

# Unit Pacing Guides

Content Area: **Technology**  
Course(s): **Sample Course**  
Time Period:  
Length: **Full Year**  
Status: **Published**

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## 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	