

2020 – 2021 CURRICULUM TIMELINE

GRADE LEVEL: 8 - 12

UNIT TOPIC	DATES
INTRODUCTION/EXPECTATIONS	August 12 - August 14
MS WORD - TEXT BASICS, FORMATTING TEXT (5-7 GCF)	August 17 - August 21
MS WORD - INDENTS, TABS, SPACING, LISTS, LINKS (8-11 GCF)	August 24 - August 28
MS WORD - LAYOUT AND PRINTING (12-17 GCF)	August 31 - September 11
MS WORD - WORKING WITH OBJECTS, TABLES, CHARTS (18 - 24 GCF)	September 14 - Sept.25
MS WORD - COLLABORATION AND REVIEWING (25 - 27 GCF)	September 28 - October 2
MS WORD - SMARTART GRAPHICS, MODIFYING STYLES, MAIL MERGE, QUIZ (28 - 35 GCF)	October 5-9

CONTENT AREA: DIGITAL LITERACY

UNIT TOPIC	DATES
MS POWERPOINT - WORKING WITH SLIDES, PRINTING, PRESENTING (5 - 12 GCF)	October 19 - 30
MS POWERPOINT - TEXT, OBJECTS, ANIMATION (13 - 19 GCF)	November 4 - 13
MS POWERPOINT - INSERTING AUDIO AND VIDEOS (20 -21 GCF)	November 16 - 24
MS POWERPOINT - TABLES, CHARTS, SMARTART GRAPHICS (22 - 24 GCF)	November 30 - December 4
MS POWERPOINT - REVIEWING AND COLLABORATING (25 - 27 GCF)	December 7 - 11
MS POWERPOINT - CUSTOMIZING, RECORDING, SHARING ONLINE, QUIZ	December 14 - January 8
MS EXCEL - CELLS AND SHEETS, SPELL CHECK, FIND AND REPLACE (5-12 GCF)	January 11 - 29
MS EXCEL - FORMULAS AND FUNCTIONS (13 - 16 GCF)	February 1 -11
MS EXCEL - WORKING WITH DATA (17 -20 GCF)	February 16 - 26
MS EXCEL - GROUPS, TABLES, CHARTS, CONDITIONAL FORMATTING (21 - 24 GCF)	March 1 - 12
MS EXCEL - TRACK CHANGES, INSPECTING, PIVOT TABLES, WHAT IF ANALYSIS, QUIZ (25 - 29 GCF)	March 15 - 26
MS ACCESS - INTRODUCTION TO DATABASES AND OBJECTS (1 - 4 GCF)	March 29 - April 2
MS ACCESS - WORKING WITH DATA (5 - 7 GCF)	April 12 -16

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MS ACCESS - RUNNING QUERIES AND REPORTS (8 - 12 GCF)

April 19 - 30

MS ACCESS - DATABASE DESIGN TIPS (13 - 16 GCF)

May 3 - 7

MS ACCESS - ADVANCED ACCESS TASKS AND QUIZ (17 - 19 GCF)

May 10 - 14

COMPUTER ETHICS, COMPUTER HARDWARE/SOFTWARE, FBLA

May 17 - 26

NO SCHOOL ON DAYS HIGHLIGHTED IN BLACK

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							JANUARY							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
					1	2		1	2	3	4	5	6				1	2	3	4							1		1	2	3	4	5	6					1	2	3	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31		
31																					30																					
FEBRUARY							MARCH							APRIL							MAY							JUNE							JULY							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6					1	2	3	4
8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	
15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	
22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	
							29	30	31					26	27	28	29	30		24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31			
																				31																						

*STUDENT FIRST DAY AUGUST 12TH

*STUDENT LAST DAY MAY 26TH