Unit Pacing Guide: College Keyboarding

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

Unit Pacing Guides

Belleville Public Schools Unit Pacing Guide

Content Area: Business Education
Course(s): College Keyboarding
Time Period: Semester Class

Division of Units / Topics:

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

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