

PUBLISHER QUESTIONNAIRE SAMPLE

Bid Item# 3010

Title: Enhanced Discovering Computers & Microsoft Office 2013: A Combined Fundamental Approach, 1st ed.

ISBN: 9781305900790

Course: Digital Information Technology

Title: Enhanced Discovering Computers & Microsoft Office 2013: A Combined Fundamental Approach, 1st ed.

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Grade Level: 9-12

Authors & Credentials: List full name of author(s), with major or senior author listed first. Briefly provide credentials for each author.

Misty E. Vermaat has more than 25 years of experience in the field of computer and information technology. In addition to consulting in the field, she was an Associate Professor at Purdue University Calumet, teaching or developing Microsoft® Office, computer concepts, database management, systems analysis and design, and programming courses. Since 1990, Misty has led the development of the Shelly Cashman Series, and has written and co-authored numerous Series textbooks, including many editions of Discovering Computers, Discovering Computers Fundamentals, and Microsoft® Word books.

Students: Describe the type(s) of students for which this submission is intended.

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.

The MindTap reader ebook for Enhanced Discovering Computers & Microsoft Office 2013 provides a digital version of the content. This ebook platform provides engaging features, such as highlighting, notetaking, and readspeaker functionality. For instructor and reviewer convenience, the correlation to the Florida standards and the Teacher's Resource Guide are embedded.

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.)

Combining computer concepts material from the best-selling Discovering Computers and step-by-step instruction on Office applications from Microsoft Office 2013, ENHANCED DISCOVERING COMPUTERS & MICROSOFT OFFICE 2013: A COMBINED FUNDAMENTAL APPROACH delivers the best of Shelly Cashman in one book for your Digital Information Technology course. For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. We're continuing

our history of innovation by enhancing our proven pedagogy to engage students in more critical thought, personalization, and experimentation with Office 2013 software. In addition, computer concepts content has been fully updated and revised to reflect the evolving needs of Introductory Computing students, and focus solely on what they really need to know to be successful digital citizens in college and beyond.

Major Tool - Student Components Describe each of the components, including a format description.

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

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

The Instructor Companion Site provides convenient, online access to all resources supporting this text. Resources include, but are not limited to, PowerPoint presentations, Instructor Manual, Lesson Plans, data files, and solution files.

Ancillary Materials - Student Components Describe each of the components, including a format description.

The Student Companion Site provides convenient, online access to all resources supporting this text. Resources include, but are not limited to, data files, flashcards, and a glossary of important key terms.

Ancillary Materials - Teacher Components Describe each of the components, including a format description.

The Instructor Companion Site provides convenient, online access to all resources supporting this text. Resources include, but are not limited to, PowerPoint presentations, Instructor Manual, Lesson Plans, data files, and solution files

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.

The content is suitable for a one or two semester 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.)

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

5. WHAT HARDWARE/EQUIPMENT IS REQUIRED? 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.

MindTap is an internet based application and requires browser based hardware such as a PC, iPhone, Android Tablet, Chromebook, or other device. Internet access is required so the appropriate hardware and equipment should be maintained at the school building.

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.

CengageBrain Service Agreement is attached and available at www.cengagebrain.com/shop/terms.html
MindTap Service Agreement is attached and available at www.cengage.com/mindtap-service-agreement
Cengage Learning Privacy Statement is attached and available at www.cengage.com/privacy

7. WHAT STATES HAVE ADOPTED THE SUBMISSION? List some of the states in which this submission is currently adopted. None

8. LIST THE FLORIDA DISTRICTS IN WHICH THIS PROGRAM HAS BEEN PILOTED IN THE LAST EIGHTEEN MONTHS. None