

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:

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| Access - Data Base Internet Research Advanced Microsoft Excel -Functions and Formulas Microsoft Certification - MOS Testing | 30 Days |
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| <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 Microsoft Suite - Working with all microsoft applications</p> <p>Microsoft Certification Testing -MOS Testing</p> | <p>30 Days</p> |