Florida Department of Education

Instructional Materials Publishers

Publisher Questionnaire

Bid Item

Course: Information and Communication Technology (ICT) Essentials (9009100)
Title: Computer and Internet Essentials: Preparing for IC3 , Edition: 1st
Copyright: 2013
Author: Nita Rutkosky
Grade Level: 6 - 8

Publisher Questionnaire

Authors & Credentials: List full name of author(s), with major or senior author listed first. Briefly provide credentials for each author.
Rutkosky , Nita H. B.A. Degree: Western Washington University M.S. Degree: Central Washington University Ms. Rutkosky has been an office technology instructor at Pierce College at Puyallup (Puyallup, WA) since 1978. She has taught a variety of courses including all levels of keyboarding, machine transcription, records management, business machines, word processing, and desktop publishing. Ms. Rutkosky has received the National Teaching Excellence Award as well as the Extra Mile Award from Pierce College, Puyallup, WA. She currently lives in the Pacific Northwest with her husband and three children.

Students: Describe the type(s) of students for which this submission is intended.
This submission is intended for grades 6-12 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 and Internet Essentials: Preparing for IC3 identifies and teaches the skills necessary to demonstrate proficiency in using a computer and computer applications. Information is provided for today's Internet users, email etiquette, online hazards, and privacy protection. The program requires students to apply critical thinking skills to work through a problem or scenario.

Major Tool - Student Components Describe each of the components, including a format description.
Computer and Internet Essentials: Preparing for IC3 is available in both print and eBook formats.

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.
N/A

Ancillary Materials - Teacher Components Describe each of the components, including a format description.
Instructor Resources and EXAMView is 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 and Internet Essentials: Preparing for IC3. We offer a complete and comprehensive in-service package. Our National Consultants and expert 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.

Not Applicable

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