



WEST SHORE SCHOOL DISTRICT

**Pacing Guide: College Computer Applications**

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<b>Week</b>	<b>Module</b>
1	Basic Computer Concepts
2	Windows
3	Word Chapter 1
4	Word Chapter 2
5	Resume, Cover Letter, References Page Project
6 7	Word Chapter 3
8	Newsletter Project & Word Exam
9	Excel Chapter 1
10	Excel Chapter 2
11	Excel Chapter 2 & 3
12	Excel Chapter 3
13	Excel Project & Exam
14	Access chapter 1
15	Access Chapter 2
16	Access Chapter 2 & 3
17	Access Chapter 3
18	Access Movie Database Project & Exam