# Florida Department of Education

# Instructional Materials Publishers

## Publisher Questionnaire

Bid Item

**Course:** Digital Information Technology (8207310)
**Title:** Computer Concepts & Microsoft Office 2013 and Paradigm Keyboarding Sessions 1-30 Student Package , Edition: 1st and 6th
**Copyright:** 2013
**Author:** Denise Seguin and William Mitchell
**Grade Level:** 9 - 12

Publisher Questionnaire

Authors & Credentials: List full name of author(s), with major or senior author listed first. Briefly provide credentials for each author.
Mitchell, Bill Dr. Mitchell received his B.S. and M.S. degrees at Western Illinois Univ. He has a Dr. of Education degree from the Univ. of North Dakota. He is a professor in the Depts. of Business Communication and Management Information Systems at the Univ. of Wisconsin-Eau Claire. He has conducted workshops and presentations for local, state/province, national, and international groups in all 50 states and the 10 provinces of Canada, most recently on the impact of technology on business, government, and education. He serves as a consultant in office automation and telecommunication for Elert and Associates. Seguin, Denise Denise Seguin has been teaching at Fanshawe College in London, Ontario since 1986. She has taught a variety of software applications to adult learners in Continuing Education courses and learners in postsecondary Information Technology diploma programs.

**Students: Describe the type(s) of students for which this submission is intended.**
This submission is intended for grades 9-12 students.

**1. IDENTIFY AND DESCRIBE THE COMPONENTS OF THE MAJOR
TOOL. The Major Tool is comprised of the items necessary to meet the
standards and requirements of the category for which it is designed and
submitted. As part of this section, include a description of the educational
approach of the submission.**

**Educational Approach (The information provided here will be used in the
instructional materials catalog in the case of adoption of the program. Please
limit your response to 500 words or less.)**
Computer Concepts & Microsoft Office 2013 is a projects-based program that
offers seamless transition from concepts to applications. Students will learn
computer skills and the latest concepts and software including green computing,
ethics, Windows and Microsoft Office 2013. Learning will be reviewed and
reinforced through end-of-chapter projects that will appeal to a variety of learning
styles. Paradigm Keyboarding Sessions 1-30 develops fundamental Word skills
while strengthening keyboarding and critical thinking abilities. Students will
improve their speed and accuracy through one-minute, three-minute, and five-
minute timings. Students will learn to produce documents for the business, legal
and medical office by gathering information, making decisions, and completing
tasks in a real-world context.

**Major Tool - Student Components Describe each of the components,
including a format description.**
Computer Concepts & Microsoft Office 2013 text available in print and eBook.
Paradigm Keyboarding Sessions 1-30 text available in print and eBook.

**Major Tool - Teacher Components Describe each of the components,
including a format description.**
N/A


**2. IDENTIFY AND DESCRIBE THE ANCILLARY MATERIALS. Briefly
describe the ancillary materials and their relationship to the major tool.**

**Ancillary Materials - Student Components Describe each of the components,
including a format description.**
SNAP Tutorials 2013 CD

**Ancillary Materials - Teacher Components Describe each of the components, including a format description.**
Computer Concepts & Microsoft Office 2013 Instructor's Guide with EXAMView available in print and on CD. Paradigm Keyboarding Instructor's Guide available on CD only.

**3. HOW MUCH INSTRUCTIONAL TIME IS NEEDED FOR THE SUCCESSFUL IMPLEMENTATION OF THIS PROGRAM? Identify and explain the suggested instructional time for this submission. If a series, state the suggested time for each level. The goal is to determine whether the amount of content is suitable to the length of the course for which it is submitted.**
This program is intended for a full year course.

**4.WHAT PROFESSIONAL DEVELOPMENT IS AVAILABLE? Describe the ongoing learning opportunities available to teachers and other education personnel that will be delivered through their schools and districts as well as the training/in-service available directly from the publisher for successful implementation of the program. Also provide details of the type of training/in-service available and how it may be obtained. (The information provided here will be used in the instructional materials catalog in the case of adoption of the program.)**
EMC Publishing, LLC is committed to providing the best professional in-service program with the adoption of Computer Concepts and Microsoft Office 2013 + Keyboarding package. We offer a complete and comprehensive in-service package. Our National Consultants and support staff will work with Florida school districts to design a professional development program that meets their needs. Contact the EMC Publishing FL Account Manager to arrange in-service/professional development.

**5. WHAT HARDWARE/EQUIPMENT IS REQUIRED? Briefly list and describe the hardware/equipment needed to implement the submission in the classroom. REMEMBER: Florida law does not allow hardware/equipment to be included on the bid! However, schools and districts must be made aware of the hardware/equipment needed to fully implement this program.**
Desktop or laptop or mobile devices including Android.

**6. WHAT LICENSING POLICIES AND/OR AGREEMENTS APPLY? If software is being submitted, please attach a copy of the company's licensing policies and/or agreements.**

Not Applicable

**7. WHAT STATES HAVE ADOPTED THE SUBMISSION? List some of the states in which this submission is currently adopted.**
Utah and Mississippi

**8. LIST THE FLORIDA DISTRICTS IN WHICH THIS PROGRAM HAS BEEN PILOTED IN THE LAST EIGHTEEN MONTHS.**

Not Applicable

If you have questions contact Office of Instructional Materials, imstaff@fldoe.org or 850-245-0425