

DIGI TOOLS CURRICULUM – At a Glance

<http://www.doe.state.in.us/octe/bme/curriculum/pdf/DigitalCommunicationTools.pdf>

Semester 1 = 83 Days

Semester 2 = 97 Days

Touch Typing:

Alphabetic Keyboarding (Accuracy)	15 days
Keyboarding Skill Builder (Accuracy)	15 days

Document Formatting:

Memos	5 days
Letters	5 days

MLA Reports:

MLA Formatting	4 days
MLA Report	6 days

PDA's:

PDA Activities	5 days
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Tablets:

The Nifty 50 Assignments	5 days
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Speech Recognition:

The Nifty 58 Assignments	10 days
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One Note:

One Note 2003 Assignments	10 days
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Final Exam (1 day)

	1 day
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