

# Memo

To: FRDB Committee  
From: Pam Shields  
Date: May 9, 2008  
Re: Sabbatical Report for Fall 2007

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Please accept this memo as my report of completion of the sabbatical during Fall Term 2007.

I requested a sabbatical to student and master the new Microsoft Professional Office Suite 2007, specifically Word 2007, levels 1, 2, 3; Excel 2007, levels 1, 2, 3; Access 2007, levels 1, 2; and PowerPoint 2007, levels 1 and 2, in order to provide BT210 and BA131 course curriculum for the benefit of the Business Technology and Business Administration Discipline and the Software Training Center.

Since all of these courses began in fall term, much of the work had to be completed in the summer. It all started at the Summer Technology Institute, where I spent one full week immersed in the new software and different challenges it presented in technology instruction. Upon my return from the institute, I spent the next nine weeks (July 20 – September 21) preparing course syllabi, assignment schedules, supplemental textbook “tip” sheets, and other supporting documents for all ten levels of the BT210 courses and BA131 for the Fall term start. It was daunting at best, a huge learning curve for me, but we were able to simultaneously offer Office 2003 curriculum (letting students who started in that software this summer to complete their course work) and in Office 2007 for all other students.

Although I may have written the curriculum and other materials it was the cadre of part-time instructors who replaced me during the sabbatical with Robin Brush at the lead who executed it all, brilliantly! They are the stars of the Office 2007 rollout and it continues to be a success. I am happy that we were the first to make the decision to move to Office 2007 throughout our entire Business Technology curriculum.