

Catalog of Adopted Instructional Materials

Florida Department of Education

9-12 Business Technology Education

Abbreviation Keys

Type

M - Major Tool (Priced)

MF - Major Tool Free

MPC - Major Tool Package Component*

A - Ancillary (Priced)

AF - Ancillary Free

AFC - Ancillary Free Choice

APC - Ancillary Package Component*

*A Package Component is an item that comes in a package but can be ordered separately if needed. The ISBN for the package it is a component of is in the Free Terms column.

Free Symbol

- Free only with initial adoption purchase.

* - Free 1:25

▲ - Special Ratio (specify ratios or terms in Free Terms column)

○ - Free 1:District – one time only

● - Free 1:1 ratio

§ - Free 1:School – one time only

† - Free 1:Teacher for Elementary (For Grades K-3 1:18; For Grades 4-5 1:22)

‡ - Free 1:Teacher for Secondary (1:100)

Price listed is the contracted price OR contracted reorder price for free ite

8203310 - Accounting Applications 1

Glencoe/McGraw-Hill

Glencoe Accounting: First Year Course, Guerrieri, et al, 2007/6th

Committee Comments or Notations: Peachtree Student Edition software provided along with Data files for Quick Books & Peachtree

Approach: Glencoe Accounting First-Year Course ©2007 is designed to align with Florida's standards for Accounting Applications 1 course of study. The program represents an effective balance of conceptual and mathematical concepts. The Student Edition provides comprehensive content in a clear narrative format. A strong problem-solving strand is included to assist students with a wealth of math support. The text has numerous practice problems that will allow students to master the principles required to apply the concepts and succeed on assessment. The text includes a rich variety of hands-on options to engage students using accounting concepts and processes. Assessment questions and activities are located throughout each section and at the end of each chapter that tie back to the key concepts that are aligned to the Florida Accounting Applications 1 course of study. The Teacher Wraparound Edition provides teaching prompts to enhance students' reading, writing, critical thinking, and math skills. A convenient planning and pacing guide provides teachers a helpful tool for using all program section resources and covering all course content effectively.

Recommended for: Intended for use by students in grades 9-12

Suggested Instructional Time: 1 year

Consultant Service: This service may be obtained at no charge by contacting our Florida regional office at:
5102 West Laurel Street, Suite 400
Tampa, FL 33607
Phone: (813) 286-9010 / (877) 401-7147
Fax: (813) 287-8666
Mary Russick, Regional Vice President

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0078688299	Student Edition	\$57.48			9-12
MF	0078739853	Teacher Wraparound Edition	\$86.46	▲	Free per teacher	9-12
AF	0078739918	Teacher Classroom Resources (includes the following 39 ISBN's):	\$407.97	▲	Free per teacher	9-12
APC	0078739926	Fast File Chapter 1	\$25.98		Included in 0078739918	9-12
APC	0078739934	Fast File Chapter 2	\$25.98		Included in 0078739918	9-12
APC	0078739942	Fast File Chapter 3	\$25.98		Included in 0078739918	9-12
APC	0078739950	Fast File Chapter 4	\$25.98		Included in 0078739918	9-12
APC	0078739969	Fast File Chapter 5	\$25.98		Included in 0078739918	9-12
APC	0078739977	Fast File Chapter 6	\$25.98		Included in 0078739918	9-12
APC	0078739985	Fast File Chapter 7	\$25.98		Included in 0078739918	9-12
APC	0078739993	Fast File Chapter 8	\$25.98		Included in 0078739918	9-12
APC	0078740002	Fast File Chapter 9	\$25.98		Included in 0078739918	9-12
APC	0078740010	Fast File Chapter 10	\$25.98		Included in 0078739918	9-12
APC	0078740029	Fast File Chapter 11	\$25.98		Included in 0078739918	9-12
APC	0078740037	Fast File Chapter 12	\$25.98		Included in 0078739918	9-12

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APC	0078740045	Fast File Chapter 13	\$25.98		Included in 0078739918	9-12
APC	0078740053	Fast File Chapter 14	\$25.98		Included in 0078739918	9-12
APC	0078740061	Fast File Chapter 15	\$25.98		Included in 0078739918	9-12
APC	007874007X	Fast File Chapter 16	\$25.98		Included in 0078739918	9-12
APC	0078740088	Fast File Chapter 17	\$25.98		Included in 0078739918	9-12
APC	0078740096	Fast File Chapter 18	\$25.98		Included in 0078739918	9-12
APC	007874010X	Fast File Chapter 19	\$25.98		Included in 0078739918	9-12
APC	0078740118	Fast File Chapter 20	\$25.98		Included in 0078739918	9-12
APC	0078740126	Fast File Chapter 21	\$25.98		Included in 0078739918	9-12
APC	0078740134	Fast File Chapter 22	\$25.98		Included in 0078739918	9-12
APC	0078740142	Fast File Chapter 23	\$25.98		Included in 0078739918	9-12
APC	0078740150	Fast File Chapter 24	\$25.98		Included in 0078739918	9-12
APC	0078740169	Fast File Chapter 25	\$25.98		Included in 0078739918	9-12
APC	0078740177	Fast File Chapter 26	\$25.98		Included in 0078739918	9-12
APC	0078740185	Fast File Chapter 27	\$25.98		Included in 0078739918	9-12
APC	0078740193	Fast File Chapter 28	\$25.98		Included in 0078739918	9-12
APC	0078740207	Fast File Chapter 29	\$25.98		Included in 0078739918	9-12
APC	0078740215	Teachers Guide to Using Fast Files	\$25.98		Included in 0078739918	9-12
APC	0078461782	Unit Tests	\$29.49		Included in 0078739918	9-12
APC	0078461790	Audit Tests	\$17.97		Included in 0078739918	9-12
APC	0078739896	Working Papers, Teacher Annotated Edition	\$52.50		Included in 0078739918	9-12
APC	0078741327	Inclusion in the Business Classroom	\$25.98		Included in 0078739918	9-12
APC	0078204429	Certificates of Achievement (pkg. of 25)	\$11.47		Included in 0078739918	9-12
APC	0078203198	Accounting Portfolio Teacher Manual	\$22.98		Included in 0078739918	9-12
APC	0026439778	Adventure Travels Teacher Manual	\$13.98		Included in 0078739918	9-12
APC	0026440466	Outer Banks Marketplace	\$19.50		Included in 0078739918	9-12
APC	0026439794	Digital Express Teacher Manual	\$18.99		Included in 0078739918	9-12
AF	0078740363	TeacherWorks CD-ROM	\$479.97	▲	Free per teacher	9-12
AF	0078740282	Electronic Learning Center Teacher's Software/Multimedia Pkg. (includes the following ISBN):	\$1,025.49	▲	Free per teacher	9-12

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APC	0078740274	Electronic Learning Center Student Package (pkg. of 25)	\$102.48		Included in 0078740282	9-12	
AF	0078740266	Presentation Plus! CD-ROM	\$189.99	▲	Free per teacher	9-12	
AF	0078740258	ExamView Pro Test Generator CD-ROM	\$169.98	▲	Free per teacher	9-12	
AF	0078771536	Florida Curriculum Mapping Booklet	\$9.99	▲	Free per teacher	9-12	
AFC	0078752779	StudentWorks CD-ROM	OR	\$57.48	#	Choice of 1 per student edition purchased 1st yr. of adoption: 0078752779-StudentWorks CD-ROM OR 0078739861-Chapter Study Guides and Working Papers Chapters 1-29	9-12
AFC	0078739861	Chapter Study Guides and Working Papers Chapters 1-29	\$26.97	#	Choice of 1 per student edition purchased 1st yr. of adoption: 0078752779-StudentWorks CD-ROM OR 0078739861-Chapter Study Guides and Working Papers Chapters 1-30	9-12	

Thomson Learning

Century 21 Accounting General Journal, Gilbertson et. al., 2006/8th

Committee Comments or Notations:

Approach:

Recommended for:

Suggested Instructional Time: 1 year

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0538972556	Century 21 Accounting General Journal	\$55.00			9-12
MF	053897267X	Wraparound Teacher's Edition	\$92.00	▲	Free, one per teacher	9-12
MF		Website (http://www.thomsonedu.com/school/florida/)		▲	Free, one per teacher	9-12
AF	0538972955	Instructor's Resource CD Featuring LessonView	\$130.00	▲	Free, one per teacher	9-12
AF	0538972726	Instructor's Resource Kit (TEs or Keys for Working Papers, Chapter & Part Tests, Eddie Ortega, Disc Jockey, Zenith Global Imports & Tronics Inc. Simulations; Transparency Sampler; Automated Accounting 8.0 Sampler; & Instructor's Resource Binder)	\$325.00	▲	Free, one per teacher	9-12
AFC	0538972602	Student Edition Working Papers Chapters 1-24	\$27.00	▲ ●	Select 3 of 5 options; 1:1, First Year Only (Working Papers, Recycling Papers, Personal Trainer; FCAT Prep Guide; Zenith Global Simulation - choice Manual or Automated)	9-12
A	0538972610	Student Edition Working Papers Chapters 1-16	\$16.25			9-12

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A	0538972629	Student Edition Working Papers Chapters 17-24	\$16.25			9-12
AFC	0538972637	Student Edition Recycling Problems Working Papers	\$16.25	▲	● Select 3 of 5 options; 1:1, First Year Only (Working Papers, Recycling Papers, Personal Trainer; FCAT Prep Guide; Zenith Global Simulation - choice Manual or Automated)	9-12
A	0538972645	Eddie Ortega, Disc Jockey Manual Simulation	\$14.50			9-12
A	0538972874	Eddie Ortega, Disc Jockey Automated Simulation	\$14.50			9-12
AFC	0538972882	Zenith Global Imports Manual Simulation	\$19.50	▲	● Select 3 of 5 options; 1:1, First Year Only (Working Papers, Recycling Papers, Personal Trainer; FCAT Prep Guide; Zenith Global Simulation - choice Manual or Automated)	9-12
AFC	0538972890	Zenith Global Imports Automated Simulation	\$19.50	▲	● Select 3 of 5 options; 1:1, First Year Only (Working Papers, Recycling Papers, Personal Trainer; FCAT Prep Guide; Zenith Global Simulation - choice Manual or Automated)	9-12
A	0538972904	Tronics Inc. Manual Simulation	\$19.50			9-12
A	0538972912	Tronics Inc. Automated Simulation	\$19.50			9-12
A	0538444363	eBook	\$52.50			9-12
AFC	0538442123	Personal Trainer	\$15.00	▲	● Select 3 of 5 options; 1:1, First Year Only (Working Papers, Recycling Papers, Personal Trainer; FCAT Prep Guide; Zenith Global Simulation - choice Manual or Automated)	9-12
A	053844214X	Transparencies	\$490.00			9-12
A	0538442158	Solutions Transparencies Binder	\$490.00			9-12
AF	0538972572	Assessment Binder (contains: ExamView Pro; Student Edition Chapter and Part Tests; & Teacher's Edition Chapter and Part Tests)	\$155.00	▲	Free, one per teacher	9-12
A	0538972939	Rulings Transparencies	\$190.00			9-12
AF	0538973080	English Dictionary	\$6.25	▲	Free, one per teacher	9-12
AF	0538973099	Spanish Dictionary	\$6.25	▲	Free, one per teacher	9-12
AF	0538972785	Video	\$180.00	▲	Free, one per teacher	9-12
A	0538972793	Accounting Connection	\$625.00			9-12
A	0538435054	Automated Accounting 8.0 Windows 95, 98, NT, 2000, Me, and XP	\$40.00			9-12
A	0538443391	Automated Accounting 8.0 Windows 95, 98, NT, 2000, Me, and XP/Macintosh eBook	\$40.00			9-12
AFC	053844228X	Automated Accounting 8.1, Windows 95, 98, NT, 2000, Me, and XP Network Software	\$799.00	▲	Choice, Free 1:School with minimum purchase of 25 student editions	9-12

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AFC	0538442298	Teacher Plus Pack	\$130.00	▲	Choice, Free 1:School with minimum purchase of 25 student editions	9-12
A	0538442093	South-Western Accounting with Peachtree Complete 2005 Windows (with CD)	\$24.00			9-12
A	0538442077	South-Western Accounting with Peachtree Complete 2005 Windows	\$19.00			9-12
A	0538442107	South-Western Accounting with Peachtree Complete 2005 Windows Site License	\$130.00			9-12
AF	0538442085	South-Western Accounting with Peachtree Complete 2005 Windows Instructor's Manual	\$32.00	▲	Free, one per teacher	9-12
A	0538442050	South-Western Accounting for QuickBooks Pro 2005 Windows (with CD)	\$19.00			9-12
AF	0538442069	South-Western Accounting for QuickBooks Pro 2005 Windows Instructor's Manual	\$32.00	▲	Free, one per teacher	9-12
AF	0538435119	Automated Accounting 8.0 Windows 95, 98, NT, 2000, Me, and XP Instructor's Manual	\$130.00	▲	Free, one per teacher	9-12
AFC	0538444827	FCAT Prep Guide for Business Education	\$11.00	▲ ●	Select 3 of 5 options; 1:1, First Year Only (Working Papers, Recycling Papers, Personal Trainer; FCAT Prep Guide; Zenith Global Simulation - choice Manual or Automated)	9-12

Thomson Learning

Century 21 Accounting Multicolumn Journal, Gilbertson et. al., 2006/8th

Committee Comments or Notations:

Approach:

Recommended for:

Suggested Instructional Time: 1 year

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0538972750	Century 21 Accounting Multicolumn Journal	\$55.00			9-12
MF	0538972963	Wraparound Teacher's Edition	\$92.00	▲	Free, one per teacher	9-12
MF		Website (http://www.thomsonedu.com/school/florida/)		▲	Free, one per teacher	9-12
AF	0538972955	Instructor's Resource CD Featuring LessonView	\$130.00	▲	Free, one per teacher	9-12
AF	0538973013	Instructor's Resource Kit (TEs or Keys for Working Papers, Chapter & Part Tests, Eddie Ortega, Disc Jockey, Zenith Global Imports & Tronics Inc. Simulations; Transparency Sampler; Automated Accounting 8.0 Sampler; & Instructor's Resource Binder)	\$325.00	▲	Free, one per teacher	9-12

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AFC	0538972823	Student Edition Working Papers Chapters 1-24	\$27.00	▲ ●	Select 3 of 5 options; 1:1, First Year Only (Working Papers, Recycling Papers, Personal Trainer; FCAT Prep Guide; Zenith Global Simulation - choice Manual or Automated)	9-12
A	0538972831	Student Edition Working Papers Chapters 1-16	\$16.25			9-12
A	053897284X	Student Edition Working Papers Chapters 17-24	\$16.25			9-12
AFC	0538972858	Student Edition Recycling Problems Working Papers	\$16.25	▲ ●	Select 3 of 5 options; 1:1, First Year Only (Working Papers, Recycling Papers, Personal Trainer; FCAT Prep Guide; Zenith Global Simulation - choice Manual or Automated)	9-12
A	0538972866	Eddie Ortega, Disc Jockey Manual Simulation	\$14.50			9-12
A	0538972874	Eddie Ortega, Disc Jockey Automated Simulation	\$14.50			9-12
AFC	0538972882	Zenith Global Imports Manual Simulation	\$19.50	▲ ●	Select 3 of 5 options; 1:1, First Year Only (Working Papers, Recycling Papers, Personal Trainer; FCAT Prep Guide; Zenith Global Simulation - choice Manual or Automated)	9-12
AFC	0538972890	Zenith Global Imports Automated Simulation	\$19.50	▲ ●	Select 3 of 5 options; 1:1, First Year Only (Working Papers, Recycling Papers, Personal Trainer; FCAT Prep Guide; Zenith Global Simulation - choice Manual or Automated)	9-12
A	0538972904	Tronics Inc. Manual Simulation	\$19.50			9-12
A	0538972912	Tronics Inc. Automated Simulation	\$19.50			9-12
A	0538442166	eBook	\$55.00			9-12
AFC	0538442174	Personal Trainer	\$15.00	▲ ●	Select 3 of 5 options; 1:1, First Year Only (Working Papers, Recycling Papers, Personal Trainer; FCAT Prep Guide; Zenith Global Simulation - choice Manual or Automated)	9-12
A	0538442204	Transparencies	\$490.00			9-12
A	0538442212	Solutions Transparencies Binder	\$490.00			9-12
AF	0538972777	Assessment Binder (contains: ExamView Pro; Student Edition Chapter and Part Tests; & Teacher's Edition Chapter and Part Tests)	\$155.00	▲	Free, one per teacher	9-12
A	0538972939	Rulings Transparencies	\$190.00			9-12
AF	0538973080	English Dictionary	\$6.25	▲	Free, one per teacher	9-12
AF	0538973099	Spanish Dictionary	\$6.25	▲	Free, one per teacher	9-12
AF	0538972785	Video	\$180.00	▲	Free, one per teacher	9-12
A	0538972793	Accounting Connection	\$625.00			9-12

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A	0538435054	Automated Accounting 8.0 Windows 95, 98, NT, 2000, Me, and XP	\$40.00			9-12
A	0538443391	Automated Accounting 8.0 Windows 95, 98, NT, 2000, Me, and XP/Macintosh eBook	\$40.00			9-12
AFC	053844228X	Automated Accounting 8.1, Windows 95, 98, NT, 2000, Me, and XP Network Software	\$799.00	▲	Choice, Free 1:School with minimum purchase of 25 student editions	9-12
AFC	0538442298	Teacher Plus Pack	\$130.00	▲	Choice, Free 1:School with minimum purchase of 25 student editions	9-12
A	0538442093	South-Western Accounting with Peachtree Complete 2005 Windows (with CD)	\$24.00			9-12
A	0538442077	South-Western Accounting with Peachtree Complete 2005 Windows	\$19.00			9-12
A	0538442107	South-Western Accounting with Peachtree Complete 2005 Windows Site License	\$130.00			9-12
AF	0538442085	South-Western Accounting with Peachtree Complete 2005 Windows Instructor's Manual	\$32.00	▲	Free, one per teacher	9-12
A	0538442050	South-Western Accounting for QuickBooks Pro 2005 Windows (with CD)	\$19.00			9-12
AF	0538442069	South-Western Accounting for QuickBooks Pro 2005 Windows Instructor's Manual	\$32.00	▲	Free, one per teacher	9-12
AF	0538435119	Automated Accounting 8.0 Windows 95, 98, NT, 2000, Me, and XP Instructor's Manual	\$130.00	▲	Free, one per teacher	9-12
AFC	0538444827	FCAT Prep Guide for Business Education	\$11.00	▲	• Select 3 of 5 options; 1:1, First Year Only (Working Papers, Recycling Papers, Personal Trainer; FCAT Prep Guide; Zenith Global Simulation - choice Manual or Automated)	9-12

8203320 - Accounting Applications 2

Glencoe/McGraw-Hill

Glencoe Accounting: Advanced Course, Guerrieri, et al, 2007/1st

Committee Comments or Notations: Peachtree student Edition software provided along with Data files for Quick Books and Peachtree.

Approach: Glencoe Accounting Advanced Course ©2007 is designed to align with Florida's standards for Accounting Applications 2 course of study. The program represents an effective balance of conceptual and mathematical concepts.

The Student Edition provides comprehensive content in a clear narrative format. A strong problem-solving strand is included to assist students with a wealth of math support. The text has numerous practice problems that will allow students to master the principles required to apply the concepts and succeed on assessment. The text includes a rich variety of hands-on options to engage students in using accounting concepts and processes.

Assessment questions and activities are located throughout each section and at the end of each chapter that tie back to the key concepts that are aligned to the Florida Accounting Applications 2 course of study.

The Teacher Annotated Edition provides teaching strategies to enhance students' reading, writing, critical thinking, and math skills.

Recommended for: Intended for use by students in grades 9-12

Suggested Instructional Time: 1 year

Consultant Service: This service may be obtained at no charge by contacting our Florida regional office at:
5102 West Laurel Street, Suite 400
Tampa, FL 33607
Phone: (813) 286-9010 / (877) 401-7147
Fax: (813) 287-8666
Mary Russick, Regional Vice President

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	007874038X	Student Edition	\$57.48			9-12
MF	0078740398	Teacher Annotated Edition	\$85.95	▲	Free per teacher	9-12
AF	0078461480	Teacher Classroom Resources (includes the following 12 ISBN's):	\$340.50	▲	Free per teacher	9-12
APC	0078461995	Unit Tests	\$24.99		Included in 0078461480	9-12
APC	0078462002	Audit Tests	\$13.98		Included in 0078461480	9-12
APC	0078766842	Working Papers, Teacher Annotated Edition	\$52.50		Included in 0078461480	9-12
APC	0078741327	Inclusion in the Business Classroom	\$25.98		Included in 0078461480	9-12
APC	0078204429	Certificates of Achievement (pkg. of 25)	\$11.47		Included in 0078461480	9-12
APC	0078461804	Lesson Plans	\$26.49		Included in 0078461480	9-12
APC	0078461812	Demonstration Problems	\$33.48		Included in 0078461480	9-12
APC	0078461820	Blackline Masters	\$21.48		Included in 0078461480	9-12
APC	0078461979	Chapter Tests	\$33.48		Included in 0078461480	9-12
APC	0078461987	Chapter Quizzes	\$20.49		Included in 0078461480	9-12
APC	0026439913	Import Expressions Teacher Manual	\$22.98		Included in 0078461480	9-12
APC	0078461960	Strategies for Teaching Ethics in Accounting	\$26.49		Included in 0078461480	9-12

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AF	007874928X	Teacher Software Package	\$467.49	▲	Free per teacher	9-12
AF	0078461464	Performance Package w/ExamView Pro Test Generator CD-ROM	\$169.98	▲	Free per teacher	9-12
AF	0078771544	Florida Curriculum Mapping Booklet	\$9.99	▲	Free per teacher	9-12
AFC	0078766850	StudentWorks CD-ROM OR	\$57.48	#	Choice of 1 per student edition purchased 1st yr. of adoption: 0078766850-StudentWorks CD-ROM OR 0078766834-Chapter Study Guides and Working Papers Chapters	9-12
AFC	0078766834	Chapter Study Guides and Working Papers Chapters	\$26.97	#	Choice of 1 per student edition purchased 1st yr. of adoption: 0078766850-StudentWorks CD-ROM OR 0078766834-Chapter Study Guides and Working Papers Chapters	9-12

Thomson Learning

Century 21 Accounting Advanced, Gilbertson et. al., 2006/8th

Committee Comments or Notations:

Approach:

Recommended for:

Suggested Instructional Time: 1 year

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0538972297	Century 21 Accounting Advanced	\$55.00			9-12
MF	0538972440	Wraparound Teacher's Edition	\$92.00	▲	Free, one per teacher	9-12
MF		Website (http://www.thomsonedu.com/school/florida/)		▲	Free, one per teacher	9-12
AF	0538442972	Instructor's Resource CD Featuring LessonView	\$130.00	▲	Free, one per teacher	9-12
AF	0538972491	Instructor's Resource Kit (TEs or Keys for Working Papers, Tests, Sounds, Inc., First Class Image Wear & Progressive Badge Company Simulations; Automated Accounting 8.0 Sampler; & Instructor's Resource Binder)	\$325.00	▲	Free, one per teacher	9-12
AFC	0538972335	Student Edition Working Papers and Study Guides Chapters 1-24	\$27.00	▲ ●	Select 3 of 5 options; 1:1, First Year Only (Working Papers, Recycling Papers, Personal Trainer; FCAT Prep Guide; First Class Image Wear Simulation - choice Manual or Automated)	9-12
A	0538972343	Student Edition Working Papers and Study Guides Chapters 1-10	\$16.25			9-12
A	0538972351	Student Edition Working Papers and Study Guides Chapters 11-24	\$16.25			9-12

8203320 - Accounting Applications 2

AFC	053897236X	Student Edition Working Papers Recycling Problems	\$16.25	▲ ●	Select 3 of 5 options; 1:1, First Year Only (Working Papers, Recycling Papers, Personal Trainer; FCAT Prep Guide; First Class Image Wear Simulation - choice Manual or Automated)	9-12
A	0538972378	Sounds, Inc. Manual Simulation	\$21.50			9-12
A	0538972386	Sounds, Inc. Automated Simulation	\$21.50			9-12
AFC	0538972394	First Class Image Wear Manual Simulation	\$21.50	▲ ●	Select 3 of 5 options; 1:1, First Year Only (Working Papers, Recycling Papers, Personal Trainer; FCAT Prep Guide; First Class Image Wear Simulation - choice Manual or Automated)	9-12
AFC	0538972408	First Class Image Wear Automated Simulation	\$21.50	▲ ●	Select 3 of 5 options; 1:1, First Year Only (Working Papers, Recycling Papers, Personal Trainer; FCAT Prep Guide; First Class Image Wear Simulation - choice Manual or Automated)	9-12
A	0538972416	Progressive Badge Company Manual Simulation	\$21.50			9-12
AF	0538972319	Assessment Binder (contains: ExamView Pro; Student Edition Tests; & Teacher's Edition Tests)	\$155.00	▲	Free, one per teacher	9-12
AF	0538973080	English Dictionary	\$6.25	▲	Free, one per teacher	9-12
AF	0538973099	Spanish Dictionary	\$6.25	▲	Free, one per teacher	9-12
AFC	0538442247	Personal Trainer	\$15.00	▲ ●	Select 3 of 5 options; 1:1, First Year Only (Working Papers, Recycling Papers, Personal Trainer; FCAT Prep Guide; First Class Image Wear Simulation - choice Manual or Automated)	9-12
A	0538435054	Automated Accounting 8.0 Windows 95, 98, NT, 2000, Me, and XP	\$40.00			9-12
A	0538443391	Automated Accounting 8.0 Windows 95, 98, NT, 2000, Me, and XP/Macintosh eBook	\$40.00			9-12
A	0538442093	South-Western Accounting with Peachtree Complete 2005 Windows (with CD)	\$24.00			9-12
A	0538442077	South-Western Accounting with Peachtree Complete 2005 Windows	\$19.00			9-12
A	0538442107	South-Western Accounting with Peachtree Complete 2005 Windows Site License	\$130.00			9-12
AF	0538442085	South-Western Accounting with Peachtree Complete 2005 Windows Instructor's Manual	\$32.00	▲	Free, one per teacher	9-12
A	0538442050	South-Western Accounting for QuickBooks Pro 2005 Windows (with CD)	\$19.00			9-12
AF	0538442069	South-Western Accounting for QuickBooks Pro 2005 Windows Instructor's Manual	\$32.00	▲	Free, one per teacher	9-12

8203320 - Accounting Applications 2

AF	0538435119	Automated Accounting 8.0 Windows 95, 98, NT, 2000, Me, and XP Instructor's Manual	\$130.00	▲	Free, one per teacher	9-12
AFC	0538444827	FCAT Prep Guide for Business Education	\$11.00	▲ •	Select 3 of 5 options; 1:1, First Year Only (Working Papers, Recycling Papers, Personal Trainer; FCAT Prep Guide; First Class Image Wear Simulation - choice Manual or Automated)	9-12

8203330 - Accounting Applications 3

EMC Corporation

Computerized Accounting with Peachtree 2005, Mazza, et al, 2005/1st

Committee Comments or Notations: -Peachtree Educational software included.

Approach: Straightforward instructions cover basic procedures using computerized accounting software Peachtree 2005 including how to: create a company file, run accounts receivable and accounts payable, manage inventory and payroll, track inventory and fixed assets, maintain ledgers and journals, and create reports.

Recommended for: Average high school students in a 9-12 Accounting class

Suggested Instructional Time: 1 year

Consultant Ser vice: In-service workshops are available, at no charge, on a mutually agreeable schedule by contacting the publisher at 1-800-328-1452.

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0763822280	Computerized Accounting with Peachtree 2005 Textbook	\$61.95			9-12
MF	0763822299	Computerized Accounting with Peachtree 2005 Instructor's Guide CD	\$69.00	*		9-12
AF		Computerized Accounting with Peachtree 2005 Internet Resource Center www.emcp.com	\$39.95	*		9-12

EMC Corporation

Computerized Accounting with QuickBooks Pro 2005, Villani, 2006/1st

Committee Comments or Notations: see publisher's questionnaire regarding student software

Approach: This text provides reinforced accounting concepts, as the authors teach not only the HOW of doing something using QuickBooks, but also the WHY. It also includes simulation exercises that have students create a company and apply accounting skills to all aspects of running the business, as well as additional case problems and quizzes to reinforce learning.

Recommended for: Average high school students in a 9-12 Accounting class

Suggested Instructional Time: 1 year

Consultant Ser vice: In-service workshops are available, at no charge, on a mutually agreeable schedule by contacting the publisher at 1-800-328-1452.

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0763822663	Computerized Accounting with Quickbooks Pro 2005 Textbook	\$61.95			9-12

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MF	0763822671	Computerized Accounting with Quickbooks Pro 2005 Instructor's Guide CD	\$69.00	*		9-12
AF		Computerized Accounting with Quickbooks Pro 2005 Internet Resource Center www.emcp.com	\$39.95	*		9-12

EMC Corporation

Paradigm College Accounting, Dansby, et al, 2004/4th, rev.

Committee Comments or Notations:

Approach: The overall objective is to provide students with a sound basic understanding of the concepts, procedures, and terminology of accounting. The book is designed to prepare them for direct job entry or for further study of accounting and business.

Recommended for: Average high school students in a 9-12 Accounting class

Suggested Instructional Time: 1 year

Consultant Service: In-service workshops are available, at no charge, on a mutually agreeable schedule by contacting the publisher at 1-800-328-1452.

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0763820016	Paradigm College Accounting, Chapters 1-29 Textbook	\$74.95			9-12
MF	0763819980	Paradigm College Accounting, Chapters 1-29 Annotated Instructor's Edition with Instructor's Solutions and Resources CD	\$79.95	*		9-12
A	0763820024	Paradigm College Accounting Study Guide and Working Papers, 1-12	\$24.95			9-12
A	0763820032	Paradigm College Accounting Study Guide and Working Papers, 1-18	\$26.95			9-12
A	0763820040	Paradigm College Accounting Study Guide and Working Papers, 19-29	\$22.95			9-12
AF	0763821012	Paradigm College Accounting TestCheck, 1-29	\$69.00	*		9-12

8212110 - Administrative Office Technology 1

Thomson Learning

The Office Procedures & Technology, Oliverio/Pasewark/White, 2007/5th

Committee Comments or Notations:

Approach:

Recommended for:

Suggested Instructional Time: 1 year

Consultant Service:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0538443545	The Office Procedures and Technology	\$56.00			9-12

8212110 - Administrative Office Technology 1

MF	0538443561	The Office Procedures and Technology, Wraparound Teacher's Edition	\$92.00	▲	Free, one per teacher	9-12
M	0538438606	Machine Transcription and Dictation (with CD)	\$58.00			9-12
MF	0538438630	Machine Transcription and Dictation (with CD), Instructor's Resource CD	\$130.00	▲	Free, one per teacher	9-12
MF		Website (http://www.thomsonedu.com/school/florida/)		▲	Free, one per teacher	9-12
A	0538443634	The Office Procedures and Technology, Student Activities and Simulations	\$24.00			9-12
AF	0538443685	The Office Procedures and Technology, ExamView	\$130.00	▲	Free, one per teacher	9-12
AF	0538443650	The Office Procedures and Technology, Instructor's Resource CD	\$130.00	▲	Free, one per teacher	9-12
A	0538443693	The Office Procedures and Technology, eBook	\$56.00			9-12
AF	0538443642	The Office Procedures and Technology, Instructor's Resource Guide	\$29.00	▲	Free, one per teacher	9-12

8215120 - Business and Entrepreneurial Principles

Thomson Learning

Entrepreneurship Ideas in Action, Greene, 2006/3rd

Committee Comments or Notations:

Approach:

Recommended for:

Suggested Instructional Time: 1 year

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0538441224	Entrepreneurship Ideas in Action	\$51.75			9-12
MF	0538441232	Instructor's Edition	\$92.00	▲	Free, one per teacher	9-12
MF		Website (http://www.thomsonedu.com/school/florida/)		▲	Free, one per teacher	9-12
A	0538441240	Workbook	\$15.50			9-12
AF	0538441259	Chapter Tests	\$14.75	▲	Free, one per teacher	9-12
AF	0538441275	ExamView Pro	\$130.00	▲	Free, one per teacher	9-12
AF	0538441313	Video	\$180.00	▲	Free, one per teacher	9-12
A	0538442360	eBook	\$51.75			9-12
A	0538698268	SCANS 2000 Developing A Business Plan	\$67.00			9-12

8215120 - Business and Entrepreneurial Principles

AF	0538441283	Instructor's Resource Kit	\$325.00	▲	Free, one per teacher	9-12
AF	0538441291	Instructor's Resource CD	\$130.00	▲	Free, one per teacher	9-12

Thomson Learning

Intro to Business, Dlabay/Burrow/Egglund, 2006/6th

Committee Comments or Notations: This would also be appropriate as a general business textbook

Approach:

Recommended for:

Suggested Instructional Time: 1 year

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0538440635	Intro To Business	\$55.00			9-12
MF	0538440759	Instructor's Wraparound Edition	\$92.00	▲	Free, one per teacher	9-12
MF		Website (http://www.thomsonedu.com/school/florida/)		▲	Free, one per teacher	9-12
A	0538440767	Activities and Projects Chapters 1-9	\$18.25			9-12
A	0538440775	Activities and Projects Chapters 10-20	\$18.25			9-12
A	0538440783	Activities and Projects Chapters 1-20	\$32.50			9-12
AF	0538440805	Chapter and Unit Tests	\$14.75	▲	Free, one per teacher	9-12
AF	0538440821	Video	\$180.00	▲	Free, one per teacher	9-12
AF	0538440856	Interactive Study Guide	\$625.00	▲	Free, one per teacher	9-12
AF	0538440864	ExamView Pro	\$130.00	▲	Free, one per teacher	9-12
A	0538442344	eBook	\$55.00			9-12
AF	0538440813	Instructor's Resource Kit	\$325.00	▲	Free, one per teacher	9-12
AF	0538440872	Instructor's Resource CD	\$130.00	▲	Free, one per teacher	9-12

8206010 - Business Computer Programming 1

Thomson Learning

An Object-Oriented Approach to Programming Logic and Design, Farrell, 2006/1st

Committee Comments or Notations: appropriate for AO IT Programming/Database

Approach:

Recommended for:

Suggested Instructional Time: 1 year

Consultant Service:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0619215631	An Object-Oriented Approach to Programming Logic and Design	\$52.50			9-12
MF	061921564X	Instructor Resources	\$110.00	▲	Free, one per teacher	9-12

Thomson Learning

Microsoft Visual Basic 2005: Reloaded, Zak, 2007/2nd

Committee Comments or Notations:

Approach:

Recommended for:

Suggested Instructional Time: 1 year

Consultant Service:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	1418836230	Microsoft Visual Basic 2005: Reloaded	\$65.00			9-12
MF	1418837083	Instructor Resources	\$110.00	▲	Free, one per teacher	9-12

8212120 - Business Software Applications 1

Thomson Learning

Microsoft Office 2003 Advanced, Cable, et. al., 2005/1st

Committee Comments or Notations: Move to Business Software Application 1

Approach:

Recommended for:

Suggested Instructional Time: 1 year

Consultant Service:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0619183454	Microsoft Office 2003 Advanced	\$49.75			9-12
MF	0619183497	Instructor Resources	\$110.00	▲	Free, one per teacher	9-12
A	0619183489	Activities Workbook	\$19.50			9-12

Thomson Learning

Microsoft Office 2003 Introductory Concepts and Techniques School Edition, Shelly/Cashman/Vermaat, 2006/1st

Committee Comments or Notations: Could be used for BST

Approach:

Recommended for:

Suggested Instructional Time: 1 year

Consultant Service:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	1418859672	Microsoft Office 2003 Introductory Concepts and Techniques School Edition	\$56.00			9-12
MF	1418859699	Teacher Resources	\$110.00	▲	Free, one per teacher	9-12

8212160 - Business Software Applications 2

Thomson Learning

Microsoft Office 2003 Advanced Concepts & Techniques, Shelly/Cashman/Vermaat, 2004/1st

Committee Comments or Notations:

Approach:

Recommended for:

Suggested Instructional Time: 1 year

Consultant Service:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	061920026X	Microsoft Office 2003 Advanced Concepts and Techniques	\$59.50			9-12
MF	0619200480	Instructor Resources	\$110.00	▲	Free, one per teacher	9-12

8209020 - Business Systems and Technology

Applied Educational Systems, Inc.

ITCenter21: Computer Applications, AES, 2006/N/A

Committee Comments or Notations:

Approach: AES develops curriculum using a backward design process, which begins with the exploration and determination of the desired understandings, knowledge, and skills students should learn. It includes these steps:

- Evaluate Standards and Understandings
- Determine Assessments
- Develop Learning Plan
- Create Curriculum
- Review and Test Curriculum
- Teachers Implement Curriculum

In addition, ITCenter21: Computer Applications uses a range of instructional strategies to help all individual students learn and understand.

Multiple Learning Styles

ITCenter21: Computer Applications appeals to multiple styles of learning with its dynamic and interactive multimedia presentations. These presentations merge text, video, animation, graphics, simulations, photographs, audio, and music to help students explore and make sense of the content.

Hands-on Practice

Practicing new skills is essential to becoming proficient with a computer application. Students constantly gain hands-on experience and practice, and step-by-step instructions keep students on task.

Just-In-Time Learning

ITCenter21: Computer Applications uses “just-in-time” learning, where students learn concepts, answer questions about the concepts, and then immediately connect them to application skills.

Differentiation

ITCenter21: Computer Applications accommodates a range of student abilities by providing frequent tips for hands-on instructions and views of how the students’ computer screens should look. Expand text allows novice students to find step-by-step instructions when they need it. Students can exhibit personal expression while making project decisions.

Recommended for: ITCenter21: Computer Applications is targeted toward students in Grade 9 or above. AES keeps the reading level of the curriculum within the range of the target audience by using clear, concise writing, simple sentence structures, and basic-level vocabulary. In addition, interactive multimedia presentations aid student comprehension. And hyperlinked, narrated glossary words are included for students to review vocabulary.

Suggested Instructional Time: 1 year

Consultant Service: Two days of intensive teacher training in the operation of the lab is included at the manufacturer’s training facility.

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M		ITCenter21:Computer Applications program	\$27,450.00			9-12

EMC Corporation

Marquee Series: Microsoft Office 2003, Rutkosky, 2004/1st

Committee Comments or Notations:

Approach: This textbook provides a quick, hands-on visual approach to learning essential skills in Word, Excel, Access, PowerPoint, Windows and Internet Explorer. It includes instruction that facilitates self-paced, accelerated, and traditional learning formats.

Recommended for: Average middle/junior high school students in a computer applications class

Suggested Instructional Time: 1 year (BST); 1 semester (CBS)

Consultant Service: In-service workshops are available, at no charge, on a mutually agreeable schedule by contacting the publisher at 1-800-328-1452.

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0763820741	Marquee Series: Microsoft Office 2003 Textbook with CD	\$56.95			9-12
M	0763821489	Marquee Series: Microsoft Office 2003 Textbook with CD and Snap Training and Assessment	\$67.90			9-12

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M	0763821241	Marquee Series: Microsoft Office 2003 Textbook with CD and Snap Assessment	\$64.90		9-12
AF	076382075X	Marquee Series: Microsoft Office 2003 Instructor's Guide CD	\$69.00	*	9-12
AF	0763820768	Marquee Series: Microsoft Office 2003 Test Generator on CD	\$129.00	*	9-12
AF		Marquee Series: Microsoft Office 2003 Internet Resource Center www.emcp.com	\$39.95	*	9-12

Glencoe/McGraw-Hill

iCheck, Glencoe, 2006/1st

Committee Comments or Notations: We would prefer to see this used in BST. They could also be used under computer and business skills and keyboarding business skills

Approach: Glencoe's iCheck Series Microsoft® Office 2003 is designed to help students develop skills needed to master the Microsoft Office Suite package of software applications, including Word, Excel, Access, and PowerPoint. The program addresses the real-world needs of students and teachers with a student-centered approach that relies upon teacher guidance and facilitation, and supports the 8-Step Process that constitutes Florida's Continuous Improvement Model through a variety of exercises and progress assessments.

The Student Edition was written and designed to promote a project-based learning environment so that students learn concepts and practice skills related to word processing, spreadsheets, databases and electronic presentations in a real-world context. Guided step-by-step projects can be used with the whole class and with individual students. The planning and structure of the course is designed to meet Florida state and national standards, as well as the Microsoft® Office Specialist (MOS) standards. The text includes traditional assessment strategies and also relies on evaluation techniques through competency-based projects. Concept Review, iCheck Self-Assessment Rubrics, Critical Thinking Activities, Challenge Yourself Projects, and Portfolio Projects are assessment opportunities provided throughout the lessons and units to check student progress.

The iCheck Series Microsoft® Office 2003 Teacher Annotated Edition provides teaching strategies to focus, teach, and assess instruction to ensure students' comprehension of key concepts and mastery of skills. Annotations provide point-of-use Solutions, Differentiated Instruction, Troubleshooting Tips, and a wide variety of teaching tips and classroom inclusion strategies. The Teacher Resource CD-ROM located in the back of the Teacher Annotated Edition contains Data Files, Solution Files, and PDFs of rubrics referred to in the Student Edition.

Glencoe's ExamViewTest Generator CD-ROM allows teachers to build customized tests to assess student understanding of the concepts presented in Glencoe's iCheck Series Microsoft® Office 2003. ExamView can be used to print out ready-made tests, complete with answer keys, for each lesson in the textbook.

The Online Learning Center (www.iCheck.glencoe.com) is the companion Web site to the student textbook. The site includes a Student Center with additional teaching and enrichment materials to enhance students' learning experience, including Online Self Checks, Online Review, Student Resource Links, and access to Glencoe's unique TechSIM Interactive tutorials. A password-protected Teacher Center provides answer keys as well as a variety of additional professional resource materials.

Recommended for: Intended for use by students in grades 9-12

Suggested Instructional Time: 1 year

Consultant Service: This service may be obtained at no charge by contacting our Florida regional office at:
 5102 West Laurel Street, Suite 400
 Tampa, FL 33607
 Phone: (813) 286-9010 / (877) 401-7147
 Fax: (813) 287-8666
 Mary Russick, Regional Vice President

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0078659493	iCheck Office Introductory 2003: Student Edition OR any combination of the following 4 texts:	\$56.46			9-12
M	007869034X	iCheck Express: Microsoft Word 2003: Student Edition	\$45.48			9-12
M	0078690358	iCheck Express: Microsoft Excel 2003: Student Edition	\$45.48			9-12

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M	0078690366	iCheck Express: Microsoft Access 2003: Student Edition	\$45.48			9-12
M	0078690374	iCheck Express: Microsoft PowerPoint 2003: Student Edition	\$45.48			9-12
MF	0078687098	iCheck Office Introductory 2003: Teacher Annotated Edition w/CD-ROM (included in Teacher Classroom Resources) OR any combination of the following 4 texts:	\$87.99	▲	Free per teacher with classroom implementation of iCheck Office Introductory 2003	9-12
MF	0078728789	iCheck Express: Microsoft Word 2003: Teacher Annotated Edition w/CD-ROM	\$83.97	▲	Free per teacher with classroom implementation of iCheck Express: Microsoft Word 2003	9-12
MF	0078728797	iCheck Express: Microsoft Excel 2003: Teacher Annotated Edition w/CD-ROM	\$83.97	▲	Free per teacher with classroom implementation of iCheck Express: Microsoft Excel 2003	9-12
MF	0078728800	iCheck Express: Microsoft Access 2003: Teacher Annotated Edition w/CD-ROM	\$83.97	▲	Free per teacher with classroom implementation of iCheck Express: Microsoft Access 2003	9-12
MF	0078728819	iCheck Express: Microsoft PowerPoint 2003: Teacher Annotated Edition w/CD-ROM	\$83.97	▲	Free per teacher with classroom implementation of iCheck Express: Microsoft PowerPoint 2003	9-12
AF	0078693837	iCheck Office Introductory 2003: Teacher Classroom Resources (includes the following 4 ISBNs plus iCheck Office Introductory 2003: Teacher Annotated Edition w/CD-ROM):	\$211.50	▲	Free per teacher with classroom implementation of iCheck Office Introductory 2003	9-12
AF	0078689651	Integrated Curriculum Projects	\$32.97	▲	Included in 0078693837 or Free per teacher with classroom implementation of iCheck Express	9-12
AF	007868966X	Business Applications Projects	\$32.97	▲	Included in 0078693837 or Free per teacher with classroom implementation of iCheck Express	9-12
AF	0078689678	Presentation and Publishing Projects	\$32.97	▲	Included in 0078693837 or Free per teacher with classroom implementation of iCheck Express	9-12
AF	0078696526	Inclusion in the Technology Classroom	\$25.98	▲	Included in 0078693837 or Free per teacher with classroom implementation of iCheck Express	9-12
AF	007869647X	iCheck Office Introductory 2003: Lesson Planner Plus CD-ROM	\$351.99	▲	Free per teacher with classroom implementation of iCheck Office Introductory 2003	9-12
AF	0078696461	iCheck Office Introductory 2003: ExamView Pro Test Generator CD-ROM OR	\$169.98	▲	Free per teacher with classroom implementation of iCheck Office Introductory 2003	9-12
AF	007872886X	iCheck Express: Microsoft Word 2003: ExamView Pro Test Generator CD-ROM OR	\$169.98	▲	Free per teacher with classroom implementation of iCheck Express: Microsoft Word 2003	9-12
AF	0078728878	iCheck Express: Microsoft Excel 2003: ExamView Pro Test Generator CD-ROM OR	\$169.98	▲	Free per teacher with classroom implementation of iCheck Express: Microsoft Excel 2003	9-12

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AF	0078728886	iCheck Express: Microsoft Access 2003: ExamView Pro Test Generator CD-ROM OR	\$169.98	▲	Free per teacher with classroom implementation of iCheck Express: Microsoft Access 2003	9-12
AF	0078728894	iCheck Express: Microsoft PowerPoint 2003: ExamView Pro Test Generator CD-ROM	\$169.98	▲	Free per teacher with classroom implementation of iCheck Express: Microsoft PowerPoint 2003	9-12
AF	0078702925	Interactive Chalkboard CD-ROM	\$189.99	▲	Free per teacher	9-12
AF	0078728770	TechSIM Technology Simulations CD-ROM	\$19.98	▲	Free per teacher	9-12

Glencoe/McGraw-Hill

Keyboarding with Computer Applications: Lessons 1-150, Johnson, et al, 2007/5th

Committee Comments or Notations: No instruction for "Powerpoint"

Approach: Glencoe's Keyboarding with Computer Applications, Lessons 1-150 is designed to help students develop keyboarding skills, especially as they apply to a variety of computer functions and software applications (word processing, desktop publishing, spreadsheets, databases). This program can also help students develop skills that will allow them to succeed in any subject area and throughout their lives.

The Student Edition provides comprehensive content that follows a clear, consistent, and easy-to-follow pedagogy. A gradual increase in technique and skillbuilding is designed to help students develop keyboarding proficiency. The Student Edition supports the 8-Step Process that constitutes Florida's Continuous Improvement Model through a variety of warmups, exercises and progress assessments. Exercises assess students' knowledge prior to instruction. Mini and major assessments, such as numerous Pre-Test/Practice Test/Post-Tests, Technique Checkpoints, and Objective Tests, evaluate student progress. Exercises and assessments offer constant reinforcement and provide opportunities for enrichment. In addition, the Student Edition also contains a number of cross-curricular features that connect the keyboarding content to a variety of academic subjects (math, language arts, science, social studies) as well as to soft skills, ethics, and other 21st century skills.

The Courseware that accompanies Glencoe's Keyboarding with Computer Applications, Lessons 1-150 guides students through every activity in the textbook, from learning new keys and proper reaches to completing a variety of production activities. New-key reaches and proper technique are effectively demonstrated using animation, timed writing speed and accuracy are automatically computed, and most production work is scored. All scored work is saved so that a record of the student's performance can be easily accessed by either the student or the teacher.

The Keyboarding with Computer Applications, Lessons 1-150 Teacher Wraparound Edition provides additional resources that strengthen and reinforce the 8-Step process for the Florida Continuous Improvement Model. Teaching strategies are provided at point-of-use to focus, teach, and assess instruction to ensure students comprehension of key concepts and mastery of skills. Additional features also support successful planning and instruction, such as Unit Organizers, Teaching Tips, and Inclusion Strategies for students with special needs.

The Unit Resources, or Fast Files, are supplementary booklets containing student activities for each unit in the Student Edition. Using these enclosed booklets, teachers can access Academic Reinforcement worksheets, Active Learning activities, 21st Century Skills activities, assessment objective tests, production tests, answer keys and solutions, and textbook production solutions. The Fast Files also contain reteaching and enrichment activities for students who may need extra help or students who require further enrichment.

The Online Learning Center (www.KeyComps.glencoe.com) is the companion Web site to the Keyboarding with Computer Applications, Lessons 1-150 program. The site includes a Student Center with additional activities and enrichment materials, such as Academic Connection activities, Career Connection resources, and Glencoe's unique TechSIM Interactive tutorials. A password-protected Teacher Center provides answer keys as well as a variety of additional professional resource materials.

Recommended for: Intended for use by students in grades 9-12

Suggested Instructional Time: 1 year

Consultant Service: This service may be obtained at no charge by contacting our Florida regional office at:
5102 West Laurel Street, Suite 400
Tampa, FL 33607
Phone: (813) 286-9010 / (877) 401-7147
Fax: (813) 287-8666
Mary Russick, Regional Vice President

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0078693160	Student Edition	\$58.47			9-12

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MF	0078733634	Teacher Wraparound Edition	\$95.97	▲	Free per teacher	9-12
AF	0078748178	Teacher Classroom Resources (includes the following 12 ISBN's):	\$256.98	▲	Free per teacher	9-12
APC	0078733588	Teacher Courseware Manual	\$13.98		Included in 0078748178	9-12
APC	0078733677	Fast Files Unit 1	\$25.98		Included in 0078748178	9-12
APC	0078733685	Fast Files Unit 2	\$25.98		Included in 0078748178	9-12
APC	0078733693	Fast Files Unit 3	\$25.98		Included in 0078748178	9-12
APC	0078733707	Fast Files Unit 4	\$25.98		Included in 0078748178	9-12
APC	0078733715	Fast Files Unit 5	\$25.98		Included in 0078748178	9-12
APC	0078733723	Fast Files Unit 6	\$25.98		Included in 0078748178	9-12
APC	0078733731	Fast Files Unit 7	\$25.98		Included in 0078748178	9-12
APC	007873374X	Fast Files Unit 8	\$25.98		Included in 0078748178	9-12
APC	0078745942	Spanish Language Supplement	\$14.49		Included in 0078748178	9-12
APC	0028041976	Global Marketing Services Teacher Manual and Key	\$13.98		Included in 0078748178	9-12
APC	0028041984	Synchronized Sounds, Inc. Teacher Manual and Key	\$13.98		Included in 0078748178	9-12
AF	0078733626	ExamView Pro Test Generator CD-ROM	\$169.98	▲	Free per teacher	9-12
AF	0078733553	Teacher Classroom Courseware	\$1,166.49	▲	Free per teacher	9-12
AF	0078771501	Florida Curriculum Mapping Booklet	\$9.99	▲	Free per teacher	9-12
AFC	0078733642	Office 2003 Student Manual OR	\$13.50	#	Choice of one free per student edition purchased 1st yr. of adoption: 0078733642-Office 2003 Student Manual OR 0078733650-Office XP Student Manual OR 0078733669-Office 2000 Student Manual	9-12
AFC	0078733650	Office XP Student Manual OR	\$13.50	#	Choice of one free per student edition purchased 1st yr. of adoption: 0078733642-Office 2003 Student Manual OR 0078733650-Office XP Student Manual OR 0078733669-Office 2000 Student Manual	9-12
AFC	0078733669	Office 2000 Student Manual	\$13.50	#	Choice of one free per student edition purchased 1st yr. of adoption: 0078733642-Office 2003 Student Manual OR 0078733650-Office XP Student Manual OR 0078733669-Office 2000 Student Manual	9-12

8209020 - Business Systems and Technology

Thomson Learning

Century 21 Computer Applications and Keyboarding Comprehensive, Lessons 1-150, Hoggatt/Shank, 2006/8th

Committee Comments or Notations:

Approach:

Recommended for:

Suggested Instructional Time: 1 year

Consultant Service:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0538439467	Century 21 Computer Applications and Keyboarding Comprehensive, Lessons 1-150	\$54.00			9-12
MF	0538440295	Instructor's Edition	\$92.00	▲	Free, one per teacher	9-12
MF		Website (http://www.thomsonedu.com/school/florida/)		▲	Free, one per teacher	9-12
A	0538441895	eBook	\$54.00			9-12
AF	0538440236	Workplace Enrichment Activities	\$13.00	▲	Free, one per teacher	9-12
AF	0538440279	Style Manual	\$8.00	▲	Free, one per teacher	9-12
AF	053844195X	Technology Bundle (CheckPro for Windows & MicroType 4 Windows Site and Network Licenses)	\$1,295.00	§		9-12
AF	0538440422	Instructor's Resource Kit (Spanish Language Supplement; E-Terms: A Dictionary for the 21st Century; Exploring Cultural Diversity; Placement/Performance Tests; Instructor's Manual/Solutions Key; Roll of Honor; Mouse Pad; & Instructor's Resource CD)	\$295.00	▲	Free, one per teacher	9-12
AF	053844035X	PC Keyboard Wall Poster	\$72.00	▲	Free, one per teacher	9-12
AF	0538699264	Model Document Posters	\$125.00	▲	Free, one per teacher	9-12
AF	0538442441	ExamView Pro	\$130.00	▲	Free, one per teacher	9-12

8209020 - Business Systems and Technology

Thomson Learning

Microsoft Office 2003 Introductory Course, Pasewark & Pasewark, 2005/1st

Committee Comments or Notations: -Computer and Business Skills and/or BST (would require supplemental analysis exercises)
 -Request displays of website advertising be removed

Approach:

Recommended for:

Suggested Instructional Time: 1 year (BST); 1 semester (CBS)

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	061918339X	Microsoft Office 2003 Introductory Course	\$49.75			9-12
MF	0619183438	Instructor Resources	\$110.00	▲	Free, one per teacher	9-12
A	061918342X	Activities Workbook	\$19.50			9-12

Thomson Learning

Performing with Microsoft Office 2003 Introductory Course, Blanc/Vento, 2005/1st

Committee Comments or Notations: -Is better suited to BST and Computer and Business skills

Approach:

Recommended for:

Suggested Instructional Time: 1 year (BST); 1 semester (CBS)

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0619183810	Performing with Microsoft Office 2003 Introductory Course	\$49.00			9-12
MF	0619183675	Instructor Resources	\$110.00	▲	Free, one per teacher	9-12

8200330 - Computer and Business Skills

Applied Educational Systems, Inc.

ITCenter21: Business Management Foundations, AES, 2006/N/A

Committee Comments or Notations:

Approach: AES develops curriculum using a backward design process, which begins with the exploration and determination of the desired understandings, knowledge, and skills students should learn. It includes these steps:

- Evaluate Standards and Understandings
- Determine Assessments
- Develop Learning Plan
- Create Curriculum
- Review and Test Curriculum
- Teachers Implement Curriculum

In addition, ITCenter21: Business and Management Foundations uses a range of instructional strategies to help all individual students learn and understand.

Multiple Learning Styles

ITCenter21: Business and Management Foundations appeals to multiple styles of learning with its dynamic and interactive multimedia presentations. These presentations merge text, video, animation, graphics, simulations, photographs, audio, and music to help students explore and make sense of the content.

Hands-on Practice

Practicing new skills is essential to becoming proficient with a computer application. Students constantly gain hands-on experience and practice, and step-by-step instructions keep students on task.

Just-In-Time Learning

ITCenter21: Business and Management Foundations uses "just-in-time" learning, where students learn concepts, answer questions about the concepts, and then immediately connect them to application skills.

Differentiation

ITCenter21: Business and Management Foundations accommodates a range of student abilities by providing frequent tips for hands-on instructions and views of how the students' computer screens should look. Expand text allows novice students to find step-by-step instructions when they need it. Students can exhibit personal expression while making project decisions.

Recommended for: ITCenter21: Business and Management Foundations is targeted toward students in Grade 9 or above. AES keeps the reading level of the curriculum within the range of the target audience by using clear, concise writing, simple sentence structures, and basic-level vocabulary. In addition, interactive multimedia presentations aid student comprehension. And hyperlinked, narrated glossary words are included for students to review vocabulary.

Suggested Instructional Time: 1 semester

Consultant Service: Two days of intensive teacher training in the operation of the lab is included at the manufacturer's training facility.

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M		ITCenter21: Business and Management Foundations program	\$27,450.00			9-12

Pearson Education, Inc., publishing as Pearson Prentice Hall

Stepping Through MS Office 2003 with Business Applications: Advanced, PH Editorial, 2004/1st

Committee Comments or Notations: Covers portions for BST & Business Software Applications!

Approach:

Recommended for:

Suggested Instructional Time: 1 semester

Consultant Service:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0131467719	Student Edition	\$53.97			9-12

8200330 - Computer and Business Skills

MF	0131468324	Teacher's Edition with CD-ROM	\$80.47	‡		9-12
AF	0131468030	Solutions Manual	\$48.97	‡		9-12
AF	0131468022	Assessment & Certification Manual with ExamView CD-ROM	\$129.97	‡		9-12
AF	0131468014	Presentation Pro CD-ROM	\$129.97	‡		9-12

Pearson Education, Inc., publishing as Pearson Prentice Hall

Stepping Through MS Office 2003 with Business Applications: Introductory, PH Editorial, 2004/1st

Committee Comments or Notations: May also be appropriate for BST

Approach:

Recommended for:

Suggested Instructional Time: 1 semester

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0131467689	Student Edition	\$53.97			9-12
MF	0131316877	Teacher Edition Package	\$86.97	‡		9-12
MPC	0131468057	Teacher's Edition with CD-ROM	\$80.47		Component of 0131316877	9-12
MPC	0131315633	Keyboarding Courseware (Stand Alone/Take Home Version MAC/WIN)	\$16.97		Component of 0131316877	9-12
AF	0131468065	Solutions Manual	\$48.97	‡		9-12
AF	0131468073	Assessment & Certification Manual with ExamView CD-ROM	\$129.97	‡		9-12
AF	0131468081	Presentation Pro CD-ROM	\$129.97	‡		9-12

Thomson Learning

Century 21 Plus Computer Applications with Document Formatting, Hoggatt/Shank/Barksdale, 2007/8th

Committee Comments or Notations:

Approach:

Recommended for:

Suggested Instructional Time: 1 semester

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0538439602	Century 21 Plus Computer Applications with Document Formatting	\$44.00			9-12
MF	0538440317	Instructor's Edition	\$88.00	▲	Free, one per teacher	9-12

8200330 - Computer and Business Skills

MF		Website (http://www.thomsonedu.com/school/florida/)		▲	Free, one per teacher	9-12
AF	053844245X	ExamView Pro	\$130.00	▲	Free, one per teacher	9-12
AF	0538443731	CheckPro Site License	\$675.00	▲	Free, one per teacher	9-12
AF	0538443758	Performance Tests	\$11.00	▲	Free, one per teacher	9-12
AF	0538443774	Instructor's Manual and Solutions Key	\$40.00	▲	Free, one per teacher	9-12
AF	0538442433	Instructor's Resource CD	\$130.00	▲	Free, one per teacher	9-12

Thomson Learning

Integrated Business Projects, Olinzock, et. al., 2005/2nd

Committee Comments or Notations: Move to computer & business skills great project book but not a basic instruction text. May need supplemental materials?

Approach:

Recommended for:

Suggested Instructional Time: 1 semester

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0538727624	Integrated Business Projects	\$34.00			9-12
MF	0538727640	Instructor's Resource CD	\$130.00	▲	Free, one per teacher	9-12
MF		Website (http://www.thomsonedu.com/school/florida/)		▲	Free, one per teacher	9-12
A	0538728795	eBook	\$34.00			9-12

8209510 - Digital Design 1

Pearson Education, Inc., publishing as Pearson Prentice Hall

Adobe CS2 Suite Bundle, Wempen/Skintik/Bucki, 2006/1st

Committee Comments or Notations: -appropriate for Digital Design II and new Media & Digital Imaging Fundamentals

Approach:

Recommended for:

Suggested Instructional Time: 1-2 semesters

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0131997777	Adobe CS2 Suite Bundle	\$69.97			9-12

8209510 - Digital Design 1

MPC	0131868934	DDC Learning Adobe InDesign CS2 Student Edition	\$32.47		Component of 0131997777	9-12
MPC	0131871951	DDC Learning Adobe Illustrator CS2 Student Edition	\$32.47		Component of 0131997777	9-12
MPC	0131870467	DDC Learning Adobe Photoshop CS2 Student Edition	\$32.47		Component of 0131997777	9-12
MF	0131990314	DDC Learning Adobe InDesign CS2 Instructor's Resource CD-ROM	\$76.47	‡		9-12
MF	0131871943	DDC Learning Adobe Illustrator CS2 Instructor's Resource CD-ROM	\$76.47	‡		9-12
MF	0131990322	DDC Learning Adobe Photoshop CS2 Instructor's Resource CD-ROM	\$76.47	‡		9-12

Thomson Learning

Adobe Illustrator CS2 Revealed (with CD), Botello, 2006/1st

Committee Comments or Notations:

Approach:

Recommended for:

Suggested Instructional Time: 1 semester

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	1418839647	Adobe Illustrator CS2 Revealed (with CD)	\$37.00			9-12
MF	1418839655	Instructor Resources	\$110.00	▲	Free, one per teacher	9-12

Thomson Learning

Adobe Photoshop CS2 Revealed (with CD), Reding, 2006/1st

Committee Comments or Notations: -appropriate-Digital Design II, Web Design II, New Media & Digital Imaging Fundamental

Approach:

Recommended for:

Suggested Instructional Time: 1 semester

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	1418839612	Adobe Photoshop CS2 Revealed (with CD)	\$37.00			9-12
MF	1418839620	Instructor Resources, PC Version	\$110.00	▲	Free, one per teacher	9-12
MF	1418860131	Instructor Resources, MAC Version	\$110.00	▲	Free, one per teacher	9-12

8209510 - Digital Design 1

Thomson Learning

Introduction to Computer Graphics, Bouweraerts, 2005/1st

Committee Comments or Notations:

Approach:

Recommended for:

Suggested Instructional Time: 1 semester

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	061927333X	Introduction to Computer Graphics	\$45.00			9-12
MF	1418843199	Instructor Resources (MAC)	\$110.00	▲	Free, one per teacher	9-12
MF	0619273348	Instructor Resources (Windows)	\$110.00	▲	Free, one per teacher	9-12

8209520 - Digital Design 2

Thomson Learning

Advanced Design Techniques in Adobe Photoshop CS2 Revealed (with CD), Botello, 2006/1st

Committee Comments or Notations: appropriate for Web Design II & III

Approach:

Recommended for:

Suggested Instructional Time: 1 semester

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	1418839736	Advanced Design Techniques in Adobe Photoshop CS2 Revealed (with CD)	\$37.00			9-12
MF	1418839744	Instructor Resources	\$110.00	▲	Free, one per teacher	9-12

8207420 - Digital Video and Sound Fundamentals

Thomson Learning

Multimedia for the Web Creating Digital Excitement Revealed, Coorough/Shuman, 2006/1st

Committee Comments or Notations:

Approach:

Recommended for:

Suggested Instructional Time: 1 semester

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	1418839531	Multimedia for the Web Creating Digital Excitement Revealed	\$37.00			9-12
MF	1418839566	Instructor Resources	\$110.00	▲	Free, one per teacher	9-12

8207310 - Introduction to Information Technology

EMC Corporation

Computers: Understanding Technology - Comprehensive, Fuller, et al, 2005/2nd

Committee Comments or Notations:

Approach: Studying this book will help students prepare for the workplace of today and tomorrow in which some level of computer skills is often an essential requirement for employment. The goal of this book is to introduce students to the key information technology concepts and the vital technical skills that can help improve their personal and professional lives.
When used with the textbook, HTML: CSS/JavaScript, DHTML, it covers the standards for Web Design 1.

Recommended for: Average high school students in a web design course

Suggested Instructional Time: 1 semester

Consultant Ser vice: In-service workshops are available, at no charge, on a mutually agreeable schedule by contacting the publisher at 1-800-328-1452.

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	076382092X	Computers: Understanding Technology - Comprehensive Textbook with Encore CD	\$59.95			9-12
M	0763822566	Computers: Understanding Technology - Comprehensive Textbook with Encore CD and Snap Assessment	\$67.95			9-12
AF	0763820903	Computers: Understanding Technology - Comprehensive Instructor's Guide CD	\$69.00	*		9-12
AF	0763820911	Computers: Understanding Technology - Comprehensive Test Generator CD	\$78.95	*		9-12
AF		Computers: Understanding Technology - Comprehensive Internet Resource Center www.emcp.com	\$39.95	*		9-12

8207310 - Introduction to Information Technology

Thomson Learning

Computer Literacy BASICS A Comprehensive Guide to IC3, Ambrose et. al., 2005/2nd

Committee Comments or Notations:

Approach:

Recommended for:

Suggested Instructional Time: 1-2 semesters

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0619243821	Computer Literacy BASICS A Comprehensive Guide to IC3	\$50.75			9-12
MF	0619243848	Instructor Resources	\$110.00	▲	Free, one per teacher	9-12

Thomson Learning

DigiTools Technology Application Tools, Barksdale, 2006/1st

Committee Comments or Notations:

Approach:

Recommended for:

Suggested Instructional Time: 1 year

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0538441968	DigiTools Technology Application Tools	\$44.00			9-12
MF	0538441976	Instructor's Manual	\$31.50	▲	Free, one per teacher	9-12
MF		Website (http://www.thomsonedu.com/school/florida/)		▲	Free, one per teacher	9-12
A	0538441984	Activities for Input Technologies and Computer Applications	\$279.00			9-12
A	0538442514	eBook	\$44.00			9-12
AF	0538438371	ExamView Pro	\$130.00	▲	Free, one per teacher	9-12
AF	0538440503	MicroType 4 Windows Site and Network Licenses	\$799.00	§		9-12
AF	053844360X	MicroType MAC Network/Site License	\$799.00	§		9-12
AF	0538442018	Instructor's Resource CD	\$130.00	▲	Free, one per teacher	9-12

8207310 - Introduction to Information Technology

Thomson Learning

Understanding Computers Today and Tomorrow, Morley/Parker, 2007/11th

Committee Comments or Notations:

Approach:

Recommended for:

Suggested Instructional Time: 1-2 semesters

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	1418860557	Understanding Computers Today and Tomorrow	\$50.00			9-12
MF	1418860689	Instructor Resources	\$110.00	▲	Free, one per teacher	9-12

8200320 - Keyboarding and Business Skills

Thomson Learning

Century 21 Computer Keyboarding Essentials, Lessons 1-75, Hoggatt/Shank, 2006/8th

Committee Comments or Notations:

Approach:

Recommended for:

Suggested Instructional Time: 1 semester

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0538439599	Century 21 Computer Keyboarding Essentials, Lessons 1-75	\$36.00			9-12
MF	0538440309	Instructor's Edition	\$79.00	▲		9-12
MF		Website (http://www.thomsonedu.com/school/florida/)		▲		9-12
A	0538441909	eBook	\$36.00			9-12
AF	0538440236	Workplace Enrichment Activities	\$13.00	▲	Free, one per teacher	9-12
AF	0538440279	Style Manual	\$8.00	▲	Free, one per teacher	9-12
AF	053844195X	Technology Bundle (CheckPro for Windows & MicroType 4 Windows Site and Network Licenses)	\$1,295.00	§		9-12

8200320 - Keyboarding and Business Skills

AF	0538440422	Instructor's Resource Kit (Spanish Language Supplement; E-Terms: A Dictionary for the 21st Century; Exploring Cultural Diversity; Placement/Performance Tests; Instructor's Manual/Solutions Key; Roll of Honor; Mouse Pad; & Instructor's Resource CD)	\$295.00	▲	Free, one per teacher	9-12
AF	053844035X	PC Keyboard Wall Poster	\$72.00	▲	Free, one per teacher	9-12
AF	0538699264	Model Document Posters	\$125.00	▲	Free, one per teacher	9-12
AF	0538442441	ExamView Pro	\$130.00	▲	Free, one per teacher	9-12

8215130 - Legal Aspects of Business

Glencoe/McGraw-Hill

Understanding Business and Personal Law, Brown, et al, 2006/1st

Committee Comments or Notations:

Approach: Glencoe's Understanding Business and Personal Law is designed to align with the Florida's Sunshine Standards for business law. The program presents an effective balance of concepts and real-world applications, as well as academic and technology integration.

The Student Edition provides comprehensive content in a clear narrative format. A strong introduction to the basic foundations law and ethics is provided so that the students can then easily move on to grasp key US Law concepts and key legal processes. The Student Edition explains and clarifies the core components of contract law and applies contract law concepts to business life, personal life and financial management, employment law and family law. Every relevant legal aspect or application is included in each of these specific areas. The Student Edition also contains strong international law, cyber law, and careers in the law strands woven through the entire span of the text through special features.

The Student Interactive Edition on CD-ROM provides an alternative format to the textbook and easy access for the students. A web-based, online version of the SE is also available on the textbook's Online Learning Center through glencoe.com.

The Teacher Wraparound edition provides teaching strategies to engage students in reading and writing in the content area, integrate business education standards, academic standards, and workplace skills and competencies.

The strategies include guided practice, individualized and leveled activities and applications, assessment and reteaching. The teacher tool suggests using these strategies to focus, teach, and assess instruction to meet all standards and competencies expectations. Additional strategies accompany the end of unit workshops and Landmark cases in order to extend and enrich students' learning.

Recommended for: Intended for use by students in grades 9-12

Suggested Instructional Time: 1 year

Consultant Service: This service may be obtained at no charge by contacting our Florida regional office at:
5102 West Laurel Street, Suite 400
Tampa, FL 33607
Phone: (813) 286-9010 / (877) 401-7147
Fax: (813) 287-8666
Mary Russick, Regional Vice President

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0078618789	Student Edition	\$59.49			9-12
MF	0078680069	Teacher Wraparound Edition	\$82.47	▲	Free per teacher	9-12
AF	0078680107	Teacher Resource Binder (includes the following ISBN):	\$310.98	▲	Free per teacher	9-12
APC	007868112X	Student Activity Workbook, Teacher Annotated Edition	\$39.48		0078680107	9-12
AF	007868014X	Transparency Binder	\$136.50	▲	Free per teacher	9-12

8215130 - Legal Aspects of Business

AF	0078291402	Poster Package	\$78.99	▲	Free per teacher	9-12
AF	0078741327	Inclusion in the Business Classroom	\$25.98	▲	Free per teacher	9-12
AF	0078680123	Assessment Binder w/ExamView Pro Test Generator CD-ROM	\$136.50	▲	Free per teacher	9-12
AF	0078680115	PowerPoint Presentations CD-ROM	\$216.99	▲	Free per teacher	9-12
AF	0078680158	Interactive Lesson Planner CD-ROM	\$387.99	▲	Free per teacher	9-12
AF	0078680182	Puzzlemaker CD-ROM	\$79.98	▲	Free per teacher	9-12
AF	0078680166	National Mock Trial Championship Video	\$284.97	▲	Free per teacher	9-12
AF	0078680174	Court TV Trial Video	\$404.49	▲	Free per teacher	9-12
AF	0078275121	Glencoe Business Video Package	\$75.00	▲	Free per teacher	9-12
AF	0078771552	Florida Curriculum Mapping Booklet	\$9.99	▲	Free per teacher	9-12

Thomson Learning

Law for Business and Personal Use, Adamson, 2006/17th

Committee Comments or Notations:

Approach:

Recommended for:

Suggested Instructional Time: 1 year

Consultant Service:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0538440511	Law for Business and Personal Use	\$58.50			9-12
MF	0538440643	Instructor's Wraparound Edition	\$92.00	▲	Free, one per teacher	9-12
MF		Website (http://www.thomsonedu.com/school/florida/)		▲	Free, one per teacher	9-12
A	0538440651	Activities and Study Guide	\$17.25			9-12
A	053844066X	Video	\$180.00			9-12
AF	0538440678	ExamView Pro	\$130.00	▲	Free, one per teacher	9-12
A	0538440708	Interactive Study Guide	\$625.00			9-12
A	0538442336	eBook	\$58.50			9-12
AF	0538440694	Instructor's Resource Kit	\$325.00	▲	Free, one per teacher	9-12
AF	0538440686	Instructor's Resource CD	\$130.00	▲	Free, one per teacher	9-12

8207020 - Networking 1

Goodheart-Willcox Publisher

Computer Service and Repair, Roberts, 2005/2nd

Committee Comments or Notations:

Approach: Lecture and Lab

Recommended for: Grades 9 through 12. For anyone considering employment in PC troubleshooting and repair.

Suggested Instructional Time: 1 year

Consultant Service: Text is traditional in its approach and may be easily used by any qualified teacher. Our local representative is available for inservice at time permits.

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	1590703359	Computer Service and Repair - Student Textbook	\$51.00	▲	1 per regular classroom teacher	9-12
A	1590703367	Computer Service and Repair - Laboratory Manual	\$13.50			9-12
AF	1590703375	Computer Service and Repair - Instructor's Manual	\$41.25	▲	1 per regular classroom teacher	9-12
AF	1590703383	Computer Service and Repair -Instructor's Resource CD	\$165.00	▲	1 per regular classroom teacher	9-12

Thomson Learning

Hands-On Networking Fundamentals, Palmer, 2006/1st

Committee Comments or Notations:

Approach:

Recommended for:

Suggested Instructional Time: 1 semester

Consultant Service:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	1418835544	Hands-On Networking Fundamentals	\$55.00			9-12
MF	1418835919	Instructor Resources	\$110.00	▲	Free, one per teacher	9-12

8207030 - Networking 2, Infrastructure

Goodheart-Willcox Publisher

Networking Fundamentals, Roberts, 2005/1st

Committee Comments or Notations: appropriate for Network II Administration and Network III Infrastructure and III Administration

Approach: Lecture and Lab

Recommended for: Grades 8 through 12. Designed for anyone wishing to pursue a career in information technology.

Suggested Instructional Time: 1 year

Consultant Ser vice: Text is traditional in its approach and may be easily used by any qualified teacher. Our local representative is available for inservice at time permits.

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	1590704495	Networking Fundamentals - Student Textbook	\$44.97	▲	1 per regular classroom teacher	9-12
A	1590704509	Networking Fundamentals -Laboratory Manual	\$13.50			9-12
A	1590704517	Networking Fundamentals - Study Guide	\$13.50			9-12

Thomson Learning

Guide to Networking Essentials (with CD), Tomsho/Tittel/Johnson, 2004/4th

Committee Comments or Notations:

Approach:

Recommended for:

Suggested Instructional Time: 1 year

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0619215321	Guide to Networking Essentials (with CD)	\$55.00			9-12
MF	0619215356	Instructor Resources	\$110.00	▲	Free, one per teacher	9-12

Thomson Learning

Network+ Guide to Networks (with CD), Dean, 2006/4th

Committee Comments or Notations:

Approach:

Recommended for:

Suggested Instructional Time: 1 year

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	061921743X	Network+ Guide to Networks (with CD)	\$55.00			9-12

8207030 - Networking 2, Infrastructure

MF 0619217456 Instructor Resources \$110.00 ▲ Free, one per teacher 9-12

8207410 - New Media and Digital Imaging Fundamentals

Thomson Learning

Multimedia and Image Management, Lake/Bean, 2006/1st

Committee Comments or Notations:

Approach:

Recommended for:

Suggested Instructional Time: 1 year

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0538441836	Multimedia and Image Management	\$35.00			9-12
MF	0538441941	Instructor's Resource CD	\$130.00	▲	Free, one per teacher	9-12
MF		Website (http://www.thomsonedu.com/school/florida/)		▲	Free, one per teacher	9-12
A	0538441844	Activities	\$279.00			9-12
AF	0538441879	ExamView Pro	\$130.00	▲	Free, one per teacher	9-12
A	0538442530	eBook	\$35.00			9-12

8207210 - PC Support 1

Thomson Learning

A+ Guide to Hardware: Managing, Maintaining, and Troubleshooting, Enhanced (with CD), Andrews, 2006/3rd

Committee Comments or Notations: This text correlates to 2003 A+ Certification exam and supplemental materials may be needed for subsequent A+ exams.

Approach:

Recommended for:

Suggested Instructional Time: 1 year

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	1418835617	A+ Guide to Hardware: Managing, Maintaining, and Troubleshooting, Enhanced (with CD)	\$54.50			9-12
MF	1418836605	Instructor Resources	\$110.00	▲	Free, one per teacher	9-12
A	1418835641	Lab Manual	\$25.00			9-12

8207110 - Web Design 1

EMC Corporation

HTML:CSS/JavaScript/DHTML, Steve Callihan, 2004/1st

Committee Comments or Notations:

Approach: This textbook teaches basic to advanced HTML-based Web development, including HTML 4.01, XHTML 1.0, CSS style, JavaScript scripts, DHTML effects, and more. It includes standards-based instruction which stresses designing for backward and forward compatibility, usability, and accessibility.

When used with the textbook, Computers: Understanding Technology - Comprehensive, it covers the standards for Web Design 1.

Recommended for: Average high school students in a web design course

Suggested Instructional Time: 1-2 semesters

Consultant Service: In-service workshops are available, at no charge, on a mutually agreeable schedule by contacting the publisher at 1-800-328-1452.

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0763816531	HTML:CSS/JavaScript/DHTML Textbook	\$48.95			9-12
AF		HTML:CSS/JavaScript/DHTML Internet Resource Center, includes Instructor's Guide www.emcp.com	\$39.95	*		9-12

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Glencoe/McGraw-Hill

Introduction to Web Design Using Macromedia Dreamweaver, Evans, et al, 2007/1st

Committee Comments or Notations:

Approach: Glencoe's Introduction to Web Design Using Dreamweaver is designed to help students develop the skills needed to plan and create Web sites using Dreamweaver. The program addresses the real-world needs of students and teachers with a student-centered approach that relies upon teacher guidance and facilitation, and supports the 8-Step Process that constitutes Florida's Continuous Improvement Model through a variety of exercises and progress assessments. This program can also help students develop skills that will allow them to succeed in any subject area and throughout their life.

The Student Edition is structured and designed to meet Florida state and national standards while exploring the range of Web design technologies. The course promotes a project-based learning environment so that students learn concepts and practice skills related to Web design in a real-world context. Guided step-by-step activities are written and designed to be used with the whole class and with individual students. The text includes traditional assessment strategies and also relies on evaluation techniques through competency-based projects. Opportunities for assessment are provided throughout the chapters to check student progress, and complete reviews and assessments are also given at the end of every chapter. In addition, the text includes feature articles that encourage students to explore the impact of technology on society and the workplace along with associated ethical and legal issues.

The Introduction to Web Design Using Dreamweaver Teacher Resource Manual provides teaching strategies at point-of-use to focus, teach, and assess instruction to ensure students' comprehension of key concepts and mastery of skills. Additional features also support successful planning and instruction, such as Chapter Planning Guides and Teaching and Troubleshooting Tips.

The Introduction to Web Design Using Dreamweaver Student Workbook reinforces key concepts and skills from the textbook. Guided Reading activities and hands-on Web design projects provide additional practice and reinforcement of the core principles and Web design.

The Online Learning Center (www.WebDesignDW.glencoe.com) is the companion Web site to the student textbook. The site includes a Student Center with additional teaching and enrichment materials to enhance students' learning experience, including additional student projects, Reading Strategy Organizers, Online Self Checks, Study with PowerTeach Presentation tutorials, Go Online Activities, Student Data Files, and access to Glencoe's unique TechSIM Interactive tutorials. A password-protected Teacher Center provides answer keys as well as a variety of additional professional resource materials.

Recommended for: Intended for use by students in grades 9-12

Suggested Instructional Time: 1 year

Consultant Service: This service may be obtained at no charge by contacting our Florida regional office at:
5102 West Laurel Street, Suite 400
Tampa, FL 33607
Phone: (813) 286-9010 / (877) 401-7147
Fax: (813) 287-8666
Mary Russick, Regional Vice President

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0078729890	Student Edition	\$47.97			9-12
MF	0078736862	Teacher Resource Manual with CD-ROM	\$73.47	▲	Free per teacher	9-12
AF	0078736870	Student Workbook	\$25.98	▲	Free per teacher	9-12
AF	0078742919	ExamView Pro Test Generator CD-ROM	\$169.98	▲	Free per teacher	9-12
AF	0078771528	Florida Curriculum Mapping Booklet	\$9.99	▲	Free per teacher	9-12

8207110 - Web Design 1

Glencoe/McGraw-Hill

Introduction to Web Design Using Microsoft FrontPage, Renner, 2005/1st

Committee Comments or Notations:

Approach: Glencoe's Introduction to Web Design Using FrontPage is designed to help students develop the skills needed to plan and create Web sites using FrontPage. The program addresses the real-world needs of students and teachers with a student-centered approach that relies upon teacher guidance and facilitation, and supports the 8-Step Process that constitutes Florida's Continuous Improvement Model through a variety of exercises and progress assessments. This program can also help students develop skills that will allow them to succeed in any subject area and throughout their life.

The Student Edition is structured and designed to meet Florida state and national standards while exploring the range of Web design technologies. The course promotes a project-based learning environment so that students learn concepts and practice skills related to Web design in a real-world context. Guided step-by-step activities are written and designed to be used with the whole class and with individual students. The text includes traditional assessment strategies and also relies on evaluation techniques through competency-based projects. Opportunities for assessment are provided throughout the chapters to check student progress, and complete reviews and assessments are also given at the end of every chapter. In addition, the text includes feature articles that encourage students to explore the impact of technology on society and the workplace along with associated ethical and legal issues.

The Introduction to Web Design Using FrontPage Teacher Resource Manual provides teaching strategies at point-of-use to focus, teach, and assess instruction to ensure students' comprehension of key concepts and mastery of skills. Additional features also support successful planning and instruction, such as Chapter Planning Guides and Teaching and Troubleshooting Tips.

The Introduction to Web Design Using FrontPage Student Workbook reinforces key concepts and skills from the textbook. Guided Reading activities and hands-on Web design projects provide additional practice and reinforcement of the core principles and Web design.

The Online Learning Center (www.webdesign.glencoe.com) is the companion Web site to the student textbook. The site includes a Student Center with additional teaching and enrichment materials to enhance students' learning experience, including additional student projects, Reading Strategy Organizers, Online Self Checks, Study with PowerPoint Presentation tutorials, Go Online Activities, Student Data Files, and access to Glencoe's unique TechSIM Interactive tutorials. A password-protected Teacher Center provides answer keys as well as a variety of additional professional resource materials.

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Fax: (813) 287-8666
Mary Russick, Regional Vice President

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0078612322	Student Edition	\$47.97			9-12
MF	0078612330	Teacher Resource Manual with CD-ROM	\$73.47	▲	Free per teacher	9-12
AF	0078612349	Student Workbook	\$25.98	▲	Free per teacher	9-12
AF	007877151X	Florida Curriculum Mapping Booklet	\$9.99	▲	Free per teacher	9-12

8207110 - Web Design 1

Pearson Education, Inc., publishing as Pearson Prentice Hall

Macromedia Studio 8 Suite Bundle, Weixel/Skintik/Underdahl, 2007/3rd

Committee Comments or Notations: for Web Design II, Digital Design II

Approach:

Recommended for:

Suggested Instructional Time: 1-2 semesters

Consultant Service:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0131564625	Macromedia Studio 8 Suite Bundle	\$69.97			9-12
MPC	0131872338	DDC Learning Macromedia Flash Studio 8 Student Edition	\$32.47		Component of 0131564625	9-12
MPC	013186887X	DDC Learning Macromedia Dreamweaver Studio 8 Student Edition	\$32.47		Component of 0131564625	9-12
MPC	0131875477	DDC Learning Macromedia Fireworks Studio 8 Student Edition	\$32.47		Component of 0131564625	9-12
MF	0131990349	DDC Learning Macromedia Flash Studio 8 Instructor's Resource CD-ROM	\$76.47	‡		9-12
MF	0131868942	DDC Learning Macromedia Dreamweaver Studio 8 Instructor's Resource CD-ROM	\$76.47	‡		9-12
MF	0131990330	DDC Learning Macromedia Fireworks Studio 8 Instructor's Resource CD-ROM	\$76.47	‡		9-12

Thomson Learning

Macromedia Dreamweaver 8 Revealed (with CD), Bishop, 2006/1st

Committee Comments or Notations: appropriate for Web Design II

Approach:

Recommended for:

Suggested Instructional Time: 1 semester

Consultant Service:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	1418843083	Macromedia Dreamweaver 8 Revealed (with CD)	\$37.00			9-12
MF	1418860212	Instructor Resources	\$110.00	▲	Free, one per teacher	9-12

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Thomson Learning

Macromedia Studio 8 Step-by-Step Projects for Flash 8, Dreamweaver 8, Fireworks 8, and Contribute 3, Dharkar/Pickle/Tapley/Heins, 2006/1st

Committee Comments or Notations:

Approach:

Recommended for:

Suggested Instructional Time: 1 semester

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0619267097	Macromedia Studio 8 Step-by-Step Projects for Flash 8, Dreamweaver 8, Fireworks 8, and Contribute 3	\$38.75			9-12
MF	1418865729	Instructor Resources	\$110.00	▲	Free, one per teacher	9-12

Thomson Learning

Microsoft FrontPage 2003 Comprehensive Concepts and Techniques, Shelly/Cashman/Quasney, 2004/3rd

Committee Comments or Notations: appropriate for Web Design II

Approach:

Recommended for:

Suggested Instructional Time: 1 semester

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0619254750	Microsoft Office FrontPage 2003 Comprehensive Concepts and Techniques	\$44.25			9-12
MF	0619200537	Instructor Resources	\$110.00	▲	Free, one per teacher	9-12

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Thomson Learning

New Perspectives on Creating Web Pages with HTML, XHTML, and XML, Comprehensive, Carey, 2006/2nd

Committee Comments or Notations: appropriate for web design II

Approach:

Recommended for:

Suggested Instructional Time: 1 year

Consultant Service:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0619268018	New Perspectives on Creating Web Pages with HTML, XHTML, and XML, Comprehensive	\$52.00			9-12
MF	0619268026	Instructor Resources	\$110.00	▲	Free, one per teacher	9-12

Thomson Learning

New Perspectives on HTML and XHTML, Comprehensive, Carey, 2005/1st

Committee Comments or Notations:

Approach:

Recommended for:

Suggested Instructional Time: 1-2 semesters

Consultant Service:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	061926747X	New Perspectives on HTML and XHTML Comprehensive	\$46.00			9-12
MF	0619267569	Instructor Resources	\$110.00	▲	Free, one per teacher	9-12

8207110 - Web Design 1

Thomson Learning

New Perspectives on HTML, XHTML, and Dynamic HTML, Comprehensive, Carey, 2005/1st

Committee Comments or Notations: appropriate for Web Design II

Approach:

Recommended for:

Suggested Instructional Time: 1-2 semesters

Consultant Service:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0619267488	New Perspectives on HTML, XHTML, and Dynamic HTML, Comprehensive	\$51.00			9-12
MF	0619267585	Instructor Resources	\$110.00	▲	Free, one per teacher	9-12

Thomson Learning

Principles of Web Design, Sklar, 2006/3rd

Committee Comments or Notations:

Approach:

Recommended for:

Suggested Instructional Time: 1 semester

Consultant Service:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0619216662	Principles of Web Design	\$49.00			9-12
MF	0619216670	Instructor Resources	\$110.00	▲	Free, one per teacher	9-12

Thomson Learning

The Web Collection Macromedia Dreamweaver 8, Flash 8, Fireworks 8 Revealed (with CD), Bishop/Shuman/Waxer, 2006/1st

Committee Comments or Notations:

Approach:

Recommended for:

Suggested Instructional Time: 1-2 semesters

Consultant Service:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	1418843075	The Web Collection Macromedia Dreamweaver 8, Flash 8, and Fireworks 8 Revealed (with CD)	\$45.00			9-12

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MF 141886031X Instructor Resources \$110.00 ▲ Free, one per teacher 9-12

8207120 - Web Design 2

Thomson Learning

Macromedia Fireworks 8 Revealed (with CD), Waxer, 2006/1st

Committee Comments or Notations: appropriate for new media and Digital imaging Fundamentals and Digital Design II

Approach:

Recommended for:

Suggested Instructional Time: 1 semester

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	1418843113	Macromedia Fireworks 8 Revealed (with CD)	\$37.00			9-12
MF	1418860298	Instructor Resources	\$110.00	▲	Free, one per teacher	9-12

Thomson Learning

Macromedia Flash 8 Revealed (with CD), Shuman, 2006/1st

Committee Comments or Notations: appropriate for Digital Design II, New Media, and Digital Imaging Fundamentals

Approach:

Recommended for:

Suggested Instructional Time: 1 semester

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	1418843091	Macromedia Flash 8 Revealed (with CD)	\$37.00			9-12
MF	1418860239	Instructor Resources	\$110.00	▲	Free, one per teacher	9-12

8207120 - Web Design 2

Thomson Learning

New Perspectives JavaScript, Comprehensive, Carey/Canovatchel, 2006/1st

Committee Comments or Notations: appropriate for Web Design II

Approach:

Recommended for:

Suggested Instructional Time: 1 semester

Consultant Service:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0619267976	New Perspectives on JavaScript, Comprehensive	\$40.00			9-12
MF	0619267984	Instructor Resources	\$110.00	▲	Free, one per teacher	9-12