Pacing Guide- Advanced Computer Applications Copied from: Computer Applications 2, Copied on: 02/21/22

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

Unit Pacing Guides

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	30 Days

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