

## **Executive Summary:      Business /Computer Curricula**

The administration and teaching staff of the WCSD have been engaged in a review of the business/computer curricula for grades 7-9.

### **Actions to Date:**

The business teachers began their curriculum process with a goal of looking toward the future needs of students so that students completing these courses will be prepared to utilize the technology available to them by the WCSD as effectively as possible. There have been no major changes to the content of the curriculum overall, but it has been realigned to meet the parameters of the middle school for seventh and eighth graders who are allotted 36 days each year for skill development. The ninth grade will remain a semester course. The seventh grade course is essentially a keyboarding class which will focus on learning the alpha-numeric keyboard and teaching proper technique to students. The eighth grade course will focus on Microsoft Word and the ninth grade course will include more advanced skills in Microsoft Word, Excel, Access and Publisher.

This revision is important to us because we have been using Microsoft Office XP for instruction. With the advent of the technology upgrade, we will be moving to Microsoft 2010. Textbooks to support this change will be important so that students have practice exercises that support the software they will be learning.

### **Financial Implications:**

The process of identifying textbooks has been begun, but is not yet completed. The teachers are intending only to purchase classroom sets of materials since there are a number of online tutorials and practice sets that can be accessed by students. The textbooks would be to support the daily instruction and are not to be issued to students to take home. It is anticipated that money will be available in the 2011-2012 budget to support this expense of approximately \$75,000.

### **Recommended Motion:**

That the Board of School Directors adopts the planned instructions for grades 7-9 for Computer Technology as presented.