

Memo



To: Dr. Karla Guseman
From: Dianne McDonald
Date: May 19, 2026
Re: Course Addition-Microsoft Office

I respectfully recommend the addition of Microsoft Office, a semester-long unweighted course, for the 2027-2028 school year.

The addition of Microsoft Office serves as a critical update to ensure students develop the professional software proficiency required in nearly every modern business environment. This single-semester course provides targeted, hands-on instruction in essential applications moving beyond basic use to professional-level mastery. By integrating this course into the newly restructured "Recommended Sequence," the district ensures that students are equipped with high-demand technical skills that are immediately applicable in both collegiate business programs and the professional workforce.

This course revision has been discussed and approved at the Curriculum Coordinating Council.

Thank you and please let me know if you have further questions.