GOODHEART-WILLCOX PUBLISHER QUESTIONNAIRE

Course: Digital Information Technology (8207310)
Title: *Principles of Information Technology*, Edition: 1st
Copyright: 2017
Author: Austin, Bergkvist
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.
Kathleen M. Austin was a senior lecturer in the School of Information Arts and Technologies at the University of Baltimore. She has participated in the development of many educational multimedia projects. She has authored, co-authored, or contributed to several textbooks, including *Consumer Mathematics* and *Mathematics of the World of Work*. She holds a Master of Science degree in Computer Science from Johns Hopkins University and a Doctor of Communications Design from Baltimore University as well as IC3 certification.

Lorraine N. Bergkvist is an Adjunct Professor at the University of Baltimore providing instruction in Visual Basic programming, database implementation, and web-page creation. She is also the owner of Federal Hill Résumé Center, which provides professional résumé-writing services as well as consulting and editing in the information technology field. She developed the curriculum and taught the Introduction to Technology course at the University of Baltimore and the College of Notre Dame of Maryland. She holds a Master of Education degree from Towson University and IC3 certification and has received several scholarships and grants in the technology field.

Students: Describe the type(s) of students for which this submission is intended.
This submission is intended for Florida high school business students seeking a course that covers the principles of information technology and wishing to pursue IC3 certification.

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.)

Principles of Information Technology offers an engaging, practical, scientifically sound, skills-based approach that introduces concepts of information technology to high school students. Up-to-date, evidence-based, comprehensive information is presented in a manner that addresses the complexity of IT education and helps teachers develop educational plans that fully meet students' needs. Through engaging writing, scientifically sound content, and appealing features, *Principles of Information Technology* presents the study of IT as dynamic and relevant to students' lives and prepares students for IC3 certification. Thorough coverage of the Florida Department of Education's standards for Digital Information Technology is reinforced throughout the book with reading strategies, key concept features, and a variety of methods for assessing students' performance. Math and communication skills activities help students develop a base of skills needed in both their careers and life. Students learn basic principles and concepts about information technology that help them become a more valuable employee, a better citizen, and a knowledgeable consumer. English/Language Arts standards for reading, writing, speaking, and listening are incorporated in Reading Prep activities, as well as in end-of-chapter applications, to reinforce communication skills. Career Skills features present information about how information technology applies to various career opportunities in the career clusters. Portfolio Development activities provide guidance in creating a personal portfolio for use when exploring volunteer, education and training, and career opportunities. Certification practice questions help prepare students for IC3 certification. Extensive use of instructor's resources, including lesson plans and assessments, help to reinforce core concepts and create a rich learning experience by teaching student to access information, improve decision-making skills, and set goals. Classroom-tested activities engage students as they study key concepts. *Principles of Information Technology* provides the foundation for lifelong learning and enables students to make informed judgments and decisions.

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

1) *Principles of Information Technology* student textbook (printed, hard cover, full-color textbook with approximately 700 pages).

2) Online Learning Suite for *Principles of Information Technology* provides the foundation of instruction and learning for digital and blended classrooms. An easy-to-manage, shared classroom subscription makes it a hassle-free solution for both students and instructors. An online student text and workbook, along with rich supplemental content, brings digital learning to the classroom. All instructional materials are found on a convenient online bookshelf that is accessible at home, at school, or on the go.

3) *Principles of Information Technology* Bundle combines both a printed text and an Online Student Learning suite. All student support materials are available online in a six-year classroom subscription.

Major Tool - Teacher Components Describe each of the components, including a format description.
(see Ancillary Materials - Teacher Components below)

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.
G-W Learning companion website for *Principles of Information Technology* is an online study reference that contains activity files, vocabulary exercises, interactive quizzes, and more.

Ancillary Materials - Teacher Components Describe each of the components, including a format description.
Online Instructor Resources include Answer Keys, Lesson Plans, Instructor's Presentations for PowerPoint®, ExamView® Assessment Suite, and more.

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.

Principles of Information Technology was developed with IC3 certification in mind. The result is relevant and rigorous content suitable for instruction that addresses all of the Florida Student Performance Standards for the Digital Information Technology course as well as the IC3 Global Standards 4 standards. The product content is intended for a 36-week 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.)

In-service/staff development training is available during the life of the adoption in various formats upon request. Training support documentation can be provided in print or webinar and is available at no cost for the hours needed. Please contact G-W Educational Consultant Irene deVarona (877.327.4209 phone, idevarona@g-w.com e-mail) to arrange mutually-agreed upon in-service dates and formats.

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.

For Online Materials: • Operating System: Microsoft Windows XP/VISTA/7/8, Mac OS 10.4 or later, or Mac iOS 4.3 or later. • Minimum Hardware: 600 MHz processor; 128 MB RAM; monitor or touch screen display. • Online Access: Internet or Wi-Fi connection is required; cookies and JavaScript enabled for full functionality. • Recommended Web browsers: Firefox, Internet Explorer, Chrome, or Safari.

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.

Principles of Information Technology is an entirely new product, offering the most up-to-date, evidence-based material in the field of information technology. The content, organization, and pedagogy have been reviewed by classroom instructors.

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

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