

Hot Springs Middle School
Technology Curriculum
2002-2003

6th Grade

1st Nine Weeks

1. Keyboarding	70
2. Tests	15
3. Projects/Assignments	15
4. Bonus	05
Total	100

*Introduction to Windows interface.

*Introduction to proofreader's marks.

2nd Nine Weeks

1. Keyboarding	70
2. Tests	15
3. Projects/Assignments	15
4. Bonus	05
Total	100

*Introduction to Windows interface.

*Introduction to proofreader's marks.

*Introduction to MS Word.

3rd Nine Weeks

1. Keyboarding	60
2. Tests	20
3. Projects/Assignments	20
4. Bonus	05
Total	100

*Introduction to MS Word, cont.

4th Nine Weeks

1. Keyboarding	60
2. Tests (Final Exam)	20
3. Projects/Assignments	20
4. Bonus	05
Total	100

*Introduction to MS PowerPoint.

*Introduction to the Internet.

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7th Grade

1st Nine Weeks

1. Keyboarding	60
2. Tests	20
3. Projects/Assignments	20
4. Bonus	05
Total	100

*Review MS Word

*Introduction to Memos, Letters and Reports.

*Review proofreader's marks.

2nd Nine Weeks

1. Keyboarding	50
2. Tests	20
3. Projects/Assignments	30
4. Bonus	05
Total	100

*Introduction to MS Publisher.

3rd Nine Weeks

1. Keyboarding	40
2. Tests	20
3. Projects/Assignments	40
4. Bonus	05
Total	100

*Introduction to MS FrontPage.

*Introduction to MS PhotoDraw.

4th Nine Weeks

1. Keyboarding	30
2. Tests (Final Exam)	50
3. Projects/Assignments	20
4. Bonus	05
Total	100

*Academy Masterwork (project will vary by academy).

*State and district testing.

*Final exam.

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8th Grade

1st Nine Weeks

1. Keyboarding	30
2. Tests	30
3. Projects/Assignments	40
4. Bonus	05
Total	100

*Introduction to MS Excel.

2nd Nine Weeks

1. Keyboarding	20
2. Tests	30
3. Projects/Assignments	50
4. Bonus	05
Total	100

*Introduction to MS Access.

3rd Nine Weeks

1. Keyboarding	10
2. Tests	40
3. Projects/Assignments	50
4. Bonus	05
Total	100

*State and district testing.

*Academy masterwork.

*Open

4th Nine Weeks

1. Keyboarding	10
2. Tests (Final Exam)	40
3. Projects/Assignments	50
4. Bonus	05
Total	100

*State and district testing.

*Academy masterwork.

*Open