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| 7th grade curriculum (required) | |
| Syllabus / Expectations / File Management / About Your Teacher / Scavenger Hunt | 1 day |
| About Me Power Point, Graffiti Creator, Paint | 1.5 day |
| Blank Keyboard Competition / Technique Video / Navigating the Keyboarding Online website / Correct Finger Placements | 1 day |
| Keyboarding Online | 15 weeks |
| Proofreader’s Marks | 1 day |
| Memos | 3 days |
| Business Letters | 4 days |
| Personal Business Letters | 4 days |
| *Total* | *18 weeks* |

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| 8th grade curriculum (required) | |
| Syllabus / Expectations / File Management / About Your Teacher | 1 day |
| Wordle, Paint, Taxgedo | 1.5 days |
| Proofreader’s Marks | 1.5 days |
| Memos | 3 days |
| Business Letters | 5 days |
| Personal Business Letters | 5 days |
| Itineraries | 3 days |
| Agendas | 3 days |
| Bulleted / numbered lists | 4 days |
| Tables | 4 days |
| Tabs | 4 days |
| Reports | 4 days |
| Capitalization Rules | 1 week |
| Calendar Project | 10 days |
| Letterhead designs | 1.5 days |
| Go Green flyer | 1.5 days |
| Candy Wrappers | 2 days |
| Food Drive flyer | 1 day |
| Cereal box cover | 2 days |
| Templates | 2 days |
| Word assignments in textbook | 1.5 weeks |
| Excel assignments in textbook | 1.5 weeks |
| Prezi | 1 week |
| Code.org | 1 week |
| *Total* | *18 weeks* |

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| Info Tech 1 – Semester 1 (9th grade required) | |
| Advanced Word | 6 weeks |
| Advanced Excel | 7 weeks |
| Integration between Word/Excel | 1 week |
| Power Point | 4 weeks |
| *Total* | *18 weeks* |

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| Info Tech 2 – Semester 2 (9th grade required) | |
| Access | 4 weeks |
| Integration between Word/Access | 1 week |
| Weebly | 4 weeks |
| Photoshop | 9 weeks |
| *Total* | *18 weeks* |

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| Digital Design – Semester 1 (10th-12th grade elective) | |
| Adobe Photoshop | 7 weeks |
| Microsoft Word – Monopoly game board | 2 weeks |
| Microsoft Power Point – Jeopardy game | 2 weeks |
| Adobe Fireworks (banners, animated GIFs, website buttons) | 2 weeks |
| Microsoft Publisher (newsletter, flyer publishing software) | 3 weeks |
| Adobe Dreamweaver (websites) | 2 weeks |
| *Total* | *18 weeks* |

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| Digital Media – Semester 2 (10th-12th grade elective) | |
| Animoto (videos) | 2 weeks |
| Windows Live Movie Maker (videos) | 2 weeks |
| Adobe Premiere Pro (videos) | 8 weeks |
| Adobe After Effects (video effects) | 2 weeks |
| Screencastomatic (creating tutorials) | 1 week |
| Live Binders (electronic portfolios) | 3 weeks |
| *Total* | *18 weeks* |