

WORCESTER PUBLIC SCHOOLS – NEW COURSE REQUEST FORM

Date of Request: 4/27/18 Requesting School/ Office: North High School

Proposed Course Name: Spreadsheet Development Required Prerequisite Course/s: _____

Proposed Course Level					Proposed Course Credit					G.P.A.		Honor Roll	
(check all that apply)					(check all that apply)					Yes	No	Yes	No
A.P.		Honors	X	College	1.0	X	.5		.25		X		

Proposed Course Department	Select one		Is proposed course a Career/Vocational Technical Course			
	Core Course	Core Elective	Yes	No	(if yes check one)	
Business Technology	X		X		Chapter 74	Non-Chapter 74
					X	

Proposed Course Description: In the course, students will learn essential and advanced skills including the creation, editing, and formatting of spreadsheets, inserting elements into a spreadsheet, and utilizing advanced spreadsheet features such as filters, simple and complex formulas, naming ranges, functions, automation, and integration. Students will prepare for MOS Certification in Excel, and have the opportunity to test for certification during this course. As an honors level course, content will be covered at an accelerated pace. Students will study topics at a deeper level and will be expected to complete more independent coursework and assignments.

Essential question/s for the course:

How do we use spreadsheets to communicate efficiently and effectively in our business communications?

Standards addressed in the course:

Business Technology Strand 2, Framework 2.I, including all standards under this framework.

MassCore is a rigorous and comprehensive course study recommended by the Commonwealth as preparation for college and career. MassCore is also the vehicle through which high school students can gain competence in computational, scientific, visual, creative, and critical thinking and can engage opportunities for “hands-on” application and exploration of new areas of knowledge and experiences.

How does this course support the readiness of students for college and career?

This is a Chapter 74 course which is aligned with the frameworks established by the DOE to support career and college readiness in the area of Business Technology.

Please Note:
All New Course Requests must come through the school principal.

For Office Use Only	
Approved Date:	_____
S.C. Item Number:	_____
Assigned Course Number:	_____
Dept. Code:	_____
Subject Area Code Number:	_____
Subject Area Course:	_____
Zip Code Number:	_____