## Unit Pacing Guides Copied from: Word Processing, Copied on: 02/21/22

Content Area: **Technology** Course(s): **Technology Sample Course** 

Time Period:

Length: Full Year Status: Published

## **Unit Pacing Guides**



## **Belleville Public Schools Unit Pacing Guide**

**Content Area: Business / Technology** 

Course(s): Word Processing

**Time Period: Full Year** 

**Division of Units / Topics:** 

Unit 1: Preparing Documents Chapters 1-5	
Unit 2:Formatting and Managing Documents Chapters 6-10	

Unit 3: Enhancing Documents Chapters 11-13	