



# Curriculum Committee Meeting

Proposal: Microsoft Office for Business Applications to replace MS Office Advanced and MS Excel & Access starting Academic Year 2025-26

## **CURRENT:**

- Spring term, MS Office Advanced is available for grades 9-12 to earn 0.5 elective credits, 2 Dual Credits with Madison College (Beginning Word and Beginning PowerPoint), and take two (2) MOS Certification Exams (Word and PowerPoint) – 1 or 2 sections on average per year enrollment
- Spring term, MS Excel & Access is available for grades 10-12 to earn 0.5 elective credits, 2 Dual Credits with Madison College (Beginning Excel and Beginning Access), and take two (2) MOS Certification Exams (Excel and Access) – 1 or 2 sections on average per year enrollment

**Madison College communicated with local districts this fall that Beginning Word, Beginning PowerPoint, Beginning Excel, and Beginning Access would no longer be offered as Dual Credit courses beginning in July 2025 (the college is sunsetting the courses)**

## **OPTIONS:**

- Continue to offer MS Office Advanced and MS Excel & Access to students with same curriculum, but no Dual Credit opportunity
- Replace MS Office Advanced and MS Excel & Access with the Madison College course, MS Office for Business Applications that is available for Dual Credit (3 college credits) and align our new curriculum with Madison College to meet qualifications

## **PROPOSAL:**

- The Business Ed team, along with CTEC Michelle McGlynn and Principal Brian Borowski, met to discuss options and would like to propose that for

2025-26 and beyond, we align the dual credit opportunity of MS Office for Business Applications with Madison College to continue to offer the opportunity to our students

- The course would be offered in the Spring term for 0.5 elective credit
- Benefits Include:
  - One semester course will now be 3 college credits if criteria is met (C or higher)
  - One semester course will combine the curriculum of two previous courses (Word, PowerPoint, Excel) and instead of Access, will teach Outlook (email)
  - Students will have the opportunity to take four certification exams in one class vs two per class – these certifications are what fund our Tech Incentive Grant to support CTE students and programs
  - Bus Ed teaching staff may have additional flexibility to teach Personal Finance (new graduation requirement for Class of 2028 and beyond)
  - Madison College will transfer requirements to teach the MS Office for Business Application to our current dual credit teachers (Erato and Serum and Biermeier), so no additional time/classes/degrees would be needed to offer the course to our students with current teaching staff