

# Catalog of Adopted Instructional Materials

## Florida Department of Education

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### 6-8 Business Technology Education

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#### 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



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# 8200110 - Business Keyboarding

Glencoe/McGraw-Hill

## *Keyboarding Connections: Projects and Applications, Zimmerly, et. al., 2006/1st*

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### Committee Comments or Notations:

**Approach:** Glencoe's Keyboarding Connections Projects and Applications is designed to help students develop keyboarding skills, especially as they apply to a variety of computer functions and software applications (computer basics, word processing, desktop publishing, presentations, spreadsheets, databases). The available Student Manuals for MS Office 2003, MS Office XP and MS Office 2000, enable students to be successful no matter which platform the school is using. 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 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. A thorough reference section provides students specific visual and spatial instruction for all documents processed in the book, including letters, outlines, reports, title pages, envelopes, and tables. 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 Keyboarding Connections Projects and Applications 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, and timed writing speed and accuracy are automatically computed. All 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 Connections Projects and Applications Teacher Annotated Edition provides additional resources that strengthen and reinforce the 8-Step process for the Florida Continuous Improvement Model. Teaching Tips are provided at point-of-use to support instruction to ensure students' comprehension of key concepts and mastery of skills. Additional features also support successful planning and instruction, such as Technique reminders, Courseware tips, and Differentiated Instruction strategies for students with special needs.

The Online Learning Center ([www.KeyConnect.glencoe.com](http://www.KeyConnect.glencoe.com)) is the companion Web site to the Keyboarding Connections Projects and Applications program. The site includes a Student Center with additional activities and enrichment materials, such as Academic Connection activities and Career Connection resources. 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 6-8

**Suggested Instructional Time:** 1 semester

**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	0078693144	Student Edition	\$43.47			6-8
M	0078748216	Student Edition w/Office 2003 Student Guide	\$47.46			6-8
M	0078748194	Student Edition w/Office XP Student Guide	\$47.46			6-8
M	0078748208	Student Edition w/Office 2000 Student Guide	\$47.46			6-8
MF	0078728649	Teacher Annotated Edition (included in Teacher Resource Package, 0078747783)	\$53.49	▲	Free per teacher	6-8
AF	0078747783	Teacher Resource Package (includes the following 4 ISBN's plus Teacher Annotated Edition):	\$285.48	▲	Free per teacher	6-8
APC	0078728665	Office 2003 Student Guide	\$11.46		Included in 0078747783	6-8
APC	0078728657	Office XP Student Guide	\$11.46		Included in 0078747783	6-8

## 8200110 - Business Keyboarding

APC	0078728673	Office 2000 Student Guide	\$11.46		Included in 0078747783	6-8
APC	0078728738	Home Version CD-ROM	\$11.49		Included in 0078747783	6-8
AF	0078728746	Teacher Courseware Package	\$448.98	▲	Free per teacher	6-8
AF	0078728703	Teacher Resource CD-ROM	\$75.48	▲	Free per teacher	6-8
AF	0078742595	ExamView Pro Test Generator CD-ROM	\$169.98	▲	Free per teacher	6-8
AF	0078772036	Florida Curriculum Mapping Booklet	\$9.99	▲	Free per teacher	6-8

### Thomson Learning

#### *Century 21 Jr. Input Technologies & Computer Applications, Hoggatt/Shank/Barksdale, 2006/1st*

Committee Comments or Notations:     -good for standards for computer application I  
   -BST (both)  
   -Keyboarding & business skills

Approach:

Recommended for:

Suggested Instructional Time:     1 semester to 1 year

Consultant Ser vice:

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M	0538442654	Century 21 Jr. Input Technologies & Computer Applications	\$45.00			6-8
MF	0538442646	Instructor's Wraparound Edition	\$92.00	▲	Free, one per teacher	6-8
MF		Website ( <a href="http://www.thomsonedu.com/school/florida/">http://www.thomsonedu.com/school/florida/</a> )		▲	Free, one per teacher	6-8
AF	053844360X	MicroType MAC Network/Site License	\$799.00	§		6-8
AF	0538442611	ExamView Pro	\$130.00	▲	Free, one per teacher	6-8
A	0538442557	eBook	\$45.00	▲	Free, one per teacher	6-8
AF	0538442603	Instructor's Resource CD	\$130.00	▲	Free, one per teacher	6-8
AF	0538443278	Technology Bundle (MicroType 4 Windows Site and Network Licenses & Century 21 Jr. CheckPro for Windows)	\$1,295.00	§		6-8

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# 8200220 - Computer Applications in Business 1

Applied Educational Systems, Inc.

*ITCenter21: Introduction to Computers and IT, AES, 2006/N/A*

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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: Introduction to Computers and IT uses a range of instructional strategies to help all individual students learn and understand.

Multiple Learning Styles

ITCenter21: Introduction to Computers and IT 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 information technology. Students constantly gain hands-on experience and practice, and step-by-step instructions keep students on task.

Just-In-Time Learning

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

Differentiation

ITCenter21: Introduction to Computers and IT accommodates a range of student abilities by providing frequent tips for hands-on instructions and views of how the students' computer screens should look. Students can exhibit personal expression while making project decisions. In addition, all units include enhancement activities.

Recommended for: ITCenter21: Introduction to Computers and IT is targeted toward students in Grades 6-8. 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: Three days of intensive teacher training in the operation of the lab is available at the manufacturer's training facility.

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M		ITCenter21: Introduction to Computers and IT program	\$22,950.00			6-8

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# 8200220 - Computer Applications in Business 1

Glencoe/McGraw-Hill

*Computer Concepts in Action, Haag, et al, 2006/1st*

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Committee Comments or Notations: better suited for 7th or 8th grade

Approach: Glencoe's Computer Concepts in Action addresses the real-world needs of students and teachers. The approach is student-centered with reliance upon teacher guidance and facilitation. The program supports the 8-Step Process that constitutes Florida's Continuous Improvement Model through a variety of projects and progress assessments.

The Student Edition was written and designed to help students become effective users of a variety of applications: operating systems, Internet browsers, word processing, spreadsheets, databases, and electronic presentations. Cross-curricular activities and projects are intended to further develop student learning and study skills for a variety of academic subjects. The planning and structure of the course is aligned to Florida's state standards and national standards, including the Internet and Computer Core Certification (IC3) standards. The program promotes a project-based learning environment so that students learn concepts and practice skills in a real-world context. A variety of assessment strategies are provided to ensure student comprehension, and competency-based projects provide additional opportunities for evaluation. Unit and project assessments measure student progress throughout the book. Comprehensive assessments are also given at the end of every Tech Talk, Project, and Unit.

The 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, including Unit Planning Guides, Teaching Tips, and Inclusion Strategies for students with special needs. Reteaching and Enrichment activities are designed to extend learning opportunities for students who may need additional review and for those students who need more challenges.

The Teacher Resource CD is packed with valuable tools for teachers and students. PowerPoint presentations are provided that can be used to introduce or review each unit. Student data files allow students to quickly complete activities and projects. Solution files are provided for Exercises and Guided Practice projects for self-assessment or to model the end result goal. Rubrics are provided for various projects to help students create and evaluate their own work. Worksheets and their answer keys are available that accompany each Tech Talk and Project in the Student Edition.

The Online Learning Center ([www.concepts.glencoe.com](http://www.concepts.glencoe.com)) is the companion Web site to the student textbook. The site includes a Student Center with additional teaching and enrichment materials, including Go Online 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 6-8

Suggested Instructional Time: 1 semester

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	0078612357	Student Edition	\$46.47			6-8
MF	0078739268	Teacher Resource Manual with CD-ROM	\$72.48	▲	Free per teacher	6-8
AF	0078728770	TechSIM Technology Simulations CD	\$19.98	▲	Free per teacher	6-8
AF	0078728754	ExamView Pro Test Generator CD-ROM	\$169.98	▲	Free per teacher	6-8
AF	007877148X	Florida Curriculum Mapping Booklet	\$9.99	▲	Free per teacher	6-8

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## 8200220 - Computer Applications in Business 1

### K to the 8th Power

#### *Kto8 Computer Applications in Business - 1, Reed, Caldwell, Rew, 2006/Florida*

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Committee Comments or Notations: Pop-ups need to be allowed for this site only. (applicable to this program only)

Approach: The K to the 8th Power Computer Applications in Business curriculum is designed to integrate technology literacy training into daily academic, technology, and life-skills lessons. While students are learning technology skills, they are also reviewing, practicing, and reinforcing what they are learning academically in the classroom. All lessons are based on Sunshine State Standards, ISTE/NETS standards, and national standards for English/Language Arts (NCTE) and Mathematics (NCTM). Each course is equipped with a pre- and post-assessment, providing a report and prescriptive lesson links for individual student assignments. Teachers may assign lessons for individual students working above, below, or at current grade level. Every lesson is equipped with an extensive lesson plan, assessment, technology rubric, interactive activities, and games to reinforce learning. A Learning Management System tracks student achievement progress, provides a grade book, and reports on individuals, classes, and schools.

Recommended for: Native English speaking, ESL/ELL, and Special Education students in grades 6-8

Suggested Instructional Time: 1 semester

Consultant Ser vice: Web delivered training is available at any time with 24 hours notice, at no additional charge. Course and computer simulations are available 24/7/365, at no additional charge. On-site training and inservice programs are available on request. The cost for on-site or inservice training is \$2500 per day which includes two (1/2 day) sessions for up to 200 teachers per session. Volume purchases of on-site training blocks cost \$2000/day for 10 or more days/year, or \$1500/day for 50 or more days/year.

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M		<a href="http://www.kto8.com/fl/fl.htm">www.kto8.com/fl/fl.htm</a> ; <a href="http://www.kto8.com/fl/fl1.htm">http://www.kto8.com/fl/fl1.htm</a> (price is per student)	\$8.00	†	All teachers/admins free	6-8
AF		Curriculum Guide and Course Resources Booklet		†	Free for adopting teachers	6-8

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## 8200210 - Computer Applications in Business 2

### K to the 8th Power

#### *Kto8 Computer Applications in Business - 2, Reed, Caldwell, Rew, 2006/Florida*

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Committee Comments or Notations: Pop-up blockers need to be allowed for this site (applicable to this program only)

Approach: The K to the 8th Power Computer Applications in Business curriculum is designed to integrate technology literacy training into daily academic, technology, and life-skills lessons. While students are learning technology skills, they are also reviewing, practicing, and reinforcing what they are learning academically in the classroom. All lessons are based on Sunshine State Standards, ISTE/NETS standards, and national standards for English/Language Arts (NCTE) and Mathematics (NCTM). Each course is equipped with a pre- and post-assessment, providing a report and prescriptive lesson links for individual student assignments. Teachers may assign lessons for individual students working above, below, or at current grade level. Every lesson is equipped with an extensive lesson plan, assessment, technology rubric, interactive activities, and games to reinforce learning. A Learning Management System tracks student achievement progress, provides a grade book, and reports on individuals, classes, and schools.

Recommended for: Native English speaking, ESL/ELL, and Special Education students in grades 6-8

Suggested Instructional Time: 1 semester

Consultant Ser vice: Web delivered training is available at any time with 24 hours notice, at no additional charge. Course and computer simulations are available 24/7/365, at no additional charge. On-site training and inservice programs are available on request. The cost for on-site or inservice training is \$2500 per day which includes two (1/2 day) sessions for up to 200 teachers per session. Volume purchases of on-site training blocks cost \$2000/day for 10 or more days/year, or \$1500/day for 50 or more days/year.

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M		<a href="http://www.kto8.com/fl/fl.htm">www.kto8.com/fl/fl.htm</a> ; <a href="http://www.kto8.com/fl/fl2.htm">http://www.kto8.com/fl/fl2.htm</a> (price is per student)	\$8.00	†	All teachers/admins free	6-9
AF		Curriculum Guide and Course Resources Booklet		†	Free for adopting teachers	6-9

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## 8200211 - Computer Applications in Business 3

### K to the 8th Power

#### *Kto8 Computer Applications in Business - 3, Reed, Caldwell, Rew, 2006/Florida*

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Committee Comments or Notations: Pop-up blockers need to be allowed for this site (applicable to this program only)

Approach: The K to the 8th Power Computer Applications in Business curriculum is designed to integrate technology literacy training into daily academic, technology, and life-skills lessons. While students are learning technology skills, they are also reviewing, practicing, and reinforcing what they are learning academically in the classroom. All lessons are based on Sunshine State Standards, ISTE/NETS standards, and national standards for English/Language Arts (NCTE) and Mathematics (NCTM). Each course is equipped with a pre- and post-assessment, providing a report and prescriptive lesson links for individual student assignments. Teachers may assign lessons for individual students working above, below, or at current grade level. Every lesson is equipped with an extensive lesson plan, assessment, technology rubric, interactive activities, and games to reinforce learning. A Learning Management System tracks student achievement progress, provides a grade book, and reports on individuals, classes, and schools.

Recommended for: Native English speaking, ESL/ELL, and Special Education students in grades 6-8

Suggested Instructional Time: 1 semester

Consultant Service: Web delivered training is available at any time with 24 hours notice, at no additional charge. Course and computer simulations are available 24/7/365, at no additional charge. On-site training and inservice programs are available on request. The cost for on-site or inservice training is \$2500 per day which includes two (1/2 day) sessions for up to 200 teachers per session. Volume purchases of on-site training blocks cost \$2000/day for 10 or more days/year, or \$1500/day for 50 or more days/year.

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M		<a href="http://www.kto8.com/fl/fl.htm">www.kto8.com/fl/fl.htm</a> ; <a href="http://www.kto8.com/fl/fl3.htm">http://www.kto8.com/fl/fl3.htm</a> (price is per student)	\$8.00	†	All teachers/admins free	6-9
AF		Curriculum Guide and Course Resources Booklet		†	Free for adopting teachers	6-9

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## 8200212 - Computer Applications in Business 4

### K to the 8th Power

#### *Kto8 Computer Applications in Business - 4, Reed, Caldwell, Rew, 2006/Florida*

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Committee Comments or Notations: Pop-up blockers need to be allowed for this site (applicable to this program only)

Approach: The K to the 8th Power Computer Applications in Business curriculum is designed to integrate technology literacy training into daily academic, technology, and life-skills lessons. While students are learning technology skills, they are also reviewing, practicing, and reinforcing what they are learning academically in the classroom. All lessons are based on Sunshine State Standards, ISTE/NETS standards, and national standards for English/Language Arts (NCTE) and Mathematics (NCTM). Each course is equipped with a pre- and post-assessment, providing a report and prescriptive lesson links for individual student assignments. Teachers may assign lessons for individual students working above, below, or at current grade level. Every lesson is equipped with an extensive lesson plan, assessment, technology rubric, interactive activities, and games to reinforce learning. A Learning Management System tracks student achievement progress, provides a grade book, and reports on individuals, classes, and schools.

Recommended for: Native English speaking, ESL/ELL, and Special Education students in grades 6-9

Suggested Instructional Time: 1 semester

Consultant Service: Web delivered training is available at any time with 24 hours notice, at no additional charge. Course and computer simulations are available 24/7/365, at no additional charge. On-site training and inservice programs are available on request. The cost for on-site or inservice training is \$2500 per day which includes two (1/2 day) sessions for up to 200 teachers per session. Volume purchases of on-site training blocks cost \$2000/day for 10 or more days/year, or \$1500/day for 50 or more days/year.

Adopted: 2007-2013

Type	ISBN	Item	Price	Free Symbols	Terms	Grade
M		<a href="http://www.kto8.com/fl/fl.htm">www.kto8.com/fl/fl.htm</a> ; <a href="http://www.kto8.com/fl/fl4.htm">http://www.kto8.com/fl/fl4.htm</a> (price is per student)	\$8.00	†	All teachers/admins free	6-9

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# 8200212 - Computer Applications in Business 4

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AF

Curriculum Guide and Course Resources Booklet

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Free for adopting teachers

6-9