SAN LEANDRO UNIFIED SCHOOL DISTRICT
COURSE PROPOSAL

SECTION A. COVER PAGE

1. Course Title:

Introduction to Microsoft Office Applications w/ Foundation in Keyboarding

7. Action:
☐ New Course
☐ Course Revision
☒ Title Change Only

2. Date Submitted:

May 11, 2015

8. Grade Level:
☒ 9 ☒ 10
☒ 11 ☒ 12

3. Transcript Title/Abbreviation(s):

9. Prerequisites: (Please list.)
☐ Required: None

☐ Recommended:

4. Transcript Course Code/Course Number:

10. Seeking Program Distinction?
☐ YES ☒ NO
☐ Honors
☐ AP

5. Subject Area:

Business

11. Is this a CTE course?
☒ YES
☐ NO

6. Department:

Career Technical Education

12. Previously approved by UC?
☐ YES ☒ NO

13. Course proposed to meet UC requirement:
Already eligible? ☐ YES ☒ NO
☐ a ☐ b ☐ c ☐ d ☐ e ☐ f ☐ g

Proposing eligibility? ☐ YES ☒ NO
☐ a ☐ b ☐ c ☐ d ☐ e ☐ f ☐ g
Please mark one for approved eligibility or proposed eligibility.

14. Unit Value/Course Credit/Length of Course:
☒ 0.5 (semester or half-year)
☐ 1.0 (one year equivalent)
☐ 2.0 (two year equivalent)
☐ Other

15. School Contact:
Name: Robert Volpa
Phone: (510) 618 – 4600
Email: rvolpa@slusd.us
Position: Teacher

16. Signatures:
Department Chair: 5/11/15
Principal: 5/11/15

DISTRICT OFFICE USE ONLY
Date Approved by Board Curriculum Committee: 5-11-15
Date Approved by Board: