

# Unit Pacing Guides

Content Area: **Technology**  
Course(s): **Sample Course, Word Processing/DP Publishing Adv.**  
Time Period:  
Length: **Full Year**  
Status: **Published**

## Unit Pacing Guides

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## Belleville Public Schools Unit Pacing Guide

**Content Area: Business / Technology**  
**Course(s): Advanced Word Processing**  
**Time Period: Full Year**

### Division of Units / Topics:

Unit 1: Enhancing Documents Chapters 13-15	
Unit 2: Managing Data Chapters 16-20	

Unit 3: Referencing Data Chapters 26, 29	