

**COMPUTER EDUCATION AND
BUSINESS TECHNOLOGY
EDUCATION
GRADES 9-12**

**Introduction to Computers,
Grades 9-12**

**COURSE TECHNOLOGY
Shelly, Cashman, & Vermaat**

**Discovering Computers 2004, A Gateway To
Information, 2003/1e**

MAJOR TOOL:
0789567784 Discovering Computers 2004,
A Gateway to Information 49.50

ANCILLARIES: *1:TEACHER
0789567059 Study Guide 16.25
0789567067 Instructor Resources (CD-ROM) *18.50
Includes: Electronic Instructor's Manual
Data Files, Figure Files, and Solution Files,
Study Guide Sampler, Interactive Labs and Solutions,
Project Reinforcement Activities Workbook and
Solutions, Syllabus, Pretest/Posttest, Test Out/Final Exam,
Lecture Success System (pp and video), Testing Software:
Exam View Engine, Test Bank, and User's Guide

N/A [http://www.scsite.com/dc2004/index.cfm?
action=homeflash](http://www.scsite.com/dc2004/index.cfm?action=homeflash) n/c

State Committee recommended notations: None.
Approach: Not supplied by publisher.
Recommended for: Students in grades 9-12.
Suggested instructional time: one year.
Consultant services: Staff development and training are
available upon the adoption and purchase of these materials at
the request of the school district.
Adopted: 2004-2010

**EMC PARADIGM,
Floyd Fuller**

Computers: Navigating Change, 2002/1e

MAJOR TOOL:
0763812978 Textbook 33.95
0763812986 Instructor's Guide with CD-ROM ‡

State Committee recommended notations: None.
Approach: Not supplied by publisher.
Recommended for: Students in grades 9-12.
Suggested instructional time: One semester.
Consultant services: In-service workshops are available on a
mutually agreeable schedule between the publisher and the
school, free of charge.
Adopted: 2004-2010

**EMC PARADIGM
Floyd Fuller**

**Computers: Understanding Technology,
2003/1e**

MAJOR TOOL:
0763812994 Textbook with CD-ROM 53.95
0763813001 Instructor's Guide on CD-ROM ‡

ANCILLARIES:
0763815950 Test Generator on CD-ROM ‡

State Committee recommended notations: None.
Approach: The goal of this textbook is to introduce
students to computer technology and give them the
technology skills that can help improve their personal and
professional lives.
Recommended for: students in grades 9-12.
Suggested instructional time: One year.
Consultant services: In-service workshops are available
on a mutually agreeable schedule between the publisher
and the school, free of charge.
Adopted: 2004-2010

KEYBOARDING, GRADES 9-12

**EMC PARADIGM
William Mitchell**

**Paradigm Keyboarding: Sessions 1-30,
1999/4e**

MAJOR TOOL:
0763801461 Textbook with CD 34.95
FREE ITEMS:
0763801259 Instructor's Guide †
0763801453 Instructor's CD-ROM Package †

State Committee recommended notations: None.
Approach: This text provides instruction in developing the
basic keyboarding skills needed to key alphabetic, numeric,
and special symbol character, as well as teaching the skills
needed to use a 10-key numeric pad. It also provides
instruction in basic word processing features.
Recommended for: students in grades 9-12.
Suggested instructional time: Nine weeks.
Consultant services: In-service workshops are available on a
mutually agreeable schedule between the publisher and the
school, free of charge.
Adopted: 2004-2010

**EMC PARADIGM
William Mitchell**

**Paradigm Keyboarding: Sessions 1-60,
1999/4e**

MAJOR TOOL:
0821920154 Textbook with CD 48.95
0763801259 Instructor's Guide ‡
ANCILLARIES:
0763802069 Instructor's CD-ROM Package ‡

State Committee recommended notations:

Approach: This text provides instruction in developing the basic keyboarding skills needed to key alphabetic, numeric, and special symbol character, as well as teaching the skills needed to use a 10-key numeric pad. It also provides instruction in basic word processing features.

Recommended for: Students in grades 9-12.

Suggested instructional time: one semester.

Consultant services: In-service workshops are available on a mutually agreeable schedule between the publisher and the school, free of charge.

Adopted: 2004-2010

PowerPoint
Transparencies master for Word
Transparencies masters
Workplace Enrichment Files
Exam View Testing Software

N/A

www.c21key.swep.com

n/c

State Committee recommended notations: None

Approach: This text uses a non-software specific approach to word processing. It contains 150 keyboarding and word processing lessons, 54 computer application lessons, and 15 new key learning lessons.

Recommended for: Students in grades 9-12.

Suggested instructional time: One year.

Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.

Adopted: 2004-2010

**SOUTH-WESTERN
Hoggatt, Shank, Robinson**

**Century 21 Computer Applications &
Keyboarding, 2002/7e**

MAJOR TOOL:		
0538691522	Century 21 Computer Applications & Keyboarding	48.00
ANCILLARIES: *1:TEACHER		
0538699442	Instructor's Edition	*75.00
0538699426	Instructor's Resource Kit (Box)	*250.00
FREE ITEMS: *1: TEACHER		
0538699213	A Collaborative Simulation: The Information Processing Specialist (Simulation)	*
0538699876	Workplace Enrichment (booklet)	*
0538699868	Workplace Enrichment CD-ROM	*
0538699523	Spanish Language Supplement (booklet)	*
0538699477	Exploring Cultural Diversity (booklet)	*
0538699280	Style Manual (non-consumable)	*
053869923X	Transparencies, Volume 1	*
0538699248	Transparencies, Volume 2	*
0538699221	Transparencies, Volumes 1-3	*
0538699434	Placement/Performance Tests (consumable)	*
0538699396	CheckPro for Century 21 for use with Word 2000, Site License (CD-ROM)	*
053869937X	CheckPro For Century 21, User's Guide (booklet)	*
*FREE 1:TEACHER, CHOICE OF VERSION		
0538433973	MicroType 3.0, Windows Site License (CD-ROM)	*
0538434007	MicroType 3.0, Macintosh Site License (CD-ROM) Instructor's Resource CD \ Includes: Data File and Solutions Exploring Culture Diversity Project Files and Solutions Certificate of Completion Instructor's Manual Lesson Plans Performance and Placement Test Performance Test Solution Files Transparencies master for Excel Transparencies master for	*

**SOUTH-WESTERN
Hoggatt, Shank, Robinson**

Century 21 Computer Keyboarding, 2002/7e

MAJOR TOOL: *1:TEACHER		
0538699191	Century 21 Computer Keyboarding	31.00
0538699418	Instructor's Edition	*40.00
FREE ITEMS: *1:TEACHER		
0538699213	A Collaborative Simulation: The Information Processing Specialist (Simulation)	*
0538699876	Workplace Enrichment (booklet)	*
0538699868	Workplace Enrichment CD-ROM	*
0538699523	Spanish Language Supplement (booklet)	*
0538699477	Exploring Cultural Diversity (booklet)	*
0538699280	Style Manual (non-consumable)	*
053869923X	Transparencies, Volume 1	*
0538699248	Transparencies, Volume 2	*
0538699221	Transparencies, Volumes 1-3	*
0538699434	Placement/Performance Tests (consumable)	*
0538699396	CheckPro for Century 21 for use with Word 2000, Site License (CD-ROM)	*
053869937X	CheckPro For Century 21, User's Guide (booklet)	*
*FREE 1:TEACHER, CHOICE OF VERSION		
0538433973	MicroType 3.0, Windows Site License (CD-ROM)	*
0538434007	MicroType 3.0, Macintosh Site License (CD-ROM) Instructor's Resource CD Includes: Data File and Solutions Exploring Culture Diversity Project Files and Solutions Certificate of Completion Instructor's Manual Lesson Plans Performance and PlacementTest Performance Test Solution Files Transparencies master for Excel Transparencies master for PowerPoint Transparencies master for Word Transparencies masters	*

Workplace Enrichment Files
Exam View Testing Software

0619055243	Step-by-Step Instructions for Microsoft Office XP (non-consumable)	15.00
0619055898	Step-by-Step Instructions for Microsoft Office 2000 (non-consumable)	15.00
0619183292	Step-by-Step Instructions for Microsoft Office.NET (non-consumable)	15.00
0619055766	Instructor's Resource Kit (CD-ROM) Includes Instructor's manual Data Files and Solutions PowerPoint Presentations Testing Software: Exam View Engine, Test Bank, and User's Guide MOS Correlation Blackboard/WebCT Available	*18.50

State Committee recommended notations: None

Approach: This text is a combination of 50 lessons of key learning/technique mastery and 25 lessons on word processing/document formatting.

Recommended for: students in grades 9-12

Suggested instructional time: one year.

Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.

Adopted: 2004-2010

Computer Applications, 9-12

Course Technology,

Ambrose, Bergerud, Busche, Morrison, Wells-Pusin

IC3 Basics, Internet and Computing Core Certification, 2004/1e

0619186038	MAJOR TOOL: IC3 BASICS, Internet and Computing Core Certification	45.00
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0619183055	ANCILLARIES: *1:TEACHER Instructor's Resource (CD-ROM) Includes: Instructor's Manual Data Files, Figure Files, and Solution Files Lesson Plans and Syllabus PowerPoint Presentations IC3 Correlations Testing Software: Exam View Engine, Test Bank, and User's Guide Blackboard/WebCT Available	*18.50
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State Committee recommended notations: None

Approach: This Certiport Approved Courseware from our BASICS series provides complete coverage of IC3 topics. All objectives from the three modules are presented, providing comprehensive preparation for the IC3 exams.

Recommended for: Students in grades 9-12

Suggested instructional time: One year.

Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.

Adopted: 2004-2010

Course Technology, Pasewark & Pasewark

Microsoft Office Applications, Introductory Course, 2004/1e

0619055995	MAJOR TOOL: Microsoft Office Applications, Introductory Course	39.00
0619055901	Annotated Instructor's Edition	*104.00

ANCILLARIES: *1:TEACHER

State Committee recommended notations: None.

Approach: Text provides a wide variety of applications, projects and simulations that will appeal to students with different computer skills and personal interests. Instructions and activities are generic and work for Office XP, 2000, and 2003.

Recommended for: Students in grades 9-12.

Suggested instructional time: One to two semesters.

Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.

Adopted: 2004-2010

Course Technology, Pasewark & Pasewark

Microsoft Office Applications, Advanced Course, 2004/1e

	MAJOR TOOL: Microsoft Office Applications, Advanced Course	39.00
0619055006		
0619055936	Annotated Instructor's Edition	*104.00

	ANCILLARIES: *1:TEACHER Step-by-Step Instructions for Microsoft Office 2000	15.00
0619055928		
0619055278	Step-by-Step Instructions for Microsoft Office XP	15.00
0619183306	Step-by-Step Instructions for Microsoft Office.NET (non-consumable)	15.00
0619055766	Instructor's Resources (CD-ROM) Includes Instructor's manual Data Files and Solutions PowerPoint Presentations Testing Software: Exam View Engine, Test Bank, and User's Guide MOS Correlation Blackboard/WebCT Available	*18.50

State Committee recommended notations: None.

Approach: Texts provide a wide variety of applications, projects and simulations that will appeal to students with different computer and personal interests.

Recommended for: Students in grades 9-12.

Suggested instructional time: One to two semesters.
Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010

Project Reinforcement
 Activities Workbook and
 Solutions Syllabi
 Lecture Success System (pp
 and video)

Course Technology,
 Shelly, Cashman, & Vermaat

Testing Software – Exam View
 Engine, Test Bank, and User's
 Guide
 Blackboard/WebCT Available
<http://www.scsite.com/offxp/>

**Microsoft Office XP Introductory Concepts
 & Techniques, 2002/1e**

N/A n/c

MAJOR TOOL:
 0789563851 Microsoft Office XP Introductory Concepts & Techniques 54.00

ANCILLARIES: *1:TEACHER
 0789563231 Teaching Tools (CD-ROM) Includes: *18.50
 Electronic Instructor's Manual
 Data Files and Solution Files
 Interactive Labs and Solutions
 Online student companion
 Project Reinforcement Activities Workbook and Solutions
 Syllabi Lecture Success System (pp and video)
 Testing Software – Exam View Engine, Test Bank, and User's Guide
 Blackboard/WebCT Available
 N/A <http://www.scsite.com/offxp/> n/c

State Committee recommended notations: None.
Approach: Text is a part of the Shelly, Cashman Series designed for a second course on Office XP and teaches skills beyond the fundamentals.
Recommended for: Students in grades 9-12.
Suggested instructional time: One to two semesters.
Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010

Course Technology,
 Blanc

Performing With Computer Applications, Word Processing, Desktop Publishing, Spreadsheets, Database, Presentations, and Web Design, 2004/2e

MAJOR TOOL:
 0619055960 Student Book 40.00

ANCILLARIES: *1:TEACHER
 0619055979 Instructor's Resources (CD-ROM) *18.50
 Includes:
 Electronic Instructor's Manual
 Data Files and solution files
 PowerPoint Presentations
 SCANS Correlation
 For PC, files for Office 2000 and XP Testing Software (for Mac and PC); Exam View Engine, Test Bank, and User's Guide

State Committee recommended notations: None.
Approach: Text is a part of the Shelly Cashman Series and provides step-by-step instructions accompanied by full-color screen shots, helping students learn basic Office XP skills.
Recommended for: Students in grades 9-12.
Suggested instructional time: One to two semesters.
Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010

State Committee recommended notations: None
Approach: Previously titled "Computer Applications for the New Millennium," the new edition has been revised and added to the Performing series. The book is non-software specific so its exercises can be used with any software or operation system.
Recommended for: Students in grades 9-12
Suggested instructional time: One to two semesters.
Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010

Course Technology,
 Shelly, Cashman, & Vermaat

Microsoft Office XP Advanced Concepts & Techniques, 2002/1e

MAJOR TOOL:
 078956386x Microsoft Office XP Advanced Concepts & Techniques 49.75

ANCILLARIES: *1:TEACHER
 0789563231 Teaching Tools (CD-ROM) *18.50
 Includes:
 Electronic Instructor's Manual
 Data Files and Solution Files
 Interactive Labs and Solutions
 Online student companion

Course Technology
 Blanc & Vento

Performing With Microsoft Office XP, Word, Excel, Access, PowerPoint, Outlook,

Publisher, FrontPage, Introductory Course, 2002/1e

Available

0619058536	MAJOR TOOL: Performing with Microsoft Office XP, Word, Excel, Access, PowerPoint, Outlook, Publisher, FrontPage, Introductory Course	44.25
0619059311	Annotated Instructor's Edition	*104.00
0619058544	ANCILLARIES: *1:TEACHER Instructor's Resource Kit (CD-ROM) Includes: Data Files, Solution Files, and Figure Files Lesson Plans Appendices – Keyboarding and Speech Recognition SCANS Correlation Grid PowerPoint Presentations Testing Software: Exam View Engine, Test Bank, and User's Guide Blackboard/WebCT Available	*18.50

State Committee recommended notations: None
Approach: Text is a part of the performing series and teaches students through applied and project-based activities that go beyond the mechanics of the software. It presents the various business documents first, then shows students the Office XP skills they need to create them.
Recommended for: Students in grades 9-12
Suggested instructional time: One to two semesters.
Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010

**Course Technology,
Blanc & Vento**

Performing With Microsoft Office XP, Word, Excel, Access, PowerPoint, FrontPage, Outlook, Internet Explorer, Windows, Advanced Course, 2003/1e

0619058552	MAJOR TOOL: Performing with Microsoft Office XP, Word, Excel, Access, PowerPoint, FrontPage, Outlook, Internet Explorer, Windows, Advanced Course	44.25
061905932X	Annotated Instructor's Edition	*104.00
0619058560	ANCILLARIES: *1:TEACHER Instructor's Resource Kit (CD-ROM) Includes: Data Files, Solution Files, and Figure Files Lesson Plans Appendices – Keyboarding and Speech Recognition SCANS Correlation Grid PowerPoint Presentations Testing Software: Exam View Engine, Test Bank, and User's Guide Blackboard/WebCT	*18.50

State Committee recommended notations: None.
Approach: The Performing series takes students to a higher level of learning, through applied and project-based activities. Text presents various business documents first, and then shows students then Office XP skills they need to create them.
Recommended for: Students in grades 9-12.
Suggested instructional time: One to two semesters.
Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010

**Course Technology,
Pasewark & Pasewark**

South-Western Microsoft Office XP, Word, Excel, Access, PowerPoint, Outlook, Publisher, Introductory, 2002/1e

0619058439	MAJOR TOOL: South-Western Microsoft Office XP, Word, Excel, Access, PowerPoint, Outlook, Publisher, Introductory	44.25
0619059354	Annotated Instructor's Edition	*104.00
0619058455	ANCILLARIES: *1:TEACHER Instructor's Resource Kit (CD-ROM) Includes: Electronic Instructor's Manual Data Files and Solution Files Lesson Plans Activities Workbook and Solutions Learner Study Guides MOS Correlations Testing Software: Exam View Engine, Test Bank, and User's Guide Miscellaneous (career worksheets, individual learning strategies, portfolio, internet contract, Tech Prep Strategies SCANS Correlation SCANS activity sheets Scheduling Charts Transparency Masters PowerPoint Presentations Blackboard/WebCT Available	*18.50
0619058471	Activities Workbook	16.50

State Committee recommended notations: None.
Approach: The text includes a wide range of learning experiences from activities with one or two commands to simulations and case studies that focus on problem-solving skills. It is ideal for courses with learners who have varying abilities and previous computer experiences.
Recommended for: Students in grades 9-12.
Suggested instructional time: One to two semesters.
Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010

Course Technology,
Pasewark Ltd.

South-Western Microsoft Office XP, Word, Excel, Access, PowerPoint, Outlook, Advanced Course, 2002/1e

MAJOR TOOL:		
061905848X	South-Western Microsoft Office XP, Word, Excel, Access, PowerPoint, Outlook, Advanced Course	44.25
0619059362	Annotated Instructor's Edition	*104.00

ANCILLARIES: *1:TEACHER		
0619058528	Activities Workbook	16.50
0619058501	Instructor's Resource Kit (CD-ROM) Includes: Electronic Instructor's Manual Data Files and Solution Files Lesson Plans Activities Workbook and Solutions Learner Study Guides MOS Correlations Testing Software: Exam View Engine, Test Bank, and User's Guide Miscellaneous (career worksheets, individual learning strategies, portfolio, internet contract, Tech Prep Strategies SCANS Correlation SCANS activity sheets Scheduling Charts Transparency Masters PowerPoint Presentations Blackboard/WebCT Available	*18.50

State Committee recommended notations: None.
Approach: The text includes a wide range of learning experiences from activities with one or two commands to simulations and case studies that focus on problem-solving skills. It is ideal for courses with learners who have varying abilities and previous computer experiences.
Recommended for: Students in grades 9-12.
Suggested instructional time: One to two semesters.
Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010

EMC Paradigm,
Nita Rutkosky

Benchmark Series: Microsoft Office 2000 Core Certification, 2000/1e

MAJOR TOOL: CHOOSE A FORMAT:		
0763802557	Textbook with CD	49.95
076380357X	Textbook with CD and MOUS Ready! CD-ROM	59.95

0763802565	Instructor's Guide with CD-ROM	‡
ANCILLARIES:		
0763805254	Test Generator 2000 on CD-ROM	‡

State Committee recommended notations: None
Approach: Text teaches the core-level MOS certification skills for the four major programs of Microsoft Office 2000: Word, Excel, Access and PowerPoint.
Recommended for: Students in grades 9-12
Suggested instructional time: One year
Consultant services: In-service workshops are available at no charge. Contact the local representative.
Adopted: 2004-2010

EMC Paradigm,
Nita Rutkosky

Benchmark Series: Microsoft Office XP Core Certification, 2002/1e

MAJOR TOOL: CHOICE OF FORMAT:		
0763814490	Textbook with CD	49.95
0763815098	Textbook with CD and MOUS Ready! CD-ROM	65.90
0763814504	Instructor's Guide with CD-ROM	‡
ANCILLARIES:		
076381914X	Test Generator on CD-ROM	‡

State Committee recommended notations: None.
Approach: Text teaches the core-level MOS certification skills for the four major programs of Microsoft Office XP: Word, Excel, Access and PowerPoint.
Recommended for: Students in grades 9-12
Suggested instructional time: One year
Consultant services: In-service workshops are available at no charge. Contact the local representative.
Adopted: 2004-2010

EMC Paradigm,
Nita Rutkosky

Marquee Series: Microsoft Office 2000 Core Certification, 2001/1e

MAJOR TOOL: CHOICE OF FORMAT:		
0763803596	Textbook with CD	48.95
0763803634	Textbook with CD and MOUS Ready! CD-ROM	57.00
0763803618	Instructor's Guide with CD-ROM	‡
ANCILLARIES:		
0763805262	Test Generator 2000 on CD-ROM	‡

State Committee recommended notations: None.
Approach: Text teaches the core-level MOS certification skills for the four major programs of Microsoft Office 2000: Word, Excel, Access and PowerPoint. It is best for students who need more visual learning and less reading.
Recommended for: Students in grades 9-12
Suggested instructional time: One year

Consultant services: In-service workshops are available at no charge. Contact the local representative.
Adopted: 2004-2010

EMC Paradigm,
 Nita Rutkosky

Marquee Series: Microsoft Office XP Core Certification, 2002/1e

MAJOR TOOL: CHOICE OF FORMAT		
0763814709	Textbook with CD	48.95
0763815179	Textbook with CD and MOUS Ready! CD-ROM	61.95
0763814717	Instructor's Guide with CD-ROM	‡
ANCILLARIES:		
0763819271	Test Generator 2000 on CD-ROM	‡

State Committee recommended notations: None
Approach: Text teaches the core-level MOS certification skills for the four major programs of Microsoft Office XP: Word, Excel, Access and PowerPoint. It is best for students who need more visual learning and less reading.
Recommended for: Students in grades 9-12
Suggested instructional time: One year
Consultant services: In-service workshops are available at no charge. Contact the local representative.
Adopted: 2004-2010

EMC Paradigm,
 Nita Rutkosky

Marquee Series: Microsoft Office XP Brief Edition, 2002/1e

MAJOR TOOL:		
0763814741	Textbook with CD	34.95
0763814717	Instructor's Guide with CD-ROM	‡
ANCILLARIES:		
0763819271	Test Generator 2000 on CD-ROM	‡

State Committee recommended notations: None.
Approach: Text is designed for students to master an understanding of Microsoft Office XP, which includes instructions in Word, Access, Excel, and PowerPoint. Text is best for students who need more visual learning.
Recommended for: Students in grades 9-12
Suggested instructional time: Nine weeks to one semester.
Consultant services: In-service workshops are available at no charge. Contact the local representative.
Adopted: 2004-2010

Glencoe/McGraw-Hill,
 Hinkle, et al

Office 2000: A Comprehensive Approach Series, 2000

OFFICE 2000 MAJOR TOOL:		
0028055969	Student Edition	52.47
0028056051	Teacher's Annotated Edition w/CD-ROM	*83.97
WORD 2000 MAJOR TOOL:		
0028055942	Student Edition	40.98
0028057082	Teacher's Annotated Edition	*79.50
EXCEL 2000 MAJOR TOOL:		
0028055950	Student Edition	40.98
0028056698	Teacher's Annotated Edition	*79.50
ACCESS 2000 MAJOR TOOL:		
0028055985	Student Edition	40.98
0028056337	Teacher's Annotated Edition	*79.50
POWERPOINT 2000 MAJOR TOOL:		
0028055977	Student Edition	40.98
0028056167	Teacher's Annotated Edition	*79.50
FREE WITH ORDER: * 1 PER TEACHER OFFICE 2000		
0078208254	Teacher Classroom Resources	*
0028056078	Interactive Lesson Planner CD-ROM	*
007820416X	Classroom Presentations	*
WORD 2000		
0078208262	Teacher Classroom Resources	*
0078204224	Interactive Lesson Planner CD-ROM	*
0028057139	Classroom Presentations	*
EXCEL 2000		
0078208270	Teacher Classroom Resources	*
0078204232	Interactive Lesson Planner CD-ROM	*
0028056736	Classroom Presentations	*
ACCESS 2000		
0078208289	Teacher Classroom Resources	*
0078204208	Interactive Lesson Planner CD-ROM	*
002805637X	Classroom Presentations	*
POWERPOINT 2000		
0078208297	Teacher Classroom Resources	*
0078204216	Interactive Lesson Planner CD-ROM	*
0028056213	Classroom Presentations	*

State Committee recommended notations: None.
Approach: A Comprehensive Approach Series teaching students to use Microsoft's Office 2000 including Word, Excel Access and PowerPoint 2000. It uses a case study

to guide students through the skills required for the various applications.

Recommended for: Students in grades 9-12

Suggested instructional time: One year

Consultant services: No charge and upon request by contacting Florida Regional Sales Office at (813) 630-1322.

Adopted: 2004-2010

Glencoe/McGraw-Hill,

Hinkle, et al

Office XP Suite: A Comprehensive Approach Series, 2002

	OFFICE XP CORE		
	MAJOR TOOL:		
0078252997	Student Edition	48.48	
0078274125	Teacher's Annotated Edition w/CD-ROM	*79.50	
	WORD 2002		
	MAJOR TOOL:		
0078273951	Student Edition	38.97	
007827396X	Teacher's Annotated Edition w/CD-ROM	*73.98	
	EXCEL 2002		
	MAJOR TOOL:		
0078273994	Student Edition	38.97	
0078274001	Teacher's Annotated Edition w/CD-ROM	*73.98	
	ACCESS 2002		
	MAJOR TOOL:		
0078274036	Student Edition	38.97	
0078274044	Teacher's Annotated Edition w/CD-ROM	*73.98	
	POWERPOINT 2002		
	MAJOR TOOL:		
0078274079	Student Edition	38.97	
0078274087	Teacher's Annotated Edition w/CD-ROM	*73.98	
	FREE WITH ORDER: * 1 PER TEACHER		
	OFFICE XP CORE		
0078283612	Teacher Classroom Resources	*	
	WORD 2002		
0078616018	Teacher Classroom Resources	*	
	EXCEL 2002		
0078616026	Teacher Classroom Resources	*	
	ACCESS 2002		
0078616042	Teacher Classroom Resources	*	
	POWERPOINT 2002		
0078616034	Teacher Classroom Resources	*	

State Committee recommended notations: None

Approach: A Comprehensive Approach Series teaching students to use Microsoft's Office XP including Word, Excel Access and PowerPoint 2002. This series is MOS certified.

Recommended for: Students in grades 9-12

Suggested instructional time: One year

Consultant services: No charge and upon request by contacting Florida Regional Sales Office at (813) 630-1322.

Adopted: 2004-2010

Lawrenceville Press, Inc.,

Bruce Presley, Beth Brown, Elaine Malfas, Jan Marrelli

A Guide to Microsoft Office XP Professional, 2002, 1e

	MAJOR TOOL:	
18792330467	A Guide to Microsoft Office XP Professional	39.95
18792330475	Teacher's Resource Package	*59.95

State Committee recommended notations: None.

Approach: Text is an introduction to computing giving students hands-on computer experience. Emphasis is placed on the concepts of computing and problem-solving.

Recommended for: Students in grades 9-12

Suggested instructional time: One year

Consultant services: Technical support located in Delray Beach, Florida. Questions handled by phone, fax or email. Call (561)265-0033 or fax (561)265-4664 or email appshelp@lvp.com.

Adopted: 2004-2010

Pearson Prentice Hall,
Prentice Hall Editorial

Stepping Through Office XP Introductory and Stepping Through Office XP Advanced, 2004/1e

	Stepping Through Office XP Introductory	
	MAJOR TOOL:	
0130363014	Student Edition	44.97
0130363405	Teacher's Edition	*75.97

ANCILLARIES: * 1:25 UPON REQUEST

0130363170	ExamView CD w/ printed manual	*
0130363421	Solutions Manual and CD	*
0130363057	Presentation Pro CD (Flash Animation)	*

Stepping Through Office XP Advanced

	MAJOR TOOL:	
0130363030	Student Edition	44.97
0130363413	Teacher's Edition	*75.97

Stepping Through Office XP Advanced

	ANCILLARIES: * 1:25 UPON REQUEST	
0130363189	ExamView CD w/ printed manual	*
013036343x	Solutions Manual and CD	*
0130363065	Presentation Pro CD (Flash Animation)	*

State Committee recommended notations: None.

Approach: Texts are designed to integrate business concepts into the computer applications course. The introductory books

meets all MOS Core objectives and the Advanced book meets the MOS Expert objectives.

Recommended for: Students in grades 9-12.

Suggested instructional time: One year

Consultant services: Consultant services will be available for in-service training as needed for the duration of the contract – no charge.

Adopted: 2004-2010

**South-Western,
Barksdale**

**Digitools: Technology Applications Tools,
2004/1e**

	MAJOR TOOL:		
0538434864	DigiTools: Technology Applications Tools	40.00	
0538438363	Instructor's Manual	*30.00	

0538434872	FREE ITEMS *FREE 1: TEACHER Instructor's Resource CD Includes:	*	
	Data Files		
	Lesson Plans		
	Teaching Strategy Articles and Assessment Tools		
	Sample Solution Files		
	PowerPoints		
	Electronic Files for Presenting/Reviewing		
	Document Formats		
	The Corporate View Intranet (Full Version)		
	Digi Tools Workbook		
	Dragon Naturally Speaking Version 5		
	Dragon Naturally Speaking Version 6		
	Dragon Naturally Speaking Version 7		
	IBM ViaVoice Speech Lessons		
	Microsoft XP Speech Lessons		
0538438371	ExamView (CD-ROM)	*	
N/A	www.digitools.swlearning.com		N/C

State Committee recommended notations: None.
Approach: Text has the standard teaching methods of keyboarding and document formatting but also covers software-specific computer applications for Microsoft Office XP.

Recommended for: Students in grades 9-12

Suggested instructional time: One year

Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.

Adopted: 2004-2010

**South-Western,
VanHuss, Forde & Woo**

**Integrated Applications, Microsoft Office XP,
2003/15e**

	MAJOR TOOL: *1:TEACHER		
0538725486	Integrated Applications, Microsoft Office XP	42.75	
053872563X	Instructor CD Includes: Data Files – Assessment Data Files – Textbook E-Manual (Traditional Printed Instructor's Manual) Assessment		
	Grading Scales		*115.00
	Teaching Suggestions		
	Terminology		
	PowerPoints		
N/A	www.collegekeyboarding.com		N/C

State Committee recommended notations: Use as an Advanced text with prior knowledge of Microsoft Word.
Approach: Text builds on advanced word processing skills and reinforces communication, keyboarding, and Internet skills while teaching all of the tools of Microsoft Office XP.
Recommended for: Students in grades 9-12
Suggested instructional time: One year
Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010

**TECHNOKids,
Christa Love**

**TECHNO SENIOR Computer
Applications/Business Technology Course,
1993-2003/1e**

1894995619	MAJOR TOOL: Student Workbooks, Teacher's Guide and Teacher's Resource Package in Digital Format (CD-ROM); Digital Site License per site (CD-ROM)	1,295.00
	ANCILLARIES: Additional copies of major tool CD-ROM	95.00

State Committee recommended notations: Project based.
Approach: The course material is comprised of a set of age appropriate, theme-related modules including TechnoVenture, TechnoPlanner, TechnoSpecialist, TechnoDesigner, and TechnoConsultant. Each module includes activities that require the use of the computer as a tool to complete a particular task.
Recommended for: Students in grades 9-12
Suggested instructional time: One to two semesters.

Consultant services: Fee based service available for training and implementation.
Adopted: 2004-2010

CD includes:
 Electronic Instructor's Manual
 Data Files, Solution Files,
 and Figure Files
 Syllabus
 Lesson Plans and Teaching
 Tips
 PowerPoint Presentations
 Two additional projects for
 each unit
 Testing Software: Exam View
 Engine, Test Bank, an
 User's Guide
 Blackboard/WebCT Available

Digital Publishing, 9-12

Course Technology, Bravehart

Adobe Pagemaker 7.0 Basics Comprehensive, 2003/1e

N/A

<http://www.course.com/downloads/designprofessional/socphoto/index.cfm>

n/c

MAJOR TOOL:
 0619059958 Adobe PageMaker 7.0 BASICS Comprehensive 35.75

ANCILLARIES: *1:TEACHER
 0619059966 Instructor's Resource Kit (CD-ROM) *18.50
 Includes:
 Electronic Instructor's Manual
 Data Files, Solution Files,
 and Figures Files
 Lesson Plans
 Learner Study Guides
 Miscellaneous (career
 worksheets, individual
 learning strategies, portfolio,
 and internet
 contract)
 SCANS Correlations and
 Grid
 Scheduling Charts
 Transparency Masters
 PowerPoint Presentations
 Information about the ACE
 Certification
 Engine, Test
 Bank, and User's Guide
 Blackboard/WebCT Available

State Committee recommended notations: None.
Approach: Includes coverage of basic through more advanced skills. Dual platform for both Mac and PC.
Recommended for: Students in grades 9-12
Suggested instructional time: One to two semesters.
Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010

Course Technology, Weixel

Desktop Publishing Basics, 2004/1e

MAJOR TOOL:
 0619055367 Desktop Publishing BASICS 29.00

ANCILLARIES: *1:TEACHER
 0619055375 Instructor's Resources (CD-ROM) *18.50

State Committee recommended notations: None.
Approach: Text is from the BASICS series and provides introductory coverage of desktop publishing topics.
Recommended for: Students in grades 9-12
Suggested instructional time: One semester.
Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010

Course Technology, Weixel, Morse, & Morse

Graphics & Animation Basics, 2004/1e

MAJOR TOOL:
 0619055340 Graphics & Animation BASICS 29.00

ANCILLARIES: *1:TEACHER
 0619055375 Instructor's Resources (CD-ROM) *18.50

State Committee recommended notations: None.
Approach: New text for the BASICS series provides coverage of many graphics, animation and video concepts. Serves as a foundation for any graphics and animation curriculum.

Course Technology, Reding

Adobe Photoshop 7.0, 2003/1e

MAJOR TOOL:
 0619110171 Adobe Photoshop 7.0 37.00

ANCILLARIES: *1:TEACHER
 0619110503 Instructor's Resources, Windows Version (CD-ROM) *18.50

0619110759 Instructor's Resources, Macintosh Version (CD-ROM) *18.50

Recommended for: Students in grades 9-12.
Suggested instructional time: One semester.
Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010

Data Files, Solution Files,

and Figures Files
 Interactive Labs and Solutions
 Project Reinforcement
 Lesson Plans
 Syllabi
 Testing Software: Exam View Engine, Test Bank, and User's Guide
 Blackboard/WebCT Available

Course Technology,
 Eisch & Kreuger

Microsoft Publisher 2002 Basics, 2003/1e

0619055596 **MAJOR TOOL:**
 Microsoft Publisher 2002 BASICS 21.00

N/A/

<http://www.scsite.com/offxp/>

N/C

061905560X **ANCILLARIES: *1:TEACHER**
 Instructor's Resource Kit (CD-ROM) *18.50
 Includes:
 Electronic Instructor's Manual
 Data Files, Solution Files, and Figures Files
 Student Progress Record
 Production Test Materials
 Lesson Plans
 Learner Study Guides
 Miscellaneous (Career worksheets, individual learning strategies, portfolio, and internet contract)
 SCANS Correlations and Grid
 Scheduling Charts
 Transparency Masters
 PowerPoint Presentations
 Testing Software: Exam View Engine, Test Bank, and User's Guide
 Blackboard/WebCT Available
 N/A <http://www.scsite.com/offxp/> N/C

State Committee recommended notations: None.
Approach: The text is designed as self-teaching guide which can be used in the classroom or as a reference guide. It includes SCANS coverage and critical thinking activities.
Recommended for: Students in grades 9-12
Suggested instructional time: One semester.
Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010

Course Technology,
 Shelly, Cashman, & Starks

Microsoft Publisher 2002 Complete Concepts and Techniques, 2002/1e

0789563533 **MAJOR TOOL:**
 Microsoft Publisher 2002 Complete Concepts and Techniques 33.00

0789563568 **ANCILLARIES: *1:TEACHER**
 Teaching Tools (CD-ROM) Includes: *18.50
 Electronic Instructor's Manual

State Committee recommended notations: None.
Approach: Text provides step-by-step instructions accompanied by full-color screen shots. Six projects help students learn basic through advanced Publisher skills.
Recommended for: Students in grades 9-12.
Suggested instructional time: One semester.
Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010

EMC Paradigm,
 Joanne Arford

Signature Series: Advanced Microsoft Word 2002: Desktop Publishing, 2003/1e

0763815004 **MAJOR TOOL:**
 Textbook 55.95
 N/A Instructor's Guide and on-line Testbank ‡ available at Internet Resource Center www.emcp.com

State Committee recommended notations: None.
Approach: Designed for students proficient in word processing. Emphasis is on visual learning.
Recommended for: Students in grades 9-12
Suggested instructional time: One to two semesters.
Consultant services: In-service workshops are available at no charge. Contact the local representative.
Adopted: 2004-2010

Pearson Prentice Hall,
 Against the Clock

Adobe Illustrator 10: Introduction to Digital Illustration, 2003/1e

013048704X **MAJOR TOOL:**
 Student Edition 27.47
 0130496995 Instructor's Resource CD-ROM *14.97

State Committee recommended notations: None.
Approach: Text features step-by-step projects, self-guided assignments, structured exercises, and real world applications of software programs.
Recommended for: Students in grades 9-12.
Suggested instructional time: One to two semesters.
Consultant services: Consultant services will be available for in-service training as needed for the duration of the contract – no charge.
Adopted: 2004-2010

Pearson Prentice Hall,
Against the Clock

Adobe Pagemaker 7, 2003/1e

	MAJOR TOOL:	
0130487015	Student Edition	27.47
0130496995	Instructor's CD-ROM	*14.97

State Committee recommended notations: None.
Approach: Text teaches students to use Adobe PageMaker 7. Text features step-by-step projects, self-guided assignments, structured exercises, and real world applications of software programs.
Recommended for: Students in grades 9-12.
Suggested instructional time: One to two semesters.
Consultant services: Services and training available as needed, call local representative.
Adopted: 2004-2010

Pearson Prentice Hall,
Faithe Wempen

Desktop Publishing with Microsoft Publisher 2002, 2003

	MAJOR TOOL:	
0131837109	Student Edition	40.97
0131837176	Instructor's Resource CD-ROM	*10.97

State Committee recommended notations: None.
Approach: Text teaches students how to use Microsoft Publisher 2002 easily and efficiently. Exercises teaches skills in a progressive and cumulative format.
Recommended for: Students in grades 9-12
Suggested instructional time: One to two semesters.
Consultant services: Services and training available as needed, call local representative.
Adopted: 2004-2010

Pearson Prentice Hall,
Against the Clock

QuarkXpress 5: Introduction to Electronic Mechanicals, 2003/1e

	MAJOR TOOL:	
0130942545	Student Edition	27.47

▲ 1:T WITH PURCHASE OF 25 S.E.'s
 0131176692 Instructor's Resource CD ▲

State Committee recommended notations: None.
Approach: Text teaches students how to use QuarkXpress 5. Text features step-by-step projects, self-guided assignments, structured exercises, and real world applications of software programs.
Recommended for: Students in grades 9-12.
Suggested instructional time: One year.
Consultant services: Services and training available as needed, call local representative.
Adopted: 2004-2010

Network Management/PC Support, 9-12

Course Technology,
Andrews

Bundle: A+ Guide to Managing, Maintaining And Troubleshooting Bundle, 2003/2e

	MAJOR TOOL:	
061920754X	Bundle: A+ Guide to Managing, Maintaining and Troubleshooting Bundle	90.00
	ANCILLARIES: *1:TEACHER	
0619186283	Instructor's Resource Kit, A+ Guide to Software, Managing, Maintaining, and Troubleshooting (CD-ROM)	*18.50
0619186259	Instructor's Resource Kit, A+ Guide to Hardware, Managing, Maintaining, and Troubleshooting (CD-ROM) Includes: Instructor's Manual includes Lesson Plans and Teaching Tips Data Files, Solution Files, and Figures Files PowerPoint Presentations Daily Lesson Planner Testing Software: Exam View Engine, Test Bank, and User's Guide Blackboard/WebCT Available http://www.course.com/pcrepair/default.cfm	*18.50
N/A		N/C

State Committee recommended notations: None.
Approach: Second edition has been updated for today's technology and is written by an instructor expressly for the classroom. This guide maps fully to the 2003 A+ OS Technologies certification exam.
Recommended for: Students in grades 9-12.
Suggested instructional time: One year.
Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010

Course Technology,
Andrews

I-Net+ Guide to the Internet, 2002/2e

	MAJOR TOOL:	
0619120681	i-Net+ Guide to the Internet	47.50
	ANCILLARIES: *1:TEACHER	
0619016507	Lab Manual	20.00
061912069X	Instructor's Resource Kit (CD-ROM)	*18.50
	Includes:	
	Instructor's Manual	
	includes Lesson Plans and Teaching Tips	
	Data Files, Solution Files, and Figures Files	
	PowerPoint Presentations	
	MeasureUp Test Prep Software	
	Course Presenter	
	Testing Software: Exam View Engine, Test Bank, and User's Guide	
	Blackboard/WebCT Available	

State Committee recommended notations: None.
Approach: Text is written to prepare the user for CompTIS's 2002 I-Net+ certification exam. This text surveys the different technologies that form and make the Internet works.
Recommended for: Students in grades 9-12.
Suggested instructional time: One year.
Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010

Course Technology,

Enhanced Network+ Guide to Networks, Dean, 2002/2e

	MAJOR TOOL:	
06192123733	Enhanced Network+ Guide to Networks	47.50
	ANCILLARIES: *1:TEACHER	
0619121343	Lab Manual	20.00
0619063025	Instructor's Resource Kit (CD-ROM)	*18.50
	Includes:	
	Instructor's Manual	
	includes Lesson Plans and Teaching Tips	
	Data Files, Solution Files, and Figures Files	
	PowerPoint Presentations	
	MeasureUp Test Prep Software	
	Course Presenter	
	Testing Software: Exam View Engine, Test Bank, and User's Guide	
	Blackboard/WebCT Available	

State Committee recommended notations: None.
Approach: Text is designed to prepare users for CompTIA's newly revised 2002 Network+ certification exam and maps to exam objectives.

Recommended for: Students in grades 9-12.
Suggested instructional time: One year.
Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010

Course Technology,
Ciampa

Networking Basics, 2004/2e

	MAJOR TOOL:	
0619055820	Networking BASICS	30.00
	ANCILLARIES: *1:TEACHER	
0619055863	Activities Workbook	13.00
0619055847	Instructor Resources (CD-ROM)	*18.50
	Includes:	
	Instructor's Manual	
	includes Lesson Plans and Teaching Tips	
	Data Files, Solution Files, and Figures Files	
	PowerPoint Presentations	
	Additional Activities for Students	
	Testing Software: Exam View Engine, Test Bank, and User's Guide	
	Blackboard/WebCT Available	

State Committee recommended notations: None
Approach: Text provides a step-by-step introduction to the field of computer networking. Beginners will become comfortable with the concepts and vocabulary of computer networking and will gain hands-on experience.
Recommended for: Students in grades 9-12.
Suggested instructional time: One semester.
Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010

Course Technology,
Andrews

A+Total Solution Kit, 2004/4e

	MAJOR TOOL:	
0619246308	A+ Total Solution Kit	97.50
	ANCILLARIES: *1:TEACHER	
0619186186	Instructor's Resource Kit (CD-ROM)	*18.50
	Includes:	
	Instructor's Manual	
	includes Lesson Plans and Teaching Tips	
	Data Files, Solution Files, and Figures Files	
	PowerPoint Presentations	
	Daily Lesson Planner	
	Testing Software: Exam View Engine, Test Bank, and	

User's Guide

N/A Blackboard/WebCT Available
<http://www.course.com/pcrepair/default.cfm> N/C

Student Related Link:
<http://www.course.com/about/braibench.cfm>

State Committee recommended notations: None.

Approach: Fourth edition has been updated for today's technology and is written by an instructor expressly for the classroom. Text maps to the 2003 A+ Core hardware and OS Technologies certification exams.

Recommended for: Students in grades 9-12.

Suggested instructional time: One year.

Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.

Adopted: 2004-2010

Instructor Solution Files
 PowerPoint Presentation
 Sample Syllabus
 Individual Learning Strategies
 Career Worksheets
 Course Overview
 Internet Contract
 Scheduling Charts
 SCANS Grid and Worksheet
 Transparencies
 Activities Workbook Data and Solution Files
 Learner lesson Plans
 Advanced Placement Exam
 Correlations
 Testing Software: Exam
 View Engine, Test Banks
 Blackboard/WebCT Available

EMC Paradigm, Faithe Wempen

PC Maintenance: Preparing For A+ Certification, 2004/1e

MAJOR TOOL:		
0763819050	Textbook with CD-ROM	57.95
0763819069	Textbook with CD and Workbook	70.95
ANCILLARIES:		
0763819085	Student Workbook	19.95
0763819093	Instructor's Guide CD-ROM	‡
0763819042	ELA 2000 Test Generator with Testbank	‡

State Committee recommended notations: None.

Approach: Text covers skills and concepts required for the CompTIA certification exams. Text sidebars include Real Life, presenting brief, actual on-the-job scenarios related to the current subject.

Recommended for: Students in grades 9-12.

Suggested instructional time: One year.

Consultant services: In-service workshops are available at no charge. Contact the local representative.

Adopted: 2004-2010

Computer Programming, Grades 9-12

Course Technology, Lambert & Nance

Fundamentals Of C++, Introductory, 2002/2e

MAJOR TOOL:		
0538695587	Fundamentals of C++, Introductory	47.25
ANCILLARIES: *1:TEACHER		
0538695617	Activities Workbook	14.25
0538695609	Instructor's Resource Kit (CD-ROM) Includes: Instructor's Manual Electronic Instructor's Manual Student Data Files/Source Code Files	*99.00

State Committee recommended notations: None.

Approach:

Recommended for: Students in grades 9-12.

Suggested instructional time: One year.

Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.

Adopted: 2004-2010

Course Technology, Lambert & Osborne

Fundamentals Of Java, Comprehensive Course, 2003/2e

MAJOR TOOL:		
0619059621	Fundamentals of Java, Comprehensive	42.00
ANCILLARIES: *1:TEACHER		
0619059656	Activities Workbook	16.25
0619059729	Instructor's Resource Kit (CD-ROM) Includes: Instructor's Manual Student Data Files Instructor Solution Files PowerPoint Presentation Figure Files AP Correlations SCANS Correlation Sample Syllabus Learner Study Guides Testing Software: Exam View Engine and Test Banks Blackboard/WebCT Available	*18.50

State Committee recommended notations: None.

Approach: Text covers all of the AP requirements for Computer Science Exams A and AB. Non-software specific, it can be used with any Java program compiler.

Recommended for: Students in grades 9-12.

Suggested instructional time: One year.

Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.

Adopted: 2004-2010

**Course Technology,
Lambert & Osborne**

Java Basics, 2003/1e

0619059672	MAJOR TOOL: Java BASICS	30.00
	ANCILLARIES: *1:TEACHER	
0619059761	Activities Workbook	16.25
0619059729	Instructor's Resource Kit (CD-ROM)	*18.50
	Includes: Instructor's Manual Data Files Instructor Solution Files Figure Files Workbook files and Solutions Lesson Plans Learner Study Guides Testing Software: Exam View Engine and Test Banks Blackboard/WebCT Available	

State Committee recommended notations: None.

Approach: Text is written specifically for first time computer users, the lessons are short and concise and covering only those skills that are most applicable.

Recommended for: Students in grades 9-12.

Suggested instructional time: Nine weeks.

Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.

Adopted: 2004-2010

**Course Technology,
Sprague**

**Microsoft Visual Basic.Net, Introduction To
Programming, 2003/2e**

0619034564	MAJOR TOOL: Microsoft Visual BASIC.NET, Introduction to Programming	38.75
	ANCILLARIES: *1:TEACHER	
0619034599	Activities Workbook	17.50
0619034580	Instructor's Resource Kit Includes: Instructor's Manual Student Data Files Instructor Solution Files PowerPoint Presentation Figure Files SCANS Correlation Sample Syllabus Learner Study Guides Testing Software: Exam View Engine and Test Banks Blackboard/WebCT Available	*99.00

State Committee recommended notations: Requires Windows 2000 or newer operating system.

Approach: Text is designed as a comprehensive instructional tool for an introductory course. This second edition includes improved coverage of new topics and complete coverage of database programming, classes, and collections.

Recommended for: Students in grades 9-12.

Suggested instructional time: One to two semesters.

Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.

Adopted: 2004-2010

**Course Technology,
Knowlton, Barksdale, Turner, Collings, & CEP
Inc.,**

**Programming Basics, Using Microsoft
Visual Basic, C++, HTML, And Java, 2002/1e**

061905803X	MAJOR TOOL: Programming BASICS, Using Microsoft Visual Basic, C++, HTML, and Java	47.50
	ANCILLARIES: *1:TEACHER	
0619058005	Activities Workbook	17.50
0619058021	Instructor's Resource Kit (CD- ROM) Includes: Instructor's Manual Student Data Files Instructor Solution Files PowerPoint Presentations Sample Syllabus SCANS Correlation Testing Software: Exam View Engine, Test Bank, and User's Guide Blackboard/WebCT Available	*99.00

State Committee recommended notations: None

Approach: New from the BASICS series, text provides a step-by-step introduction to programming especially in a survey course.

Recommended for: Students in grades 9-12.

Suggested instructional time: One to two semesters.

Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.

Adopted: 2004-2010

**Lawrenceville Press, Inc.,
Beth Brown, Bruce Presley
An Introduction To Programming Using
Microsoft Visual Basic .Net, 2003, 1e**

	MAJOR TOOL:	
1580030386	Student Edition	42.95
1580030394	Teacher's Resource CD	*59.95

State Committee recommended notations: Requires Windows 2000 or new operating system.

Approach: Texts helps students to develop problem-solving skills. The process of defining a problem, breaking it down into a series of smaller problems and finally writing a program to solve it exercises a student's logical abilities.

Recommended for: Students in grades 9-12.
Suggested instructional time: One to two semesters.
Consultant services: Technical support located in Delray Beach, Florida. Questions handled by phone, fax or email. Call (561)265-0033 or fax (561)265-4664 or email appshelp@lvp.com.
Adopted: 2004-2010

Pearson Prentice Hall,
 Lewis, Leftus, Cocking

Java Software Solutions For AP Computer Science, 2004/1e

	MAJOR TOOL:	
0201882590	Student Edition with CD-ROM	58.97
0321180763	Instructor's Manual	*19.47

State Committee recommended notations: None.
Approach: Text teaches students the foundations of program design with JAVA software. Text information revolves around object-oriented approaches to computer science and includes key boxes, and call out conventions to reinforce key concepts.
Recommended for: Students in grades 9-12.
Suggested instructional time: One semester.
Consultant services: Services and training available as needed, call local representative.
Adopted: 2004-2010

Pearson Prentice Hall,
 Deitel & Deitel

Java How to Program, 2003/5e

	MAJOR TOOL:	
0131836617	Student Edition	63.97
0131016229	Instructor's Resource CD-ROM	*18.97
0131016318	Lab Manual	*24.97

	ANCILLARIES *1:25 UPON REQUEST	
013142579X	Student Solutions Manual	*
0131016326	Instructor's Resource CD for Lab Manual	*

State Committee recommended notations: Appropriate for advanced level classes.
Approach: Features of text include working programs with thousands of lines of code and extensive sets of exercises and projects. It includes an updated optional case study on object-oriented design with UML and new coverage of JDBC.
Recommended for: Students in grades 9-12
Suggested instructional time: One year.
Consultant services: In-service workshops are available at no charge. Contact the local representative.
Adopted: 2004-2010

Skylight Publishing,
 Maria Litvin and Gary Litvin

Java Methods, 2001

	MAJOR TOOL:	
0965485374	Java Methods	34.95

	FREE ITEMS:	
	Java Methods Student Disk (Internet component)	•
	Java Methods Powerpoint Slides (Internet component)	•
	Java Methods Teacher Disk / Answers/Solutions Internet component)	‡

State Committee recommended notations: Appropriate for Advanced Placement.
Approach: Text provides a solid introduction to modern computer programming concepts and programming in Java within the framework of object-oriented programming. Through case studies and labs this book offers a hands-on approach to learning application and applets in Java.
Recommended for: Students in grades 9-12.
Suggested instructional time: One year.
Consultant services: Free reasonable technical support via e-mail. Three to five day workshops, taught by the author may be arranged.
Adopted: 2004-2010

Web Master, 9-12

Course Technology,
 Shelly, Cashman, & Woods

HTML Complete Concepts And Techniques, 2002/2e

	MAJOR TOOL:	
0789565447	HTML Complete Concepts and Techniques	33.00

	ANCILLARIES: *1:TEACHER	
0789565463	Teaching Tools (CD-ROM) Includes: Electronic Instructor's Manual Data Files and Solution Files Interactive Labs and Solutions Project Reinforcement Activities Workbook and Solutions Syllabi Testing Software: Exam View Engine, Test Bank, and User's Guide Blackboard/WebCT Available http://www.scsite.com/html2e/	*18.50
N/A		N/C

State Committee recommended notations: None.
Approach: Text is a part of the Shelly, Cashman series leading the user through a step-by-step, screen-by-screen approach to learning HTML.
Recommended for: Students in grades 9-12.
Suggested instructional time: One to two semesters.

Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010

0789563576 Teaching Tools (CD-ROM) *18.50
 Includes:
 Electronic Instructor's Manual
 Data Files and Solution Files
 Interactive Labs and Solutions
 Project Reinforcement

Course Technology,
 Macromedia, Inc

Macromedia Studio MX Step-By-Step Projects for Macromedia Flash MX, DreamWeaver MX, Fireworks MX, And Freehand 10, 2003/1e

0619055073 **MAJOR TOOL:**
 Macromedia Studio MX Step-by-Step Projects for Macromedia Flash MX, Dreamweaver MX, Fireworks MX, and FreeHand 10 34.00

0619055081 **ANCILLARIES: *1:TEACHER**
 Instructor's Resource Kit, PC Version (CD-ROM) *18.50

0619183144 Instructor's Resource Kit, Macintosh Version (CD-ROM) *18.50
 CD Includes:
 Instructor's Manual
 Data Files, Solution Files, and Figures Files
 SCANS Correlation
 Suggested schedules
 Additional information about individual learning strategies, portfolios, career planning, and a sample Internet contract
 Testing Software: Exam View Engine, Test Bank, and User's Guide
 Blackboard/WebCT Available

State Committee recommended notations: Also appropriate for Multimedia.
Approach: Text provides in-depth projects with instruction and practice for courses involving website production with graphics, animation and sound and creation of optimized and interactive web graphics.
Recommended for: Students in grades 9-12.
Suggested instructional time: One to two semesters.
Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010

Course Technology,
 Shelly, Cashman, & Mick,

Microsoft FrontPage 2002 Comprehensive Concepts And Techniques, 2002/1e

078956503X **MAJOR TOOL:**
 Microsoft Frontpage 2002 Comprehensive Concepts and Techniques 38.75

ANCILLARIES: *1:TEACHER

Activities Workbook and Solutions
 Syllabi
 Testing Software: Exam View Engine, Test Bank, and User's Guide
 Blackboard/WebCT Available
<http://www.scsite.com/offxp/>

N/A N/C

State Committee recommended notations: None.
Approach: Text is part of the Shelly, Cashman series and provides step-by-step instructions accompanied by full-color screen shots.
Recommended for: Students in grades 9-12.
Suggested instructional time: One to two semesters.
Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010

Course Technology,
 Carey

New Perspectives Creating Web Pages With HTML And Dynamic HTML, 2003/2e

0619162414 **MAJOR TOOL:**
 New Perspectives Creating Web Pages with HTML and Dynamic HTML 49.00

0619187239 **ANCILLARIES: *1:TEACHER**
 Instructor Resources (CD-ROM) *18.50
 Includes:
 Syllabus
 PowerPoint Presentations
 Data Files, Figure Files, and Solution Files
 Additional Faculty Files
 Additional Student Files (tutorials)
 Testing Software: Exam View Engine, Test Bank, and User's Guide
 N/A <http://www.course.com/downloads/newperspectives/crweb3/index.cfm>

State Committee recommended notations: Case-based approach.
Approach: Text offers a case-oriented, problem-solving approach to learning how to create complex web pages using advanced HTML skills and Dynamic HTML.
Recommended for: Students in grades 9-12
Suggested instructional time: One to two semesters.
Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010

Course Technology,
Beskeen, Foley, & Reding

The Web Collection: Adobe Photoshop 7.0, Livemotion 2.0, and Golive 6.0, 2003/1e

0619110120	MAJOR TOOL: The Web Collection: Adobe Photoshop 7.0, LiveMotion 2.0, and GoLive 6.0	45.00
061911066X	ANCILLARIES: *1:TEACHER Instructor Resources (CD-ROM) Includes: Syllabus PowerPoint Presentations Data Files, Figure Files, and Solution Files Testing Software: Exam View Engine, Test Bank, and User's Guide Blackboard/WebCT Available	*18.50
N/A	http://www.course.com/downloads/designprofessional/adobeweb/index.cfm	

State Committee recommended notations: Also appropriate for Multimedia.

Approach: Text covers image editing, animation, and website design and development as well as integration of all three applications. Dual platform instruction for both MAC and PC.

Recommended for: Students in grades 9-12.

Suggested instructional time: One to two semesters.

Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.

Adopted: 2004-2010

Course Technology,
Bishop, Shuman, & Waxer

The Web Collection: Macromedia Flash MX, DreamWeaver MX, And Fireworks MX, 2003/1e

0619109807	MAJOR TOOL: The Web Collection: Macromedia Flash MX, Dreamweaver MX, and Fireworks MX	45.00
0619109858	ANCILLARIES: *1:TEACHER Instructor Resources (CD-ROM) Includes: Syllabus PowerPoint Presentations Data Files, Figure Files, and Solution Files Testing Software: Exam View Engine, Test Bank, and User's Guide Blackboard/WebCT Available	*18.50
N/A	http://www.course.com/downloads/designprofessional/macromediaweb/index.cfm	

State Committee recommended notations: None.

Approach: Text provides in-depth projects with instruction and practice for courses involving website production with

graphics, animation and sound and creation of optimized and interactive web graphics.

Recommended for: Students in grades 9-12.

Suggested instructional time: One to two semesters.

Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.

Adopted: 2004-2010

Course Technology,
Stubbs & Barksdale
Web Design Basics, 2003/2e

0619059648	MAJOR TOOL: Web Design BASICS	31.50
0619059664	ANCILLARIES: *1:TEACHER Instructor's Resource Kit (CD-ROM) Includes: Electronic Instructor's Manual Data Files and Solution Files Syllabi PowerPoint Presentations Testing Software: Exam View Engine, Test Bank, and User's Guide Blackboard/WebCT Available	*18.50
N/A	http://www.course.com/downloads/swep/webdesignbasics/index.cfm	

State Committee recommended notations: None.

Approach: Text offers essential preparation for using any Web design software. Text includes critical analysis of website organization, development, design, testing and functionality.

Recommended for: Students in grades 9-12.

Suggested instructional time: 15+ hours.

Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.

Adopted: 2004-2010

Course Technology,
Shelly, Cashman, & Kosteba

Web Design Introductory Concepts And Techniques, 2002/1e

0789559609	MAJOR TOOL: Web Design Introductory Concepts and Techniques	36.25
0789559668	ANCILLARIES: *1:TEACHER Teaching Tools (CD-ROM) Includes: Electronic Instructor's Manual Data Files and Solution Files Interactive Labs and Solutions Course Presenter Project Reinforcement Activities Workbook and Solutions Syllabi Testing Software: Exam View Engine, Test Bank, and User's Guide Blackboard/WebCT Available	*18.50

State Committee recommended notations: None.
Approach: Text is part of the Shelly, Cashman Series and provides introductory coverage of Web page design.
Recommended for: Students in grades 9-12.
Suggested instructional time: One semester.
Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010

Course Technology,
 Knowlton, Hunt, & Bates

Webmastering Basics Using Microsoft FrontPage 2002, 2004/1e

0619059206	MAJOR TOOL: Webmastering BASICS using Microsoft Frontpage 2002	31.50
0619059214	ANCILLARIES: *1:TEACHER Instructor Resources (CD-ROM) Includes Electronic Instructor's Manual Data Files and Solution Files Powerpoint Presentations Syllabi Testing Software: Exam View Engine, Test Bank, and User's Guide Blackboard/WebCT Available	*18.50

State Committee recommended notations: None
Approach: Text is part of the BASICS series and provides an easy, introductory level text on webmastering.
Recommended for: Students in grades 9-12
Suggested instructional time: One to two semesters.
Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010

EMC Paradigm,
 Carolee Cameron

Web Design: Concepts and Best Practices, 2003/1e

076381654X	MAJOR TOOL: Textbook Instructor's Guide: available at Internet Resource Center www.emcp.com	31.00 ‡
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State Committee recommended notations: None.
Approach: Text includes models of best practices in development including needs assessment, prototyping, client review, production and continuous improvement.
Recommended for: Students in grades 9-12.
Suggested instructional time: One to two semesters.
Consultant services: In-service workshops are available on a mutually agreeable schedule between the publisher and the school, free of charge.
Adopted: 2004-2010

Lawrenceville Press, Inc.,
 Elaine Malfas, Beth Brown, Jan Marrelli

A Guide to Web Development Using Macromedia DreamWeaver MX With Fireworks MX And Flash MX, 2003, 1e

18792330300	MAJOR TOOL: A Guide to Web Development Using Macromedia Dreamweaver MX	39.95
18792330319	Teacher's Resource CD	*59.95

State Committee recommended notations: None.
Approach: Introduces students to Web development meeting two primary expectations. First, students are taught general design concepts and the process of Web site development. Second, students gain hands-on computer experience using Web development tools.
Recommended for: Students in grades 9-12.
Suggested instructional time: One to two semesters.
Consultant services: Technical support located in Delray Beach, Florida. Questions handled by phone, fax or email. Call (561)265-0033 or fax (561)265-4664 or email appshelp@lvp.com.
Adopted: 2004-2010

Macromedia, Inc.,
 Aho, Dharkar, Miller

Digital Design Curriculum Guide: Foundations of Web Design, 2003

0619055162	MAJOR TOOL: Digital Design Curriculum Guide	426.93
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State Committee recommended notations: Curriculum designed for use with Macromedia Studio MX including Fireworks MX, Dreamweaver MX and Macromedia Flash MX.
Approach: Guide is a year long, project-based curriculum that teaches the process of professional web design using Macromedia web development tools.
Recommended for: Students in grades 9-12
Suggested instructional time: One year.
Consultant services: Multiple training resources available. Free of charge is "Training Café" which has online interactive modules. Others are fee based, contact publisher for more information.
Adopted: 2004-2010

Pearson Prentice Hall,
 Katsaropoulos, et al

Learning To Create a Web Page with Microsoft Office XP, 2002

1585772291	MAJOR TOOL: Student Edition	31.47
1585772305	Annotated Teacher's Edition with Solutions Files	*51.97
1585776483	ANCILLARIES: * 1:25 UPON REQUEST Correlated Tests on CD-ROM	*

Network Version

1585777676	Visual Aids on CD-ROM (25 PowerPoint Slides)	*
1585777609	Solutions CD-ROM	*

State Committee recommended notations: None.
Approach: Students learn through practical application when they create a Web site for an imaginary bookstore. They learn to use basic Office skills to create and publish their Web site.
Recommended for: Students in grades 9-12.
Suggested instructional time: One to two semesters.
Consultant services: Consultant services will be available for in-service training as needed for the duration of the contract – no charge.
Adopted: 2004-2010

**Pearson Prentice Hall,
Against the Clock**

**HTML And XHTML: Creating Web Pages,
2002/1e**

	MAJOR TOOL:	
0130310549	Student Edition	27.47
0130988901	Instructor Resource CD	*10.97

State Committee recommended notations: None.
Approach: Text teaches students how to create Web pages using HTML an XHTML.
Recommended for: Students in grades 9-12.
Suggested instructional time: One semester.
Consultant services: Consultant services will be available for in-service training as needed for the duration of the contract – no charge.
Adopted: 2004-2010

**Pearson Prentice Hall,
Catherine Skintik**

**Web Mastering With FrontPage 2002 and
Web Mastering with DreamWeaver MX,
2003/1e**

	Web Mastering with FrontPage 2002	
	MAJOR TOOL:	
0131837141	Student Edition with CD-ROM	40.97
0131837214	Instructor Resource Manual	*10.97
	Web Mastering with DreamWeaver MX	
	MAJOR TOOL:	
0130364487	Student Edition with CD-ROM	31.47
0131837206	Instructor Resource Manual	*10.97

State Committee recommended notations: None
Approach: Texts teach students Web mastering with FrontPage 2002 and with Dreamweaver MX.
Recommended for: Students in grades 9-12
Suggested instructional time: One year.

Consultant services: Consultant services will be available for in-service training as needed for the duration of the contract – no charge.
Adopted: 2004-2010

**Pearson Prentice Hall,
Against the Clock**

**Macromedia Flash MX: Rich Media for the Web,
2003/1e**

	MAJOR TOOL:	
0131106538	Student Edition with CD-ROM	27.47

State Committee recommended notations: None
Approach: Students learn through practical step-by-step projects. Text includes self-guided assignments, structured exercises, and real-world applications of software programs.
Recommended for: Students in grades 9-12.
Suggested instructional time: One to two semesters.
Consultant services: Consultant services will be available for in-service training as needed for the duration of the contract – no charge.
Adopted: 2004-2010

Multimedia

Course Technology,

**Multimedia Basics, Weixel, Fulton, Barksdale,
Morse, & Morse, 2004/1e**

	MAJOR TOOL:	
0619055332	Multimedia BASICS	38.00
	ANCILLARIES: *1:TEACHER	
0619055375	Instructor Resources CD Includes: Electronic Instructor's Manual Data Files, Solution Files, and Figures Files SCANS Correlations PowerPoint Presentations Lesson Plans Testing Software: Exam View Engine, Test Bank, and User's Guide Blackboard/WebCT Available	*18.50

State Committee recommended notations: None
Approach: New text in BASICS series provides coverage of multimedia topics including graphics, animation, video, presentations, desktop publishing, and Web pages.
Recommended for: Students in grades 9-12
Suggested instructional time: One to two semesters.
Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010

Course Technology,
Shuman

Multimedia Concepts – Enhanced Edition,
2003/2e

	MAJOR TOOL:		
061911052X	Multimedia Concepts – Enhanced Edition	29.50	
	ANCILLARIES: *1:TEACHER		
0619110678	Instructor's Resource Kit (CD-ROM) Electronic Instructor's Manual Project Files, Figure Files, and Solution Files Extra Independent Challenges and solutions Sample Syllabus Teaching Tips Student Online Companion Testing Software: Exam View Engine, Test Bank, and User's Guide Blackboard/WebCT Available	*18.50	
N/A	http://www.course.com/downloads/illustrated/multimediaconcepts/index.cfm		

State Committee recommended notations: None.
Approach: Text is part of the Illustrated Series and offers a quick, visual and step-by-step approach for learning fundamental concepts of multimedia.
Recommended for: Students in grades 9-12.
Suggested instructional time: One semester.
Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010

Pearson Prentice Hall,
Against the Clock

Adobe Photoshop 7: Introduction to Digital Images,
2003/1e

	MAJOR TOOL:		
013048699X	Student Edition	27.47	
0131101625	Instructor's CD-ROM	*14.97	

State Committee recommended notations: Also appropriate for Webmaster and Digital Design.
Approach: Students learn through practical step-by-step projects. Text includes self-guided assignments, structured exercises, and real-world applications of software programs.
Recommended for: Students in grades 9-12.
Suggested instructional time: One to two semesters.
Consultant services: Consultant services will be available for in-service training as needed for the duration of the contract – no charge.
Adopted: 2004-2010

Pearson Prentice Hall,
Against the Clock

Adobe Premiere 6: Digital Video Editing,
2002/1e

	MAJOR TOOL:		
0130942618	Student Edition with CD-ROM	27.47	
0130950262	Instructor's CD-ROM	*14.97	

State Committee recommended notations: None.
Approach: Students learn through practical step-by-step projects. Text includes self-guided assignments, structured exercises, and real-world applications of software programs.
Recommended for: Students in grades 9-12.
Suggested instructional time: One to two semesters.
Consultant services: Consultant services will be available for in-service training as needed for the duration of the contract – no charge.
Adopted: 2004-2010

South-Western,
Lake & Bean

Bundle: Multimedia and Image Management/Activities,
2004/1e

	MAJOR TOOL:		
0538437618	Bundle: Multimedia and Image Management/Activities	45.00	
	ANCILLARIES: *1:TEACHER		
053843466X	Instructor's Resource CD Includes: Instructor Notes Evaluation Rubrics Chapter and Unit Quizzes Glossary Chapter Reviews Mini Projects Student Data Documents Solutions to Activities Web Resources Portfolio Evaluation Electronic Textbook Electronic Activities Book	*110.00	

State Committee recommended notations: None.
Approach: Text prepares students for a business world in which they will be expected to use business-standard software applications and to complete projects and solve problems.
Recommended for: Students in grades 9-12 .
Suggested instructional time: One to two semesters.
Consultant services: Staff development and training are available upon the adoption and purchase of these materials at the request of the school district.
Adopted: 2004-2010