

Expectations and Outcomes

Grade Level/Course: 9-12

Content Area: Business

Unit Title	Guarantees
Unit 1	<ul style="list-style-type: none">• Computer skills• Keyboarding skills
Unit 2	<ul style="list-style-type: none">• Create letters• Create tables• Reports• Desktop Publishing
Unit 3	<ul style="list-style-type: none">• Enhancing presentations with pictures, shapes and WordArt• Adding media and animation to a presentation
Unit 4	<ul style="list-style-type: none">• Create a worksheet and a chart• Formulas, Functions, and Formatting• Charting and What-If Analysis