

Pacing Guide- Advanced Computer Applications

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

<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>30 Days</p>