				
			Student/Teacher				
(6) The student understands communications systems. The student is expected to:	(B) analyze and summarize the history and evolution of the various related fields of study	(iv) summarize the evolution of the various related fields of study	Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(6) The student understands communications systems. The student is expected to:	(B) analyze and summarize the history and evolution of the various related fields of study	(iv) summarize the evolution of the various related fields of study	Student/Teacher	Narrative	9781614592129	Societal Impacts on Careers	
			Student/Teacher	Activity	9781614592129	Activity - Job Profile; Project - Career Blueprint; Project - U.S. Employment History	Societal Impacts on Careers
			Student/Teacher				
			Student/Teacher				
(6) The student understands communications systems. The student is expected to:	(B) analyze and summarize the history and evolution of the various related fields of study	(iv) summarize the evolution of the various related fields of study	Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(6) The student understands communications systems. The student is expected to:	(C) analyze the economic base in order to demonstrate an understanding of the economic factors influencing the industry as a whole	(I) analyze the economic base in order to demonstrate an understanding of the economic factors influencing the industry as a whole	Student/Teacher	Narrative	9781614592129	Economic Concepts	
			Student/Teacher	Activity	9781614592129	Activity - Business Cycle; Activity - Supply, Demand & Price; Activity - Supply, Demand & Price Answer Key; Project - Class Debate; Project - Class Debate Teacher Instruction Sheet; Project - Our Own Country	Economic Concepts
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(7) The student applies safety regulations. The student is expected to:	(A) implement personal and classroom safety rules and regulations	(I) implement personal safety rules and regulations	Student/Teacher	Narrative	9781614592129	Safe Working Environment	
			Student/Teacher	Activity	9781614592129	Project - Teens in the Workplace	Safe Working Environment
			Student/Teacher	Narrative	9781614592129	Workplace Issues	
			Student/Teacher	Activity	9781614592129	Activity - Applying Safety Practices in Everyday Life Teacher Instruction Sheet	Workplace Issues
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Teacher Only				
			Teacher Only				
(7) The student applies safety regulations. The student is expected to:	(A) implement personal and classroom safety rules and regulations	(ii) implement classroom safety rules and regulations	Student/Teacher	Narrative	9781614592129	Safe Working Environment	
			Student/Teacher	Activity	9781614592129	Project - Teens in the Workforce	
			Student/Teacher	Narrative	9781614592129	Workplace Issues	Workplace Issues
			Student/Teacher	Activity	9781614592129	Activity - Applying Safety Practices in Everyday Life Teacher Instruction Sheet	
			Student/Teacher	Narrative	9781614592129	Playing It Safe; Project - Emergency Escape Plan	Playing It Safe
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(7) The student applies safety regulations. The student is expected to:	(B) follow emergency procedures as needed	(i) follow emergency procedures as needed	Student/Teacher	Narrative	9781614592129	Safe Working Environment	
			Student/Teacher	Narrative	9781614592129	Playing It Safe	
			Student/Teacher	Activity	9781614592129	Project - Emergency Escape Plan	Playing It Safe
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(8) The student identifies and develops leadership characteristics. The student is expected to:	(A) identify leadership characteristics	(i) identify leadership characteristics	Student/Teacher	Narrative	9781614592129	Teamwork & Collaboration	
			Student/Teacher	Activity	9781614592129	Project - Historical Leadership	Teamwork & Collaboration
			Student/Teacher	Narrative	9781614592129	Leadership Styles	

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Student/Teacher	Activity	9781614592129	Activity - Parts of a Leader; Project - Career Interview; Project - Historical Leaders	Leadership Styles
			Student/Teacher	Narrative	9781614592129	Employability Skills; Activity - Skills Flashcards; Project - Interview; Project - Personal Skills	Employability Skills; PLEASE NOTE: Due to space limitations, the narrative and associated activity are listed on one line. Several lessons and corresponding activities satisfy this standard.
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(8) The student identifies and develops leadership characteristics. The student is expected to:	(B) participate in student leadership and professional development activities	(i) participate in student leadership activities	Student/Teacher	Narrative	9781614592129	Employability Skills	
			Student/Teacher	Activity	9781614592129	Activity - Knots	Employability Skills
			Student/Teacher	Narrative	9781614592129	Skills for Real World Survival	
			Student/Teacher	Activity	9781614592129	Activity - Team Building Exercise: Fill the Glass; Activity - Team Building Exercise: Fill the Glass Teacher Instruction Sheet	Skills for Real World Survival
			Student/Teacher	Narrative	9781614592129	Teamwork & Collaboration; Leadership Styles	PLEASE NOTE: Due to space limitations, more than one narrative correlation lesson is listed on this line. Several lessons and corresponding activities satisfy this standard.
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(8) The student identifies and develops leadership characteristics. The student is expected to:	(B) participate in student leadership and professional development activities	(ii) participate in professional development activities	Student/Teacher	Narrative	9781614592129	Employability Skills	
			Student/Teacher	Activity	9781614592129	Project - Interview; Project - Personal Skills	Employability Skills
			Student/Teacher	Narrative	9781614592129	Citizenship Basics	
			Student/Teacher	Activity	9781614592129	Project - Professional Development	Citizenship Basics
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				
(9) The student applies ethical decision making and understands and complies with laws regarding use of technology in communications. The student is expected to:	(A) exhibit ethical conduct	(i) exhibit ethical conduct	Student/Teacher	Narrative	9781614592129	Business Ethics	
			Student/Teacher	Activity	9781614592129	Project - Ethics at Work Teacher Instruction Sheet	Business Ethics
			Student/Teacher	Narrative	9781614592129	Ethics in Business	
			Student/Teacher	Activity	9781614592129	Activity - Ethics Role Play; Activity - Ethics Role Play Teacher Instruction Sheet; Project - Code of Ethics; Project - Unethical Case Study	Ethics in Business
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				



Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(9) The student applies ethical decision making and understands and complies with laws regarding use of technology in communications. The student is expected to:	(B) discuss copyright laws in relation to fair use and duplication of materials	(i) discuss copyright laws in relation to fair use of materials	Student/Teacher	Narrative	9781614592129	Web Ethics & E-Issues	
			Student/Teacher	Activity	9781614592129	Project - Web Ethics	Web Ethics & E-Issues
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				
(9) The student applies ethical decision making and understands and complies with laws regarding use of technology in communications. The student is expected to:	(B) discuss copyright laws in relation to fair use and duplication of materials	(ii) discuss copyright laws in relation to duplication of materials	Student/Teacher	Narrative	9781614592129	Web Ethics & Safety	
			Student/Teacher	Activity	9781614592129	Project - Style Guide Booklet	Web Ethics & Safety
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				
(9) The student applies ethical decision making and understands and complies with laws regarding use of technology in communications. The student is expected to:	(C) analyze the impact of communications on society	(i) analyze the impact of communications on society	Student/Teacher	Narrative	9781614592129	Communication Styles	
			Student/Teacher	Activity	9781614592129	Activity - Glittering Generalities; Project - Proximity; Project - Billboard Design	Communication Styles
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Teacher Only				
			Teacher Only				
			Teacher Only				
(9) The student applies ethical decision making and understands and complies with laws regarding use of technology in communications. The student is expected to:	(D) understand and exhibit digital citizenship	(i) understand digital citizenship	Student/Teacher	Narrative	9781614592129	Web Ethics & E-Issues	
			Student/Teacher	Activity	9781614592129	Project - Web Ethics	Web Ethics & E-Issues
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(9) The student applies ethical decision making and understands and complies with laws regarding use of technology in communications. The student is expected to:	(D) understand and exhibit digital citizenship	(ii) exhibit digital citizenship	Student/Teacher	Narrative	9781614592129	Web Ethics & E-Issues	
			Student/Teacher	Activity	9781614592129	Project - Web Ethics	Web Ethics & E-Issues
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(10) The student applies technical skills for efficiency. The student is expected to:	(A) employ planning and time-management skills to relate to professional communications	(i) employ planning skills to relate to professional communications	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Activity	9781614592129	Project - Communication & Careers; Project - Memo; Project - Theme Evening Teacher Instruction Sheet	Introduction to Professional Communication
			Student/Teacher	Narrative	9781614592129	Presentation Strategies & Tactics	
			Student/Teacher	Activity	9781614592129	Activity - Presentation Development	Presentation Strategies & Tactics

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(10) The student applies technical skills for efficiency. The student is expected to:	(A) employ planning and time-management skills to relate to professional communications	(ii) employ time-management skills to relate to professional communications	Student/Teacher	Narrative	9781614592129	Employability Skills	
			Student/Teacher	Activity	9781614592129	Management of Energy, Money & Tasks	
			Student/Teacher	Narrative	9781614592129	Project - Managing Tasks	Management of Energy, Money & Tasks
			Student/Teacher	Activity	9781614592129	Skills for Real World Survival	
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(10) The student applies technical skills for efficiency. The student is expected to:	(B) use technology to enhance productivity	(i) use technology to enhance productivity	Student/Teacher	Narrative	9781614592129	Employability Skills	
			Student/Teacher	Narrative	9781614592129	Workplace Technology	
			Student/Teacher	Activity	9781614592129	Project - Make Life Easier; Project - Technology in the Workplace	Workplace Technology
			Student/Teacher	Narrative	9781614592129	Windows 8 Basics	
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(A) develop an understanding of the evolution of the arts, audio/video technology, and communications career field, including the history, foundation elements, principles, and communicative effects	(i) develop an understanding of the evolution of the arts, audio/video technology and communications career field, including the history	Student/Teacher	Narrative	9781614592129	Exploring Careers: Arts, A/V Technology & Communications	
			Student/Teacher	Narrative	9781614592129	Fundamentals of Audio Video Production	
			Student/Teacher	Activity	9781614592129	Project - Impact of Audiovisuals	Fundamentals of Audio Video Production
			Student/Teacher	Narrative	9781614592129	Introduction to Visual Arts	
			Student/Teacher	Activity	9781614592129	Project - Art Timeline	Introduction to Visual Arts
			Teacher Only	Narrative			
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(A) develop an understanding of the evolution of the arts, audio/video technology, and communications career field, including the history, foundation elements, principles, and communicative effects	(ii) develop an understanding of the evolution of the arts, audio/video technology and communications career field, including the foundation elements	Student/Teacher	Narrative	9781614592129	Exploring Careers: Arts, A/V Technology & Communications	
			Student/Teacher	Narrative	9781614592129	Fundamentals of Audio Video Production	
			Student/Teacher	Activity	9781614592129	Project - Impact of Audiovisuals	Fundamentals of Audio Video Production
			Student/Teacher	Narrative	9781614592129	Introduction to Visual Arts	
			Student/Teacher	Activity	9781614592129	Project - Art Timeline	Introduction to Visual Arts
			Teacher Only	Narrative			
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(A) develop an understanding of the evolution of the arts, audio/video technology, and communications career field, including the history, foundation elements, principles, and communicative effects	(iii) develop an understanding of the evolution of the arts, audio/video technology and communications career field, including the principles	Student/Teacher	Narrative	9781614592129	Exploring Careers: Arts, A/V Technology & Communications	
			Student/Teacher	Narrative	9781614592129	Fundamentals of Audio Video Production	
			Student/Teacher	Activity	9781614592129	Project - Impact of Audiovisuals	Fundamentals of Audio Video Production

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Student/Teacher	Narrative	9781614592129	Introduction to Visual Arts	
			Student/Teacher	Activity	9781614592129	Project - Art Timeline	Introduction to Visual Arts
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(A) develop an understanding of the evolution of the arts, audio/video technology, and communications career field, including the history, foundation elements, principles, and communicative effects	(iv) develop an understanding of the evolution of the arts, audio/video technology and communications career field, including the communicative effects	Student/Teacher	Narrative	9781614592129	Exploring Careers: Arts, A/V Technology & Communications	
			Student/Teacher	Narrative	9781614592129	Fundamentals of Audio Video Production	
			Student/Teacher	Activity	9781614592129	Project - Impact of Audiovisuals	Fundamentals of Audio Video Production
			Student/Teacher	Narrative	9781614592129	Introduction to Visual Arts	
			Student/Teacher	Activity	9781614592129	Project - Art Timeline	Introduction to Visual Arts
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(B) demonstrate knowledge of the communication process, including the characteristics of oral language, types and effects of nonverbal communication, effective nonverbal strategies such as a firm handshake, direct eye contact, and appropriate use of space and distance	(i) demonstrate knowledge of the communication process, including the characteristics of oral language	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Activity	9781614592129	Project - Communication & Careers	Introduction to Professional Communication
			Student/Teacher	Narrative	9781614592129	Communication Styles	
			Student/Teacher	Activity	9781614592129	Activity - Find It; Project - Model Communication	Communication Styles
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(B) demonstrate knowledge of the communication process, including the characteristics of oral language, types and effects of nonverbal communication, effective nonverbal strategies such as a firm handshake, direct eye contact, and appropriate use of space and distance	(ii) demonstrate knowledge of the communication process, including the types of nonverbal communication	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Narrative	9781614592129	Communication Styles	
			Student/Teacher	Activity	9781614592129	Project - Model Communication	Communication Styles
			Student/Teacher	Narrative	9781614592129	Leadership Styles	
			Student/Teacher	Activity	9781614592129	Activity - Communication Teacher Instruction Sheet	Leadership Styles
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(B) demonstrate knowledge of the communication process, including the characteristics of oral language, types and effects of nonverbal communication, effective nonverbal strategies such as a firm handshake, direct eye contact, and appropriate use of space and distance	(iii) demonstrate knowledge of the communication process, including the effects of nonverbal communication	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Narrative	9781614592129	Communication Styles	
			Student/Teacher	Activity	9781614592129	Project - Model Communication	Communication Styles
			Student/Teacher	Narrative	9781614592129	Leadership Styles	
			Student/Teacher	Activity	9781614592129	Activity - Communication Teacher Instruction Sheet	Leadership Styles
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(B) demonstrate knowledge of the communication process, including the characteristics of oral language, types and effects of nonverbal communication, effective nonverbal strategies such as a firm handshake, direct eye contact, and appropriate use of space and distance	(iv) demonstrate knowledge of the communication process, including effective nonverbal strategies	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Narrative	9781614592129	Communication Styles	

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Student/Teacher	Activity	9781614592129	Project - Model Communication	Communication Styles
			Student/Teacher	Narrative	9781614592129	Leadership Styles	
			Student/Teacher	Activity	9781614592129	Activity - Communication Teacher Instruction Sheet	Leadership Styles
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(C) demonstrate knowledge of the components of the listening process and specific kinds of listening such as critical, deliberative, and empathetic	(i) demonstrate knowledge of the components of the listening process	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Activity	9781614592129	Activity - Talking Stick Teacher Instruction Sheet	Introduction to Professional Communication
			Student/Teacher	Narrative	9781614592129	Communication Styles	
			Student/Teacher	Activity	9781614592129	Activity - Paraphrase Teacher Instruction Sheet; Project - Model Communication	Communication Styles
			Student/Teacher	Narrative	9781614592129	Listening 101	
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(C) demonstrate knowledge of the components of the listening process and specific kinds of listening such as critical, deliberative, and empathetic	(ii) demonstrate knowledge of the components of specific kinds of listening	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Activity	9781614592129	Activity - Talking Stick Teacher Instruction Sheet	Introduction to Professional Communication
			Student/Teacher	Narrative	9781614592129	Communication Styles	

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Student/Teacher	Activity	9781614592129	Activity - Paraphrase Teacher Instruction Sheet; Project - Model Communication	Communication Styles
			Student/Teacher	Narrative	9781614592129	Listening 101	
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(D) identify and analyze ethical and social responsibilities of communicators	(i) identify ethical responsibilities of communicators	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Narrative	9781614592129	Communication Styles	
			Student/Teacher	Activity	9781614592129	Activity - Glittering Generalities	Communication Styles
			Student/Teacher	Narrative	9781614592129	Employability Skills	
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(D) identify and analyze ethical and social responsibilities of communicators	(ii) analyze ethical responsibilities of communicators	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Narrative	9781614592129	Communication Styles	
			Student/Teacher	Activity	9781614592129	Activity - Glittering Generalities	Communication Styles
			Student/Teacher	Narrative	9781614592129	Employability Skills	
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				



Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(D) identify and analyze ethical and social responsibilities of communicators	(iii) identify social responsibilities of communicators	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Narrative	9781614592129	Communication Styles	
			Student/Teacher	Activity	9781614592129	Activity - Glittering Generalities	Communication Styles
			Student/Teacher	Narrative	9781614592129	Employability Skills	
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only Teacher Only Teacher Only Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(D) identify and analyze ethical and social responsibilities of communicators	(iv) analyze social responsibilities of communicators	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Narrative	9781614592129	Communication Styles	
			Student/Teacher	Activity	9781614592129	Activity - Glittering Generalities	Communication Styles
			Student/Teacher	Narrative	9781614592129	Employability Skills	
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only Teacher Only Teacher Only Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(E) demonstrate knowledge of various communication processes in professional contexts, including using effective communication skills; analyzing standards for appropriate use of informal, standard, and technical language; making appropriate and important communication decisions based on accurate and complete information; and recognizing and analyzing	(i) demonstrate knowledge of various communication processes in professional contexts, including using effective communication skills	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Activity	9781614592129	Activity - Script; Project - Communication & Careers; Project - Memo	Introduction to Professional Communication
			Student/Teacher	Narrative	9781614592129	Communication Styles	

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Student/Teacher	Activity	9781614592129	Activity - Find It; Project - Model Communication	Communication Styles
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(E) demonstrate knowledge of various communication processes in professional contexts, including using effective communication skills; analyzing standards for appropriate use of informal, standard, and technical language; making appropriate and important communication decisions based on accurate and complete information; and recognizing and analyzing	(ii) demonstrate knowledge of various communication processes in professional contexts, including analyzing standards for appropriate use of informal language	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Activity	9781614592129	Activity - Script; Project - Communication & Careers; Project - Memo	Introduction to Professional Communication
			Student/Teacher	Narrative	9781614592129	Communication Styles	
			Student/Teacher	Activity	9781614592129	Activity - Find It; Project - Model Communication	Communication Styles
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(E) demonstrate knowledge of various communication processes in professional contexts, including using effective communication skills; analyzing standards for appropriate use of informal, standard, and technical language; making appropriate and important communication decisions based on accurate and complete information; and recognizing and analyzing	(iii) demonstrate knowledge of various communication processes in professional contexts, including analyzing standards for appropriate use of standard language	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Activity	9781614592129	Activity - Script; Project - Communication & Careers; Project - Memo	Introduction to Professional Communication
			Student/Teacher	Narrative	9781614592129	Communication Styles	

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Student/Teacher	Activity	9781614592129	Activity - Find It; Project - Model Communication	Communication Styles
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(E) demonstrate knowledge of various communication processes in professional contexts, including using effective communication skills; analyzing standards for appropriate use of informal, standard, and technical language; making appropriate and important communication decisions based on accurate and complete information; and recognizing and analyzing	(iv) demonstrate knowledge of various communication processes in professional contexts, including analyzing standards for appropriate use of technical language	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Activity	9781614592129	Activity - Script; Project - Communication & Careers; Project - Memo	Introduction to Professional Communication
			Student/Teacher	Narrative	9781614592129	Communication Styles	
			Student/Teacher	Activity	9781614592129	Activity - Find It; Project - Model Communication	Communication Styles
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(E) demonstrate knowledge of various communication processes in professional contexts, including using effective communication skills; analyzing standards for appropriate use of informal, standard, and technical language; making appropriate and important communication decisions based on accurate and complete information; and recognizing and analyzing	(v) demonstrate knowledge of various communication processes in professional contexts, including making appropriate and important communication decisions based on accurate and complete information	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Activity	9781614592129	Activity - Script; Project - Communication & Careers; Project - Memo	Introduction to Professional Communication
			Student/Teacher	Narrative	9781614592129	Communication Styles	

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Student/Teacher	Activity	9781614592129	Activity - Find It; Project - Model Communication	Communication Styles
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(E) demonstrate knowledge of various communication processes in professional contexts, including using effective communication skills; analyzing standards for appropriate use of informal, standard, and technical language; making appropriate and important communication decisions based on accurate and complete information; and recognizing and analyzing	(vi) demonstrate knowledge of various communication processes in professional contexts, including recognizing appropriate channels of communication in organizations	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Activity	9781614592129	Activity - Script; Project - Communication & Careers; Project - Memo	Introduction to Professional Communication
			Student/Teacher	Narrative	9781614592129	Communication Styles	
			Student/Teacher	Activity	9781614592129	Activity - Find It; Project - Model Communication	Communication Styles
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(E) demonstrate knowledge of various communication processes in professional contexts, including using effective communication skills; analyzing standards for appropriate use of informal, standard, and technical language; making appropriate and important communication decisions based on accurate and complete information; and recognizing and analyzing	(vii) demonstrate knowledge of various communication processes in professional contexts, including analyzing appropriate channels of communication in organizations	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Activity	9781614592129	Activity - Script; Project - Communication & Careers; Project - Memo	Introduction to Professional Communication
			Student/Teacher	Narrative	9781614592129	Communication Styles	

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Student/Teacher	Activity	9781614592129	Activity - Find It; Project - Model Communication	Communication Styles
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(F) use appropriate interpersonal communication strategies in professional contexts, including using different types of professional communication and communication management skills and observing professional etiquette	(i) use appropriate interpersonal communication strategies in professional contexts, including using different types of professional communication	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Activity	9781614592129	Activity - Script; Project - Communication & Careers; Project - Memo	Introduction to Professional Communication
			Student/Teacher	Narrative	9781614592129	Communication Styles	
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(F) use appropriate interpersonal communication strategies in professional contexts, including using different types of professional communication and communication management skills and observing professional etiquette	(ii) use appropriate interpersonal communication strategies in professional contexts, including using different types of communication management skills	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Activity	9781614592129	Activity - Script; Project - Communication & Careers; Project - Memo	Introduction to Professional Communication
			Student/Teacher	Narrative	9781614592129	Communication Styles	
			Student/Teacher	Activity	9781614592129	Activity - Find It; Project - Model Communication	Communication Styles
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(F) use appropriate interpersonal communication strategies in professional contexts, including using different types of professional communication and communication management skills and observing professional etiquette	(iii) use appropriate interpersonal communication strategies in professional contexts, including observing professional etiquette	Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Narrative	9781614592129	Communication Styles	
			Student/Teacher	Narrative	9781614592129	Emily Post, Who?	
			Student/Teacher	Activity	9781614592129	Activity - Etiquette at Work; Project - Personal Etiquette	Emily Post, Who?
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(G) demonstrate knowledge of the interview process, including effective communication as interviewee and interviewer, and federal employment laws regarding interviews	(i) demonstrate knowledge of the interview process, including effective communication as [an] interviewee	Student/Teacher	Narrative	9781614592129	Formulas for Career Success: The Interview Process	
			Student/Teacher	Activity	9781614592129	Activity - Good & Bad; Activity - Good & Bad Answer Key; Activity - Thank You Note; Student Handout-Thank you Note; Project - Guide to Interviews; Project - Mock Interview; Project - Mock Interview Teacher Instruction Sheet	Formulas for Career Success: The Interview Process
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(G) demonstrate knowledge of the interview process, including effective communication as interviewee and interviewer, and federal employment laws regarding interviews	(ii) demonstrate knowledge of the interview process, including effective communication as [an] interviewer	Student/Teacher	Narrative	9781614592129	Formulas for Career Success: The Interview Process	
			Student/Teacher	Activity	9781614592129	Activity - Good & Bad; Activity - Good & Bad Answer Key; Activity - Interview Methods	Formulas for Career Success: The Interview Process
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(G) demonstrate knowledge of the interview process, including effective communication as interviewee and interviewer, and federal employment laws regarding interviews	(iii) demonstrate knowledge of the interview process, including federal employment laws regarding interviews	Student/Teacher	Narrative	9781614592129	Formulas for Career Success: The Interview Process	
			Student/Teacher	Narrative	9781614592129	Evaluating Applications & Resumes	
			Student/Teacher	Activity	9781614592129	Activity - Legal or Not?: Activity - Legal or Not? Answer Key	Evaluating Applications & Resumes
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(H) identify and use appropriate strategies for communicating with a variety of audiences	(i) identify appropriate strategies for communicating with a variety of audiences	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Activity - Audience Mix Up Teacher Instruction Sheet	Public Speaking Basics
			Student/Teacher	Narrative	9781614592129	Skills for Real World Survival	
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(H) identify and use appropriate strategies for communicating with a variety of audiences	(ii) use appropriate strategies for communicating with a variety of audiences	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Activity - Audience Mix Up Teacher Instruction Sheet	Public Speaking Basics
			Student/Teacher				



Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Student/Teacher	Narrative	9781614592129	Skills for Real World Survival	
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(I) identify the types, purposes, dynamics, processes, effectiveness, roles of members, and leadership styles of professional groups	(I) identify the types of professional groups	Student/Teacher	Narrative	9781614592129	Citizenship Basics	
			Student/Teacher	Activity	9781614592129	Project - Professional Development	Citizenship Basics
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(I) identify the types, purposes, dynamics, processes, effectiveness, roles of members, and leadership styles of professional groups	(ii) identify the purposes of professional groups	Student/Teacher	Narrative	9781614592129	Citizenship Basics	
			Student/Teacher	Activity	9781614592129	Project - Professional Development	Citizenship Basics
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(I) identify the types, purposes, dynamics, processes, effectiveness, roles of members, and leadership styles of professional groups	(iii) identify the dynamics of professional groups	Student/Teacher	Narrative	9781614592129	Citizenship Basics	
			Student/Teacher	Activity	9781614592129	Project - Professional Development	Citizenship Basics
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(I) identify the types, purposes, dynamics, processes, effectiveness, roles of members, and leadership styles of professional groups	(iv) identify the processes of professional groups	Student/Teacher	Narrative	9781614592129	Citizenship Basics	
			Student/Teacher	Activity	9781614592129	Project - Professional Development	Citizenship Basics
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(I) identify the types, purposes, dynamics, processes, effectiveness, roles of members, and leadership styles of professional groups	(v) identify the effectiveness of professional groups	Student/Teacher	Narrative	9781614592129	Citizenship Basics	
			Student/Teacher	Activity	9781614592129	Project - Professional Development	Citizenship Basics
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(I) identify the types, purposes, dynamics, processes, effectiveness, roles of members, and leadership styles of professional groups	(vi) identify the roles of members of professional groups	Student/Teacher	Narrative	9781614592129	Citizenship Basics	
			Student/Teacher	Activity	9781614592129	Project - Professional Development	Citizenship Basics
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(I) identify the types, purposes, dynamics, processes, effectiveness, roles of members, and leadership styles of professional groups	(vii) identify the leadership styles of professional groups	Student/Teacher	Narrative	9781614592129	Citizenship Basics	
			Student/Teacher	Activity	9781614592129	Project - Professional Development	Citizenship Basics
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(J) communicate effectively in group contexts by assuming productive roles, solving problems, managing conflicts, and building consensus in groups	(i) communicate effectively in group contexts by assuming productive roles in groups	Student/Teacher	Narrative	9781614592129	Teamwork & Collaboration	
			Student/Teacher	Activity	9781614592129	Activity - Team Roles	Teamwork & Collaboration
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(J) communicate effectively in group contexts by assuming productive roles, solving problems, managing conflicts, and building consensus in groups	(ii) communicate effectively in group contexts by solving problems in groups	Student/Teacher	Narrative	9781614592129	Teamwork & Collaboration	
			Student/Teacher	Activity	9781614592129	Project - Work-Related Problem Solving	Teamwork & Collaboration
			Student/Teacher Student/Teacher Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only Teacher Only Teacher Only Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(J) communicate effectively in group contexts by assuming productive roles, solving problems, managing conflicts, and building consensus in groups	(iii) communicate effectively in group contexts by managing conflicts in groups	Student/Teacher	Narrative	9781614592129	Conflict Management	
			Student/Teacher	Activity	9781614592129	Activity - Conflict Management Style; Project - Green Power or Not?	Conflict Management
			Student/Teacher Student/Teacher Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only Teacher Only Teacher Only Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(J) communicate effectively in group contexts by assuming productive roles, solving problems, managing conflicts, and building consensus in groups	(iv) communicate effectively in group contexts by building consensus in groups	Student/Teacher	Narrative	9781614592129	Positive Relationships	
			Student/Teacher	Activity	9781614592129	Activity - Conflict Resolution Teacher Instruction Sheet	Positive Relationships
			Student/Teacher Student/Teacher Student/Teacher				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(K) research formal and informal professional presentations by analyzing the audience, occasion, purpose, and primary and secondary sources; determining specific topics for presentations; and evaluating sources using media literacy strategies such as recognizing bias, misinformation, untruths, and source credibility	(i) research formal professional presentations by analyzing the audience	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - Presentation Research	Public Speaking Basics
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(K) research formal and informal professional presentations by analyzing the audience, occasion, purpose, and primary and secondary sources; determining specific topics for presentations; and evaluating sources using media literacy strategies such as recognizing bias, misinformation, untruths, and source credibility	(ii) research informal professional presentations by analyzing the audience	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - Presentation Research	Public Speaking Basics
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location	
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(K) research formal and informal professional presentations by analyzing the audience, occasion, purpose, and primary and secondary sources; determining specific topics for presentations; and evaluating sources using media literacy strategies such as recognizing bias, misinformation, untruths, and source credibility	(iii) research formal professional presentations by analyzing the occasion	Student/Teacher	Narrative	9781614592129	Public Speaking Basics		
			Student/Teacher	Activity	9781614592129	Project - Presentation Research	Public Speaking Basics	
			Student/Teacher					
			Student/Teacher					
			Student/Teacher					
			Teacher Only	Narrative				
			Teacher Only					
			Teacher Only					
			Teacher Only					
			Teacher Only					
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(K) research formal and informal professional presentations by analyzing the audience, occasion, purpose, and primary and secondary sources; determining specific topics for presentations; and evaluating sources using media literacy strategies such as recognizing bias, misinformation, untruths, and source credibility	(iv) research informal professional presentations by analyzing the occasion	Student/Teacher	Narrative	9781614592129	Public Speaking Basics		
			Student/Teacher	Activity	9781614592129	Project - Presentation Research	Public Speaking Basics	
			Student/Teacher					
			Student/Teacher					
			Student/Teacher					
			Teacher Only	Narrative				
			Teacher Only					
			Teacher Only					
			Teacher Only					
			Teacher Only					
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(K) research formal and informal professional presentations by analyzing the audience, occasion, purpose, and primary and secondary sources; determining specific topics for presentations; and evaluating sources using media literacy strategies such as recognizing bias, misinformation, untruths, and source credibility	(v) research formal professional presentations by analyzing the purpose	Student/Teacher	Narrative	9781614592129	Public Speaking Basics		
			Student/Teacher	Activity	9781614592129	Project - Presentation Research	Public Speaking Basics	
			Student/Teacher					
			Student/Teacher					
			Student/Teacher					
			Teacher Only	Narrative				
			Teacher Only					
			Teacher Only					
			Teacher Only					
			Teacher Only					

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(K) research formal and informal professional presentations by analyzing the audience, occasion, purpose, and primary and secondary sources; determining specific topics for presentations; and evaluating sources using media literacy strategies such as recognizing bias, misinformation, untruths, and source credibility	(vi) research informal professional presentations by analyzing the purpose	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - Presentation Research	Public Speaking Basics
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(K) research formal and informal professional presentations by analyzing the audience, occasion, purpose, and primary and secondary sources; determining specific topics for presentations; and evaluating sources using media literacy strategies such as recognizing bias, misinformation, untruths, and source credibility	(vii) research formal professional presentations by analyzing the primary sources	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - Presentation Research	Public Speaking Basics
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(K) research formal and informal professional presentations by analyzing the audience, occasion, purpose, and primary and secondary sources; determining specific topics for presentations; and evaluating sources using media literacy strategies such as recognizing bias, misinformation, untruths, and source credibility	(viii) research informal professional presentations by analyzing the primary sources	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - Presentation Research	Public Speaking Basics
			Student/Teacher				
			Student/Teacher				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(K) research formal and informal professional presentations by analyzing the audience, occasion, purpose, and primary and secondary sources; determining specific topics for presentations; and evaluating sources using media literacy strategies such as recognizing bias, misinformation, untruths, and source credibility	(ix) research formal professional presentations by analyzing the secondary sources	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - Presentation Research	Public Speaking Basics
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(K) research formal and informal professional presentations by analyzing the audience, occasion, purpose, and primary and secondary sources; determining specific topics for presentations; and evaluating sources using media literacy strategies such as recognizing bias, misinformation, untruths, and source credibility	(x) research informal professional presentations by analyzing the secondary sources	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - Presentation Research	Public Speaking Basics
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				



Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location	
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(K) research formal and informal professional presentations by analyzing the audience, occasion, purpose, and primary and secondary sources; determining specific topics for presentations; and evaluating sources using media literacy strategies such as recognizing bias, misinformation, untruths, and source credibility	(xi) research formal professional presentations by determining specific topics for presentations	Student/Teacher	Narrative	9781614592129	Public Speaking Basics		
			Student/Teacher	Activity	9781614592129	Project - Presentation Research	Public Speaking Basics	
			Student/Teacher					
			Student/Teacher					
			Teacher Only	Narrative				
			Teacher Only					
			Teacher Only					
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(K) research formal and informal professional presentations by analyzing the audience, occasion, purpose, and primary and secondary sources; determining specific topics for presentations; and evaluating sources using media literacy strategies such as recognizing bias, misinformation, untruths, and source credibility	(xii) research informal professional presentations by determining specific topics for presentations	Student/Teacher	Narrative	9781614592129	Public Speaking Basics		
			Student/Teacher	Activity	9781614592129	Project - Presentation Research	Public Speaking Basics	
			Student/Teacher					
			Student/Teacher					
			Teacher Only	Narrative				
			Teacher Only					
			Teacher Only					
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(K) research formal and informal professional presentations by analyzing the audience, occasion, purpose, and primary and secondary sources; determining specific topics for presentations; and evaluating sources using media literacy strategies such as recognizing bias, misinformation, untruths, and source credibility	(xiii) research formal professional presentations by evaluating sources using media literacy strategies	Student/Teacher	Narrative	9781614592129	Public Speaking Basics		
			Student/Teacher	Activity	9781614592129	Project - Presentation Research	Public Speaking Basics	
			Student/Teacher					
			Student/Teacher					
			Teacher Only	Narrative				
			Teacher Only					
			Teacher Only					

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(K) research formal and informal professional presentations by analyzing the audience, occasion, purpose, and primary and secondary sources; determining specific topics for presentations; and evaluating sources using media literacy strategies such as recognizing bias, misinformation, untruths, and source credibility	(xiv) research informal professional presentations by evaluating sources using media literacy strategies	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - Presentation Research	Public Speaking Basics
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(L) develop formal and informal professional presentations using effective strategies to organize presentations, using information to support points in presentations, preparing scripts or notes, using visual or auditory aids to enhance presentations, and providing credit for information sources	(i) develop formal professional presentations using effective strategies to organize presentations	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - City Council; Project - City Council Teacher Instruction Sheet	Public Speaking Basics
			Student/Teacher	Narrative	9781614592129	Presentation Strategies & Tactics	
			Student/Teacher	Activity	9781614592129	Activity - Presentation Development	Presentation Strategies & Tactics
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(L) develop formal and informal professional presentations using effective strategies to organize presentations, using information to support points in presentations, preparing scripts or notes, using visual or auditory aids to enhance presentations, and providing credit for information sources	(ii) develop informal professional presentations using effective strategies to organize presentations	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - City Council; Project - City Council Teacher Instruction Sheet	Public Speaking Basics
			Student/Teacher	Narrative	9781614592129	Presentation Strategies & Tactics	
			Student/Teacher	Activity	9781614592129	Activity - Presentation Development	Presentation Strategies & Tactics
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(L) develop formal and informal professional presentations using effective strategies to organize presentations, using information to support points in presentations, preparing scripts or notes, using visual or auditory aids to enhance presentations, and providing credit for information sources	(iii) develop formal professional presentations using information to support points in presentations	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - City Council; Project - City Council Teacher Instruction Sheet	Public Speaking Basics
			Student/Teacher	Narrative	9781614592129	Presentation Strategies & Tactics	
			Student/Teacher	Activity	9781614592129	Activity - Presentation Development	Presentation Strategies & Tactics
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(L) develop formal and informal professional presentations using effective strategies to organize presentations, using information to support points in presentations, preparing scripts or notes, using visual or auditory aids to enhance presentations, and providing credit for information sources	(iv) develop informal professional presentations using information to support points in presentations	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - City Council; Project - City Council Teacher Instruction Sheet	Public Speaking Basics
			Student/Teacher	Narrative	9781614592129	Presentation Strategies & Tactics	
			Student/Teacher	Activity	9781614592129	Activity - Presentation Development	Presentation Strategies & Tactics
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(L) develop formal and informal professional presentations using effective strategies to organize presentations, using information to support points in presentations, preparing scripts or notes, using visual or auditory aids to enhance presentations, and providing credit for information sources	(v) develop formal professional presentations preparing scripts or notes	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - City Council; Project - City Council Teacher Instruction Sheet	Public Speaking Basics
			Student/Teacher	Narrative	9781614592129	Presentation Strategies & Tactics	
			Student/Teacher	Activity	9781614592129	Activity - Presentation Development	Presentation Strategies & Tactics
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(L) develop formal and informal professional presentations using effective strategies to organize presentations, using information to support points in presentations, preparing scripts or notes, using visual or auditory aids to enhance presentations, and providing credit for information sources	(vi) develop informal professional presentations preparing scripts or notes	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - City Council; Project - City Council Teacher Instruction Sheet	Public Speaking Basics
			Student/Teacher	Narrative	9781614592129	Presentation Strategies & Tactics	
			Student/Teacher	Activity	9781614592129	Activity - Presentation Development	Presentation Strategies & Tactics
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(L) develop formal and informal professional presentations using effective strategies to organize presentations, using information to support points in presentations, preparing scripts or notes, using visual or auditory aids to enhance presentations, and providing credit for information sources	(vii) develop formal professional presentations using visual or auditory aids to enhance presentations	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - City Council; Project - City Council Teacher Instruction Sheet	Public Speaking Basics
			Student/Teacher	Narrative	9781614592129	Presentation Strategies & Tactics	
			Student/Teacher	Activity	9781614592129	Activity - Presentation Development	Presentation Strategies & Tactics
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(L) develop formal and informal professional presentations using effective strategies to organize presentations, using information to support points in presentations, preparing scripts or notes, using visual or auditory aids to enhance presentations, and providing credit for information sources	(viii) develop informal professional presentations using visual or auditory aids to enhance presentations	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - City Council; Project - City Council Teacher Instruction Sheet	Public Speaking Basics
			Student/Teacher	Narrative	9781614592129	Presentation Strategies & Tactics	
			Student/Teacher	Activity	9781614592129	Activity - Presentation Development	Presentation Strategies & Tactics
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(L) develop formal and informal professional presentations using effective strategies to organize presentations, using information to support points in presentations, preparing scripts or notes, using visual or auditory aids to enhance presentations, and providing credit for information sources	(ix) develop formal professional presentations providing credit for information sources	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Narrative	9781614592129	Presentation Strategies & Tactics	
			Student/Teacher	Activity	9781614592129	Activity - Presentation Development	Presentation Strategies & Tactics
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(L) develop formal and informal professional presentations using effective strategies to organize presentations, using information to support points in presentations, preparing scripts or notes, using visual or auditory aids to enhance presentations, and providing credit for information sources	(x) develop informal professional presentations providing credit for information sources	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Narrative	9781614592129	Presentation Strategies & Tactics	
			Student/Teacher	Activity	9781614592129	Activity - Presentation Development	Presentation Strategies & Tactics
			Student/Teacher				
			Student/Teacher				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(M) conduct formal and informal professional presentations using effective verbal and nonverbal strategies to inform, persuade, or motivate an audience	(i) conduct formal professional presentations using effective verbal strategies to inform, persuade, or motivate an audience	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - City Council; Project - City Council Teacher Instruction Sheet	Public Speaking Basics
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(M) conduct formal and informal professional presentations using effective verbal and nonverbal strategies to inform, persuade, or motivate an audience	(ii) conduct informal professional presentations using effective verbal strategies to inform, persuade, or motivate an audience	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - City Council; Project - City Council Teacher Instruction Sheet	Public Speaking Basics
			Student/Teacher	Narrative	9781614592129	Introduction to Professional Communication	
			Student/Teacher	Activity	9781614592129	Project - Best in Class	Introduction to Professional Communication
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(M) conduct formal and informal professional presentations using effective verbal and nonverbal strategies to inform, persuade, or motivate an audience	(iii) conduct formal professional presentations using effective nonverbal strategies to inform, persuade, or motivate an audience	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - City Council; Project - City Council Teacher Instruction Sheet	Public Speaking Basics
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(M) conduct formal and informal professional presentations using effective verbal and nonverbal strategies to inform, persuade, or motivate an audience	(iv) conduct informal professional presentations using effective nonverbal strategies to inform, persuade, or motivate an audience	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - City Council; Project - City Council Teacher Instruction Sheet	Public Speaking Basics
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(N) use appropriate techniques to manage communication apprehension and build self-confidence	(i) use appropriate techniques to manage communication apprehension	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - Speech Evaluation	Public Speaking Basics
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				



Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(N) use appropriate techniques to manage communication apprehension and build self-confidence	(ii) use appropriate techniques to build self-confidence	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Activity - Communication Circle Teacher Instruction Sheet	Public Speaking Basics
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(O) evaluate formal and informal professional presentations by participating in question-and-answer sessions following presentations, applying critical-listening strategies, and evaluating the effectiveness of presentations, including self-evaluation	(i) evaluate formal professional presentations by participating in question-and-answer sessions following presentations	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - City Council; Project - City Council Teacher Instruction Sheet	Public Speaking Basics
			Student/Teacher	Narrative	9781614592129	Presentation Strategies & Tactics	
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(O) evaluate formal and informal professional presentations by participating in question-and-answer sessions following presentations, applying critical-listening strategies, and evaluating the effectiveness of presentations, including self-evaluation	(ii) evaluate informal professional presentations by participating in question-and-answer sessions following presentations	Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - City Council; Project - City Council Teacher Instruction Sheet	Public Speaking Basics
			Student/Teacher	Narrative	9781614592129	Presentation Strategies & Tactics	
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(O) evaluate formal and informal professional presentations by participating in question-and-answer sessions following presentations, applying critical-listening strategies, and evaluating the effectiveness of presentations, including self-evaluation	(iii) evaluate formal professional presentations by applying critical-listening strategies	Student/Teacher	Narrative	9781614592129	Presentations Strategies & Tactics	
			Student/Teacher	Activity	9781614592129	Project - Children's Speech	Presentations Strategies & Tactics
			Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - Speech Evaluation	Public Speaking Basics
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(O) evaluate formal and informal professional presentations by participating in question-and-answer sessions following presentations, applying critical-listening strategies, and evaluating the effectiveness of presentations, including self-evaluation	(iv) evaluate informal professional presentations by applying critical-listening strategies	Student/Teacher	Narrative	9781614592129	Presentations Strategies & Tactics	
			Student/Teacher	Activity	9781614592129	Project - Children's Speech	Presentations Strategies & Tactics
			Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher	Activity	9781614592129	Project - Speech Evaluation	Public Speaking Basics
			Student/Teacher				
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(O) evaluate formal and informal professional presentations by participating in question-and-answer sessions following presentations, applying critical-listening strategies, and evaluating the effectiveness of presentations, including self-evaluation	(v) evaluate formal professional presentations by evaluating the effectiveness of presentations, including self-evaluation	Student/Teacher	Narrative	9781614592129		Presentations Strategies & Tactics
			Student/Teacher	Activity	9781614592129		Project - Children's Speech Presentations Strategies & Tactics
			Student/Teacher	Narrative	9781614592129		Employability Skills
			Student/Teacher	Activity	9781614592129		Project - Personal Skills Employability Skills
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(O) evaluate formal and informal professional presentations by participating in question-and-answer sessions following presentations, applying critical-listening strategies, and evaluating the effectiveness of presentations, including self-evaluation	(vi) evaluate informal professional presentations by evaluating the effectiveness of presentations, including self-evaluation	Student/Teacher	Narrative	9781614592129		Presentations Strategies & Tactics
			Student/Teacher	Activity	9781614592129		Project - Children's Speech Presentations Strategies & Tactics
			Student/Teacher	Narrative	9781614592129		Employability Skills
			Student/Teacher	Activity	9781614592129		Project - Personal Skills Employability Skills
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(P) participate in an informative or persuasive group discussion	(i) participate in an informative or persuasive group discussion	Student/Teacher	Narrative	9781614592129		Introduction to Professional Communication

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Student/Teacher	Activity	9781614592129	Activity - Talking Stick Teacher Instruction Sheet	Introduction to Professional Communication
			Student/Teacher	Narrative	9781614592129	Public Speaking Basics	
			Student/Teacher		9781614592129	Project - City Council; Project - City Council Teacher Instruction Sheet	Public Speaking Basics
			Student/Teacher	Activity			
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(Q) use a variety of strategies to acquire information from electronic resources	(i) use a variety of strategies to acquire information from electronic resources	Student/Teacher	Narrative	9781614592129	Internet Basics	
			Student/Teacher	Activity	9781614592129	Project - Research the Research; Project - Internet How-To Manual	Internet Basics
			Student/Teacher	Narrative	9781614592129	Skills for Real World Survival	
			Student/Teacher	Narrative	9781614592129	Researching Strategies & Tactics	
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(R) acquire electronic information in a variety of formats	(i) acquire electronic information in a variety of formats	Student/Teacher	Narrative	9781614592129	Internet Basics	
			Student/Teacher	Activity	9781614592129	Project - Research the Research; Project - Internet How-To Manual	Internet Basics
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(S) use research skills and electronic communications	(i) use research skills	Student/Teacher	Narrative	9781614592129	Skills for Real World Survival	
			Student/Teacher	Narrative	9781614592129	Researching Strategies & Tactics	
			Student/Teacher	Activity	9781614592129	Project - Historical Figure Essay; Project - Poster	Researching Strategies & Tactics
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(S) use research skills and electronic communications	(ii) use electronic communications	Student/Teacher	Narrative	9781614592129	Microsoft Outlook 2013 Basics	
			Student/Teacher	Activity	9781614592129	Project-Atomsville E-mail	Microsoft Outlook 2013 Basics
			Student/Teacher	Narrative	9781614592129	Workplace Technology	
			Student/Teacher	Activity	9781614592129	Project - Technology in the Workplace	Workplace Technology
			Student/Teacher				
			Student/Teacher				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(T) format digital information for appropriate and effective communication in a product by defining the purpose, identifying the intended audience, and using the principles of page design such as leading, kerning, automatic text flow into linked columns, widows, orphans, and text wrap	(i) format digital information for appropriate and effective communication in a product by defining the purpose	Student/Teacher	Narrative	9781614592129	Introduction to Digital Communications	
			Student/Teacher	Activity	9781614592129	Project - Create a Master Template; Activity - Advertisement; Project - Design; Project - Magazine	Introduction to Digital Communications
			Student/Teacher	Narrative	9781614592129	Web Content	
			Student/Teacher	Activity	9781614592129	Project - Web Design Critique	Web Content
			Student/Teacher	Narrative	9781614592129	Telecommunications Basics	
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(T) format digital information for appropriate and effective communication in a product by defining the purpose, identifying the intended audience, and using the principles of page design such as leading, kerning, automatic text flow into linked columns, widows, orphans, and text wrap	(ii) format digital information for appropriate and effective communication in a product by identifying the intended audience	Student/Teacher	Narrative	9781614592129	Introduction to Digital Communications	
			Student/Teacher	Activity	9781614592129	Project - Create a Master Template; Activity - Advertisement; Project - Design; Project - Magazine	Introduction to Digital Communications
			Student/Teacher	Narrative	9781614592129	Web Content	
			Student/Teacher	Activity	9781614592129	Project - Web Design Critique	Web Content
			Student/Teacher	Narrative	9781614592129	Telecommunications Basics	

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(T) format digital information for appropriate and effective communication in a product by defining the purpose, identifying the intended audience, and using the principles of page design such as leading, kerning, automatic text flow into linked columns, widows, orphans, and text wrap	(ii) format digital information for appropriate and effective communication in a product by using the principles of page design	Student/Teacher	Narrative	9781614592129	Introduction to Digital Communications	
			Student/Teacher	Activity	9781614592129	Project - Create a Master Template; Activity - Advertisement; Project - Design; Project - Magazine	Introduction to Digital Communications
			Student/Teacher	Narrative	9781614592129	Web Content	
			Student/Teacher	Activity	9781614592129	Project - Web Design Critique	Web Content
			Student/Teacher	Narrative	9781614592129	Telecommunications Basics	
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(U) apply desktop publishing to create products using word processing programs, editing products, or drawing programs; design elements such as text, graphics, headlines, color, white space; typography concepts, including font size and style; and graphic design concepts such as contrast, alignment, repetition, and proximity	(i) apply desktop publishing to create products using word processing programs, editing products, or drawing programs	Student/Teacher	Narrative	9781614592129	Introduction to Microsoft Office 2013	
			Student/Teacher	Activity	9781614592129	Project - Business Partnership Report; Project - Media Plan Portfolio; Project - Database Design; Project - Business Contact Table	Introduction to Microsoft Office 2013
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(U) apply desktop publishing to create products using word processing programs, editing products, or drawing programs; design elements such as text, graphics, headlines, color, white space; typography concepts, including font size and style; and graphic design concepts such as contrast, alignment, repetition, and proximity	(ii) apply desktop publishing to create products using design elements	Student/Teacher	Narrative	9781614592129	Introduction to Microsoft Office 2013	
			Student/Teacher	Activity	9781614592129	Project - Business Partnership Report; Project - Business Partnership Plan Presentation; Project - Media Plan Portfolio	Introduction to Microsoft Office 2013
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(U) apply desktop publishing to create products using word processing programs, editing products, or drawing programs; design elements such as text, graphics, headlines, color, white space; typography concepts, including font size and style; and graphic design concepts such as contrast, alignment, repetition, and proximity	(iii) apply desktop publishing to create products using typography concepts, including font size	Student/Teacher	Narrative	9781614592129	Introduction to Microsoft Office 2013	
			Student/Teacher	Activity	9781614592129	Project - Business Partnership Report; Project - Business Partnership Plan Presentation; Project - Database Design	Introduction to Microsoft Office 2013
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				



Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(U) apply desktop publishing to create products using word processing programs, editing products, or drawing programs; design elements such as text, graphics, headlines, color, white space; typography concepts, including font size and style; and graphic design concepts such as contrast, alignment, repetition, and proximity	(iv) apply desktop publishing to create products using typography concepts, including font style	Student/Teacher	Narrative	9781614592129		Introduction to Microsoft Office 2013
			Student/Teacher	Activity	9781614592129		Project - Business Partnership Plan Presentation; Project - Database Design
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only	(Drop-down menu)			
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(U) apply desktop publishing to create products using word processing programs, editing products, or drawing programs; design elements such as text, graphics, headlines, color, white space; typography concepts, including font size and style; and graphic design concepts such as contrast, alignment, repetition, and proximity	(v) apply desktop publishing to create products using graphic design concepts	Student/Teacher	Narrative	9781614592129		Introduction to Microsoft Office 2013
			Student/Teacher	Activity	9781614592129		Project - Business Partnership Plan Presentation; Project - Database Design
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(V) develop and reference technical documentation	(i) develop technical documentation	Student/Teacher	Narrative	9781614592129	Introduction to Microsoft Office 2013	
			Student/Teacher	Activity	9781614592129	Project - Business Partnership Report; Project - Media Plan Portfolio	Introduction to Microsoft Office 2013
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(V) develop and reference technical documentation	(ii) reference technical documentation	Student/Teacher	Narrative	9781614592129	Introduction to Microsoft Office 2013	
			Student/Teacher	Activity	9781614592129	Project - Business Partnership Media Plan; Project - Business Contact Table; Project - Business Contacts Query & Report	Introduction to Microsoft Office 2013
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				
			Teacher Only				

Knowledge and Skills Statement	Student Expectation	Breakout	Item Type	Citation Type	Component ISBN	Page (s)	Specific Location
(11) The student develops an understanding of professional communications through exploration of the Arts, Audio/Video Technology, and Communications Career Cluster. The student is expected to:	(W) deliver digital products in a variety of appropriate media	(i) deliver digital products in a variety of appropriate media	Student/Teacher	Narrative	9781614592129	Introduction to Microsoft Office 2013	
			Student/Teacher	Activity	9781614592129	Project - Business Partnership Plan Presentation; Project - Database Design; Project - Company Grand Opening Flier	Introduction to Microsoft Office 2013
			Student/Teacher				
			Student/Teacher				
			Student/Teacher				
			Teacher Only	Narrative			
			Teacher Only				
			Teacher Only				
			Teacher Only				