

# Pacing Guide- Advanced Computer Applications

Content Area: **CTE/Business**  
Course(s): **Sample Course**  
Time Period:  
Length: **90 Days**  
Status: **Published**

## Unit Pacing Guides

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## Belleville Public Schools Unit Pacing Guide

**Content Area: CTE - Business**  
**Course(s): Advanced Computer Applications**  
**Time Period: Semester - 1/2 year**

### Division of Units / Topics:

Access - Data Base Internet Research Advanced Microsoft Excel -Functions and Formulas  Microsoft Certification - MOS Testing	28 Days

<p>Microsoft Publisher Prezi / Advanced Powerpoint Google Slides</p> <p>Microsoft Certification -MOS Testing</p>	<p>30 Days</p>
<p>Advanced Microsoft Word Google Apps. Online Resources</p> <p>Microsoft Suite - Working with all microsoft applications</p> <p>Microsoft Certification Testing -MOS Testing</p>	<p>27 Days</p>