

# Unit Pacing Guide: College Keyboarding Copied from: College Keyboarding, Copied on: 02/21/22

Content Area: **Technology**  
Course(s): **College Keyboarding**  
Time Period:  
Length: **90 Days**  
Status: **Published**

## Unit Pacing Guides

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## Belleville Public Schools Unit Pacing Guide

**Content Area: Business Education**

**Course(s): College Keyboarding**

**Time Period: Semester Class**

### Division of Units / Topics:

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| Unit 1: Introduction to the Keyboard<br>(Proper Typing Techniques, Speed and Accuracy) | 20 Days |
| Unit 2: Formatting Business Documents: Standard &<br>Simplified Memorandums            | 15 Days |

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| Unit 3: Formatting Business Documents: Personal Business Letters                 | 15 Days |
| Unit 4: Formatting Business Documents: Creating a Personal Resume & Cover Letter | 15 Days |
| Unit 5: Formatting Documents: MLA (Modern Language Association) Format           | 15 Days |
| Unit 6: Formatting Documents: Simple Tables                                      | 10 Days |