

Business Education Pacing Chart

Week 1 (Century 21 Lessons 1-14)	Internet Safety, Components of a Computer, Keyboarding, GCIS, and Internet Searching
Week 2 & 3 (Century 21 Lessons 91- 96)	Microsoft Excel, Employment Skills, Resumes, and Careers
Week 4 & 5 (Century 21 Lessons 66-81)	Microsoft Office Word
Week 6 & 7 (Century 21 Lessons 85-90)	PowerPoint, Create a Website, and Graphics
Week 8 & 9 (Century 21 Lessons 59- 61 & Lessons 82-84)	Desktop Publishing, Typing Certification, MovieMaker, Multimedia, and Makeup Work



Welcome to Ms. Williams