

# Unit Pacing Guide: College Keyboarding

Content Area: **Technology**  
Course(s): **Sample Course**  
Time Period:  
Length: **1/2 Semester**  
Status: **Published**

## Unit Pacing Guides

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## 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 Techniques, Speed and Accuracy)	Appro
Unit 2: Formatting Business Documents: Standard & Simplified Memorandums	Appro

Unit 3: Formatting Business Documents: Personal Business Letters	Appro
Unit 4: Formatting Business Documents: Creating a Personal Resume & Cover Letter	Appro
Unit 5: Formatting Documents: MLA (Modern Language Association) Format	Appro
Unit 6: Formatting Documents: Simple Tables	Appro