

COMPUTER EDUCATION AND BUSINESS TECHNOLOGY EDUCATION, GRADES 6-8

Keyboarding

Glencoe/McGraw-Hill,
Zimmerly

Glencoe Keyboarding Connections: Projects & Applications, 2004

MAJOR TOOL: Choose one of the following:		
0078309859	Student Edition	37.50
0078610737	Student Edition w/Office XP	40.98
0078610745	Student Edition w/Office 2000	40.98
ANCILLARIES:		
0078600383	Office XP Student Guide	9.99
0078600391	Office 2000 Student Guide	9.99
007860771X	Take Home CD-ROM	9.99
FREE ITEMS: *1 PER TEACHER		
0078600405	Teacher Courseware	
0078606500	Teacher Resource Package	

State Committee recommended notations: None.
Approach: Text teaches students to use the keyboard proficiently. Keyboarding skills are reinforced with projects using word processing, spreadsheets, database and desk top publishing software.
Recommended for: Students in grades 6-8.
Suggested instructional time: One to two semesters.
Consultant service: Upon request by contacting Florida Regional Sales Office at (813) 630-1322.
Adopted: 2004 - 2010

PEARSON PRENTICE HALL Suzanne Weixel

Learning Microsoft Word 2002, 2001/ 1e

MAJOR TOOL:		
1585771376	Student Edition	31.47
1585771546	Annotated Teacher's Edition with Solution Files	*50.00
ANCILLARIES: * 1:25 UPON REQUEST		
1585777412	Correlated tests on CD-ROM with MOUS Prep Network Version	*
1585777633	Visual Aids on CD-ROM (25 PowerPoint slides)	*
1585772704	Tests in a Three-ring Binder	*
1585772747	Printouts of Solutions in Three-ring Binder	*
1585777609	Solutions CD-ROM	*

State Committee recommended notations: None.
Approach: Text materials are step-by-step with an emphasis on critical thinking and business application. The lessons are comprised of exercises that teach skills in a progressive and cumulative format.
Recommended for: Students in grades 6-8.
Suggested instructional time: One semester

Consultant services: Services and training available as needed, call local representative.
Adopted: 2004-2010

PEARSON PRENTICE HALL, Prentice Hall Editorial

Prentice Hall Keyboarding and Computer Applications, 2004/1e

MAJOR TOOL:		
0130364436	Student Edition	38.97
0130364444	Teacher's Edition	*69.97
0130364886	Software (single user)	*14.97
ANCILLARIES: * - Free Upon request 1 per Teacher User, with a Minimum Purchase of 25 Student Editions		
0130364975	Teacher's Resource Binder	*
0130364983	Solution's Manual	*
0130364991	Wall Chart	*

State Committee recommended notations: Test software on equipment prior to purchase.
Approach: Text is a comprehensive introduction to keyboards and major software application tools including word procession, spreadsheets, database, graphics, and e-mail.
Recommended for: Students in grades 6-8.
Suggested instructional time: One to two semesters.
Consultant service: Services and training available as needed, call local representative.
Adopted: 2004 - 2010

SOUTH-WESTERN Hoggatt & Shank

Applied Computer Keyboarding, 2004/5e

MAJOR TOOL: *1:TEACHER		
0538436581	Applied Computer Keyboarding	32.00
053843659X	Annotated Instructor's Edition	*75.00
ANCILLARIES:		
053843662X	Applied MicroType 3.0, Windows Site License (CD-ROM)	755.00
0538436638	Applied MicroType 3.0, Macintosh Site License (CD-ROM)	755.00
Teacher Resource CD Includes: Data Files, Lesson Plans, Instructor Resource Articles, Listening Files, Power Points, Word Instruction Files, Solution Files		

State Committee recommended notations: None.
Approach: Text is a revision of the one-semester keyboarding and document processing 4th edition. New-key learning, technique mastery, and word processing basics are components of the new edition.
Recommended for: Students in grades 6-8.
Suggested instructional time: One to two semesters.
Consultant service: Available by request upon adoption and purchase.
Adopted: 2004 - 2010

**SOUTH-WESTERN,
Hoggatt & Shank**

TYPING TIME, 2003/1e

MAJOR TOOL:			
0538699906	Network Site License, Windows (CD-ROM)		755.00
0538434406	Network Site License, Macintosh (CD-ROM)		755.00
0538434597	Instructor's Manual *Free 1:Teacher		*10.00
ANCILLARIES:			
0538699922	Typing Time, Softcover Text		16.00
0538435380	Typing Time, Hardcover Text		19.50

State Committee recommended notations: None
Approach: Software combines current technology with traditional methods of instruction. The all-in-one program covers letter keys, numbers and symbols and numeric keypad basics.
Recommended for: Students in grades 6-8.
Suggested instructional time: One semester
Consultant services: Available by request upon adoption and purchase.
Adopted: 2004-2010

**M/J INTRODUCTION TO COMPUTERS
GRADES 6-8**

**COURSE TECHNOLOGY
Wells & Ambrose**

Computer Concepts Basics, 2004/2e

MAJOR TOOL:			
0619055782	Computer Concepts BASICS		30.00
ANCILLARIES: *1:TEACHER			
0619055812	Activities Workbook		13.00
0619055790	Instructor's Resource (CD-ROM)		*18.50
Includes:			
Instructor's Manual with 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			
Additional Faculty Files with Correlation Grids and Keyboarding Drill Sheets			
Blackboard/WebCT Available			

State Committee recommended notations: None.
Approach: Text is second edition in the BASIC series. The new book provides an overview of computer literacy topics including computer essentials, applications software, the Internet and technology issues.
Recommended for: Students in grades 6-8.
Suggested instructional time: One to two semesters
Consultant services: Available by request upon adoption and purchase.
Adopted: 2004-2010

COMPUTER APPLICATIONS (LEVELS 1 AND/OR 2)

Level 1

**COURSE TECHNOLOGY,
Morrison**

Microsoft Office XP Basics, 2002/2e

MAJOR TOOL: *1:TEACHER			
0619059087	Microsoft Office XP BASICS		39.75
0619059109	Instructor's Resource Kit (CD-ROM)		*18.50
Includes:			
Electronic Instructor's Manual			
Data Files (Solution Files, Figures Files, Workbook files and Solutions)			
Lesson Plans			
Learner Study Guides			
Testing Software: Exam View Engine, Test Bank, and User's Guide			
Miscellaneous (career worksheets, individual learning strategies, portfolio, and internet contract)			
SCANS and NET Correlations and Grids Scheduling Charts for teaching the lessons Transparency Masters			
PowerPoint Presentations (general lecture) Blackboard/WebCT Available			
ANCILLARIES:			
0619059095	Activities Workbook		15.50

State Committee recommended notations: None.
Approach: Text is for lower-level course for Microsoft Office XP integrated software. Introductory in nature, yet covers the popular features of word processing, spreadsheets, and databases.
Recommended for: Students in grades 6-8.
Suggested instructional time: One to two semesters.
Consultant services: Services available as needed, call local representative.
Adopted: 2004-2010

**COURSE TECHNOLOGY,
Melton & Walls**

Microsoft Office V.X Macintosh Basics, 2003/3e

MAJOR TOOL: *1:TEACHER			
0619055634	Microsoft Office V.X Macintosh BASICS		49.00
0619055669	Instructor's Resource Kit (CD-ROM)		*18.50
Includes:			
Electronic Instructor's Manual			
Data Files (Solution Files, Figures Files, Workbook files and Solutions)			
Lesson Plans			
Learner Study Guides			
Testing Software: Exam View Engine, Test Bank, And User's Guide			

Miscellaneous (career worksheets, individual learning strategies, portfolio, and internet contract) SCANS and NET Correlations and Grids Scheduling Charts for teaching the lessons Transparency Masters PowerPoint Presentations (general lecture) Blackboard/WebCT Available

1894995600	Student Textbook:	27.95
1894995627	2) Digital option: Student Workbooks, Teacher's Guide and Teacher's Resource Package in Digital Format (CD-ROM): Site License(CD-ROM)	975.00
1894995627	ANCILLARIES: Additional copies of digital option	95.00
	FREE ITEMS: For Hardcopy Option: Teacher Guide and Resource Package in Digital Format	N/C

ANCILLARIES:

0619055685	Activities Workbook	16.00
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State Committee recommended notations: None.
Approach: Text provides a foundation for introductory learners of Microsoft Office V.x Macintosh integrated software. Introductory in nature, yet covers the popular features of word procession, spreadsheets, and databases.
Recommended for: Students in grades 6-8.
Suggested instructional time: One to two semesters.
Consultant services: Available by request upon adoption and purchase.
Adopted: 2004-2010

State Committee recommended notations: None.
Approach: Project based learning course which incorporates real world applications of technology. Students learn information communication technology skills by competing projects that simulate the use of the computer in various careers.
Recommended for: Students in grades 6-8.
Suggested instructional time: One to two semesters
Consultant services: Fee based service available for training and implementation
Adopted: 2004-2010

PEARSON SCOTT FORESMAN WITH LEARNING.COM

Barclay Burns PhD, Chris Baker, Fredrick Davy, Megan Filiault, Justin Garrity, Jonathan Graham, Walter Lewis Jr., Matthew Martin, Alexander Nechaev, Paul Ownby, Shaun Reimers, Lauren Scharnak, Darbi Seely, Jennifer Thede

EasyTech 6-8, 3e

Price is per year, per child
 0972729496 EasyTech 6-88.00

- The following items are free .pdf files that can be downloaded**
- N/A Getting Started Guide (downloadable)..... N.C.
 - N/A Family Resources -- English and Spanish N.C.
 - N/A Computer Lab Pac N.C.
 - N/A Anytime, Anywhere Access..... N.C.
 - N/A Access to all listed required software..... N.C.
 - N/A Quarterly newsletter †
 - N/A Spanish audio track available as an option in selected lessons..... †

State Committee recommended notations: None.
Approach: Complete web-based program.
Recommended for: Students in grades 6-8.
Suggested instructional time: One to two semesters.
Consultant services: Available by request upon adoption and purchase.
Adopted: 2004-2010

TECHNOKids, Christa Love

Techno Intermediate Computer Applications Course, 1993-2003/1e

MAJOR TOOL: Choice of following two.
 1) Consumable hardcopy option:

COMPUTER APPLICATIONS (LEVELS 1 AND 2)

Levels 1 And 2

PEARSON PRENTICE HALL, Prentice Hall Editorial

Technology Applications, Levels I and II, 2004/1e

	Technology Applications, Level I	
	MAJOR TOOL: CHOICE OF FORMAT	
0130365076	Student Worktext and online Access	54.97
0130363324	Student Worktext only	11.97
0130363278	Student Online Access Only	44.97
0131169157	Teacher Management Guide	*56.97

	ANCILLARIES: * Free Upon request 1 per Teacher User, with a Minimum Purchase of 25 Technology Applications Level I SEs	
	Florida Teacher Management Guide (TMG)	*
0131169157	Teacher's iText	*
0130365114	iText CD-ROM	*
0130364622	Blackline Masters	*
0130363235	ExamView CD	*

	Technology Applications, Level II	
	CHOICE OF FORMAT	
0130365092	Student Worktext and online Access	54.97
0131169122	Student Worktext only	11.97

0130365084	Student Online Access Only	44.97
0131169130	Teacher Management Guide	*56.97

**ANCILLARIES: * - Free Upon request
1 per Teacher User, with a Minimum
Purchase of 25 Technology
Applications Level II SEs**

0131169130	Florida Teacher Management Guide (TMG)	*
0131169327	Teacher's iText	*
0131169335	iText CD-ROM	*
0131169114	Blackline Masters	*
0131169319	ExamView CD	*

State Committee recommended notations: None.
Approach: Online text which allows for classroom content to be updated with the rapid change in technology. Course presents computer applications for the standard software application tools.
Recommended for: Students in grades 6-8.
Suggested instructional time: One semester per level.
Consultant services: Services and training available as needed, call local representative.
Adopted: 2004-2010

COMPUTER PROGRAMMING (INTRODUCTORY AND/OR INTERMEDIATE LEVELS)

COURSE TECHNOLOGY, Knowlton & Collings

Microsoft Visual Basic Basics, 2000/1e

	MAJOR TOOL:	
0538690836	Microsoft Visual Basic BASICS	30.25
	ANCILLARIES: *1:TEACHER	
0538690844	Activities Workbook	15.75
0538690852	Manual Includes: Electronic Instructor CD-ROM with Teaching Suggestions Data Files, Solution Files, and Workbook files and Solutions Lesson Plans Learner Study Guides Student Related Link:	*104.00
053869243X	http://www.course.com/about/brainbench.cfm for free exam Testing Software: Testing Tools Manager, Test and Tools online	*

State Committee recommended notations: None.
Approach: Text provides a step-by-step introduction to the Visual Basic programming language. This introduction focuses on important concepts such as event-driven programming and working with objects and progresses to hands-on exercises and reinforcement activities.
Recommended for: Students in grades 6-8.
Suggested instructional time: One to two semesters
Consultant services: Available by request upon adoption and purchase.
Adopted: 2004-2010

EXPLORING THE INTERNET

COURSE TECHNOLOGY, Barksdale, Rutter, & Teeter,

Internet Basics, 2002/1e

	MAJOR TOOL:	
0619059052	Internet BASICS	33.00
	ANCILLARIES: *1:TEACHER	
0619059060	Instructor's Resource Kit (CD-ROM) Includes: Electronic Instructor's Manual Data Files (Solution Files, Figures Files, And Web Links) Lesson Plans Learner Study Guides Testing Software: Exam View Engine, Test Bank, And User's Guide Miscellaneous (career worksheets, individual learning strategies, portfolio, and internet contract) SCANS and NET Correlations and Grids Scheduling Charts for teaching the lessons Transparency Masters PowerPoint Presentations (general lecture) Blackboard/WebCT Available	*18.50
N/A	http://www.course.com/downloads/wep/internetbasics/index.cfm	n/c

State Committee recommended notations: None.
Approach: Text is activity and hands-on oriented. It provides a quick overview of the Internet and other on-line resources in a step-by-step approach.
Recommended for: Students in grades 6-8.
Suggested instructional time: One semester.
Consultant services: Available by request upon adoption and purchase.
Adopted: 2004-2010