



Stockton Unified School District

EDISON HIGH SCHOOL

Home of the Vikings



Essential Outcomes Chart: What is it we expect students to learn?

Grade:	9	Subject:	Business Skills/Comp Ed	Semester	1&2	Team Members:	Alen Badal		
Standard Description	Example Rigor		Prerequisite Skills	Common Assessment	When Taught?	Extension Standards			
What is the essential standard to be learned? Describe in student-friendly vocabulary.	What does proficient student work look like? Provide an example and/or description.		What prior knowledge, skills, and/or vocabulary is/are needed for a student to master this standard?	What assessment(s) will be used to measure student mastery?	When will this standard be taught?	What will we do when students have learned the essential standard(s)?			
Using Templates to write activities	Identify and fill-in the correct template		Retrieving file; saving template file (save as); following template directions.	Project/Assignment	August/Sept	Student will use the correct template for a specific purpose			
Creating Documents	Knowing what type of document to write for a specific purpose.		Identification of business letter, memorandum, essay, etc.	Project/Assignment	Sept/Oct	Student will write the correct format letter with appropriate letter head/format.			
Formatting Content	Ensuring the document is correct in format/look/presentation		What font style and size to use. When	Project/Assignment	Oct/Nov	Student will have appropriate content written in			

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Vision: Thomas Alva Edison High School will be a locally and nationally renowned learning environment where students, staff, parents and community members collaborate to ensure that all students are college and career ready.



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		to and not to use graphics.			correct location
Using Word Tools	Knowing the various buttons/tools to use for various contents created using Word.	Where functions are located that are needed, such as which tab, group and button to select.	Project/Assignment	Nov/Dec	Student will use various buttons/commands to apply to their document.
Managing Lengthy Documents	Researching and writing a research report using correct format (MLA Citation style)	Using the Internet to research. Writing a 5 paragraph essay with headings and MLA style.	Project/Assignment	Dec/Jan	The student will be able to format and write an essay which is on a topic that's been researched, such as a City or Country report.

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Creating Columns, Tables, and Graphics	Selecting and creating the correct graph for a purpose.	Bar Graph, Pie Chart; Line Chart.	Project/Assignment	Jan/Feb	The student will be able to create a graph or chart which relates to a document or data set.
Creating Budgets	Creating personal budgets	Graphing; summing cells; formatting cell data	Personal Project/Assignment	Feb/March	The student will be able to create personal budgets and sum data with correct formats and add graphs/charts
Interviewing Skills, résumé, job search	Selecting a career area/job	Creating a résumé; developing interviewing skills	Individual research assignments	March/April	Students will create a tailored résumé to a job and review interview

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					questions and communication skills to be successful.
Creating Powerpoints	Various topics to create Powerpoints on	Creating topic-selected Powerpoints with graphics and animation	Select topics for Powerpoints	April/May	Students will apply various formats and animation, sound, etc. to Powerpoints
Creating a Business Plan	Select a business and create a business plan	Formatting and researching for business specific information	The completed plan	May/June	Students will have planned and researched for information pertaining to their business selection.

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