

**Computer Applications
Grades 9-12**

| Publisher/Expiration | Title of Material | Author | Copyright | Grade Level | ISBN | Recommendation |
|-----------------------------------|---|--------------------------------------|-----------|-------------|---------------|---|
| EMC Publishing, LLC 12/31/2021 | A Guide to Microsoft Office 2013 Student Text | Marrelli | 2014 | 9-12 | 9780821965597 | Comprehensive for Computer Applications |
| | <p>Notes: Progression of end of chapter contents flows well. Students have more buy in on projects- related to what they might purchase in the future. Good use of scenarios for students to own future businesses. Uses technology, including the internet to produce, publish and update information. Good flow of ideas throughout the text.</p> <p>Strengths: effective for small group work. Surveys are used for cross curricular and challenging conclusions with other sources of information. Writing exercises promote critical thinking. Exercises supply research projects to answer a question, solve a problem, and understand the subject. Highlighted tips give good reminders throughout the chapter.</p> <p>Weaknesses: The book itself looks "a little industrial", but the content is helpful and worthwhile.</p> | | | | | |
| | <p>Key Features: <i>A Guide to Microsoft® Office 2013</i> teaches students the fundamentals of Microsoft® Office 2013 with hands-on practice and cross-curricular projects. It challenges students with progressive levels of instruction. <i>A Guide to Microsoft® Office 2013</i> provides the following: Tips, topic sidebars, and alternative methods that provide helpful information throughout the chapter Projects-based exercises that allow for practice in real-world, business-related activities</p> | | | | | |
| | A Guide to Microsoft Office 2013 eBook (6 yr license) | Marrelli | 2014 | 9-12 | 9780763861506 | |
| | A Guide to Microsoft Office 2013 eBook (1 yr license) | Marrelli | 2014 | 9-12 | 9780763856090 | |
| | A Guide to Microsoft Office 2013 Instructor Resources and ExamView® Assessment Suite (CD only) | Marrelli | 2014 | 9-12 | 9780821965665 | |
| EMC Publishing, LLC 12/31/2021 | Benchmark Series: Microsoft Office 2013 Student Text w/data files CD | N. Rutkosky, Roggenkamp, I. Rutkosky | 2014 | 9-12 | 9780763853853 | Comprehensive for Business Computer Applications I Component for Business Computer Applications II & III |
| | <p>Notes: Good use of current and new technologies. Good use of real life situations. Scenarios of student interests. Students are able to choose parts that relate to their level and interests. Scenarios are helpful to students making the choice to own their own business one day and how their purchases will affect their own lifestyle. The layout of the materials is effective and easy to use. Teachers are able to use the concepts and apply them to other curriculums with little effort, making it easy to go from one subject to the other. Writing activities are helpful. Good use of critical thinking skills, job study activities. Forces students to read and comprehend. Helps student understand the importance of citing sources. Some wording and vocabulary seem a little advanced. Options are good. Teachers make the decision on amount of time to give students to complete activities.</p> | | | | | |
| | <p>Key Features: <i>Benchmark Series: Microsoft® Office 2013</i> provides a graduated, project-based approach to learning Word, Excel, Access and PowerPoint. Students build a working knowledge and introductory skill level in each application. Step-by-step instructions clearly guide students to the skills' desired outcomes. Hints offer useful tips on how to use the features efficiently and effectively. Quick Steps feature brief step-by-step summaries for reference and review. Multipart projects provide a framework for instruction and practice on software features.</p> | | | | | |
| | Benchmark Series: Microsoft Office 2013 eBook (6 yr license) | N. Rutkosky, Roggenkamp, I. Rutkosky | 2014 | 9-12 | 9780763861537 | |
| | Benchmark Series: Microsoft Office 2013 eBook (1 yr license) | N. Rutkosky, Roggenkamp, I. Rutkosky | 2014 | 9-12 | 9780763856328 | |
| | Benchmark Series: Microsoft Office 2013 Instructor's Guide (print and CD) | N. Rutkosky, Roggenkamp, I. Rutkosky | 2014 | 9-12 | 9780763854515 | |
| | SNAP 2013 Tutorials CD for Office | N. Rutkosky, Roggenkamp, I. Rutkosky | 2014 | 9-12 | 9780763854409 | |
| | Benchmark Series: ExamView® Assessment Suite (CD only) | N. Rutkosky, Roggenkamp, I. Rutkosky | 2014 | 9-12 | 9780763854508 | |
| EMC Publishing, LLC 12/31/2021 | Benchmark Series: Microsoft Word 2013 Levels 1 and 2 Student Text w/data files CD | N. Rutkosky, Roggenkamp, I. Rutkosky | 2014 | 9-12 | 9780763853860 | Comprehensive for Business Computer Applications |
| | <p>Notes: Good use of multiple levels. Learning integration, multi step procedures are well organized. Integrate various software applications. Challenges students by using multiple resources to use writing in creating a presentation. Good images throughout the text. Easy to view and read. Learn the importance of citing information sources. Variety of digital media interactions with students. Opportunities to do research to make informed decisions. Variety of navigations to learn what they can use. Digital citizenship section helps teach students responsibilities for use of information and technology. Problem solving opportunities are available</p> | | | | | |

Computer Applications Adoption Guide

Correlations to Idaho Instructional Technology Standards <http://www.sde.idaho.gov/academic/instructional-tech/>
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| | for individual and with a group. | | | | | |
| | <p>Key Features: With <i>Benchmark Series: Microsoft® Word 2013 Levels 1 and 2</i>, students build mastery skill level in Word 2013. Students receive step-by-step instruction in creating letters, reports, research papers, brochures, newsletters, and other documents. Step-by-step instructions clearly guide students to the skills' desired outcomes. Hints offer useful tips on how to use the features efficiently and effectively. Quick Steps feature brief step-by-step summaries for reference and review. Multipart projects provide a framework for instruction and practice on software features.</p> | | | | | |
| | Benchmark Series: Microsoft Word 2013 Levels 1 and 2 eBook (6 yr license) | N. Rutkosky, Roggenkamp, I. Rutkosky | 2014 | 9-12 | 9780763861544 | |
| | Benchmark Series: Microsoft Word 2013 Levels 1 and 2 eBook (1 yr license) | N. Rutkosky, Roggenkamp, I. Rutkosky | 2014 | 9-12 | 9780763856342 | |
| | Benchmark Series: Microsoft Word 2013 Instructor's Guide (print and CD) | N. Rutkosky, Roggenkamp, I. Rutkosky | 2014 | 9-12 | 9780763854522 | |
| | Benchmark Series: ExamView® Assessment Suite (CD only) | N. Rutkosky, Roggenkamp, I. Rutkosky | 2014 | 9-12 | 9780763854508 | |
| | SNAP 2013 Tutorials CD for Word | N. Rutkosky, Roggenkamp, I. Rutkosky | 2014 | 9-12 | 9780763854416 | |
| EMC Publishing, LLC 12/31/2021 | <p>Benchmark Series: Microsoft Excel 2013 Levels 1 and 2 Student Text w/data files CD</p> <p>Notes: With <i>Benchmark Series: Microsoft® Excel 2013 Levels 1 and 2</i>, students build mastery skills in Excel 2013. Students receive step-by-step instructions in creating, formatting and maintaining Excel workbooks for numbers-based data analysis. Step-by-step instructions clearly guide students to the skills' desired outcomes. Hints offer useful tips on how to use the features efficiently and effectively. Quick Steps feature brief step-by-step summaries for reference and review. Multipart projects provide a framework for instruction and practice on software features.</p> <p>Key Features: Adequate amount of practice work and assessment opportunities in this text. Multiple levels of projects. Strengths: Projects support multiple uses of different media sources. Chapters have good visuals to walk students through unfamiliar steps. Multiple levels of assessments. Weaknesses: Vocabulary words and command names are lost in the writing, not emphasized. Headings are confusing- project headers stand out more than content headers.</p> | N. Rutkosky, Roggenkamp, I. Rutkosky | 2014 | 9-12 | 9780763853891 | Comprehensive for Business Computer Applications |
| | Benchmark Series: Microsoft Excel 2013 Levels 1 and 2 eBook (6 yr license) | N. Rutkosky, Roggenkamp, I. Rutkosky | 2014 | 9-12 | 9780763861551 | |
| | Benchmark Series: Microsoft Excel 2013 Levels 1 and 2 eBook (1 yr license) | N. Rutkosky, Roggenkamp, I. Rutkosky | 2014 | 9-12 | 9780763856441 | |
| | Benchmark Series: Microsoft Excel 2013 Instructor's Guide (print and CD) | N. Rutkosky, Roggenkamp, I. Rutkosky | 2014 | 9-12 | 9780763854539 | |
| | Benchmark Series: ExamView® Assessment Suite (CD only) | N. Rutkosky, Roggenkamp, I. Rutkosky | 2014 | 9-12 | 9780763854508 | |
| | SNAP 2013 Tutorials CD for Excel | N. Rutkosky, Roggenkamp, I. Rutkosky | 2014 | 9-12 | 9780763854423 | |
| EMC Publishing, LLC 12/31/2021 | <p>Benchmark Series: Microsoft PowerPoint 2013 Student Text w/data files CD</p> <p>Notes: With <i>Benchmark Series: Microsoft® PowerPoint 2013</i>, students build mastery skills in PowerPoint 2013. Students receive step-by-step instructions in designing and creating effective slide shows that inform and motivate audiences. Step-by-step instructions clearly guide students to the skills' desired outcomes. Hints offer useful tips on how to use the features efficiently and effectively. Quick Steps feature brief step-by-step summaries for reference and review. Multipart projects provide a framework for instruction and practice on software features.</p> <p>Key Features: Good use of multiple sources to help with understanding. Case studies are effective. Project development is clear and coherent, appropriate to the audience. Language is grade level appropriate. Integration of Excel into PowerPoint. Good images throughout the text. Easy to view and read. Integrates new technologies and various software applications. Students learn the importance of citing information</p> | N. Rutkosky, Roggenkamp, I. Rutkosky | 2014 | 9-12 | 9780763853952 | Comprehensive for Business Computer Applications |

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| | sources. Section on digital citizenship. Variety of navigations and learning what can be used. Opportunities to do research to make informed decisions. Students are able to problem solve by themselves or in a group situation. Students interact and publish a variety of digital media with their peers. Challenges students by using multiple resources to create a presentation. | | | | | |
| | Benchmark Series: Microsoft PowerPoint 2013 eBook (6 yr license) | N. Rutkosky, Roggenkamp, I. Rutkosky | 2014 | 9-12 | 9780763865764 | |
| | Benchmark Series: Microsoft PowerPoint 2013 eBook (1 yr license) | N. Rutkosky, Roggenkamp, I. Rutkosky | 2014 | 9-12 | 9780763856434 | |
| | Benchmark Series: Microsoft PowerPoint 2013 Instructor's Guide (print and CD) | N. Rutkosky, Roggenkamp, I. Rutkosky | 2014 | 9-12 | 9780763854553 | |
| | SNAP 2013 Tutorials CD for PowerPoint | N. Rutkosky, Roggenkamp, I. Rutkosky | 2014 | 9-12 | 9780763854447 | |
| | Benchmark Series: ExamView® Assessment Suite (CD only) | N. Rutkosky, Roggenkamp, I. Rutkosky | 2014 | 9-12 | 9780763854508 | |
| EMC Publishing, LLC 12/31/2021 | Computers: Understanding Technology - Comprehensive Edition | Fuller, Larson, Bucki, and Wempen | 2015 | 9-12 | 9780763864750 | Component for Introduction to Computer Technology |
| | <p>Notes: <i>Computers: Understanding Technology - Comprehensive</i> version provides complete coverage of computer concepts, including hardware, software, networks, the Internet, programming, security, and ethics. <i>Brief</i> version provides coverage of computer concepts, including hardware, software, networks, the Internet, programming, security, and ethics. This text is competency-based and objective-driven with concept-level feedback for the students.</p> <p>Features: Precheck and Recheck quizzes for each chapter's learning objectives help students track their progress Diverse learning resources like video and practice activities, research articles, interactive chapter summaries, glossary and games</p> <p>Key Features: In depth resource for understanding current technology in a computer applications class. Up to date content. Text is a good resource for content and theory, but instructors will need to create practical exercises to supplement the text. Teach literacy in each unit. Strong resource for writing standards. Ethical dilemmas and tech career explorers in each unit. Many opportunities for decoding and translating graphics. An additional snap online service is needed for students to obtain unit activities and links.</p> | | | | | Supplemental Resource for Input Technology |
| | Computers: Understanding Technology Instructor's eResources w/ExamView® | Fuller, Larson, Bucki, and Wempen | 2015 | 9-12 | 9780763864903 | |
| EMC Publishing, LLC 12/31/2021 | Computers: Understanding Technology – Brief Edition (Chapters 1-5) | Fuller, Larson, Bucki, and Wempen | 2015 | 9-12 | 9780763864798 | Component for Introduction to Technology |
| | <p>Notes: Good introduction to how computers work. New cutting edge technologies. Ethical issues and situations are highlighted. A technology timeline shows historical events and has students predict where technology may go in the future.</p> <p>Key Features: <i>Computers: Understanding Technology - Comprehensive</i> version provides complete coverage of computer concepts, including hardware, software, networks, the Internet, programming, security, and ethics. <i>Brief</i> version provides coverage of computer concepts, including hardware, software, networks, the Internet, programming, security, and ethics. This text is competency-based and objective-driven with concept-level feedback for the students.</p> <p>Features: Precheck and Recheck quizzes for each chapter's learning objectives help students track their progress Diverse learning resources like video and practice activities, research articles, interactive chapter summaries, glossary and games.</p> | | | | | Supplemental Resource for Business Computer Applications |
| Publisher/ Expiration | Title of Material | Author | Copyright | Grade Level | ISBN | Recommendation |
| Cengage Learning 12/31/20 | ADOBE FLASH CS6 REVEALED | Shuman | 2013 | 9-12 | 9781133693215 | Recommended as a component program |

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| | <p>Notes: Adobe Flash CS6 would be a component of a broader computer class. It would be one of many softwares used to give the students strategies in the career class. An excellent software and text.</p> <p>Key Features: ADOBE FLASH CS6 REVEALED introduces Adobe® Flash® CS6 Professional, the industry-standard software for developing interactive experiences on the Web, desktops, mobile devices, and tablets. Following an overview of Flash fundamentals, the book progresses to individual Flash skills, such as drawing, animation, special effects, audio, video, and others, each accompanied by a thorough yet user-friendly tutorial.</p> <p>Added Mobile Apps: A new chapter on using Flash to develop mobile applications (for smart phones and tablets) includes discussions on design consideration, app creation, use of code snippets, and testing apps on a mobile device.</p> <p>New AIR Coverage: Updated coverage includes lessons on using Flash to develop Adobe AIR® runtime applications to deploy on personal computers, mobile devices, and televisions.</p> <p>Meticulous Coverage: Leaving nothing to question, ADOBE FLASH CS6 REVEALED identifies and examines all features new to Adobe Flash CS6, enhancements to current features, and the basics of ActionScript 3.0.</p> | |
| | ADOBE FLASH CS6 REVEALED, Instructor's Resources Companion Site | 9781133948117 |
| | ADOBE FLASH CS6 REVEALED, Vital Source | 9781285687193 |

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| Cengage Learning 12/31/20 | ADOBE ILLUSTRATOR CS6: REVEALED | Botello | 2013 | 9-12 | 9781133693192 | Recommended as a component program | |
| | <p>Notes: Adobe Illustrator would be a component of a broader career computer class. It would be one of many software used to give students strategies and skills. This is an excellent software and text.</p> <p>Key Features: ADOBE ILLUSTRATOR CS6 REVEALED offers you comprehensive coverage in all areas of Adobe® Illustrator®. Beginning with fundamental concepts and progressing to in-depth exploration of the software's full set of features, these step-by-step lessons offer you a guided tour of all the program's great features</p> <p>Contains updated exercises and extensive coverage of new CS6 features, including a dynamic new interface and dramatic upgrades for pattern making and automatic image tracing.</p> <p>Includes four-color graphics that vividly illustrate key features and concepts.</p> <p>Includes online source files for all exercises in the book and gives your students visual step-by-step guidance when working through the application.</p> <p>Your students are encouraged to build a portfolio by completing the projects at the end of each chapter, many of which give them the opportunity to explore and express their unique creative talents.</p> | | | | | | |
| | ADOBE ILLUSTRATOR CS6: REVEALED, Vital Source | | | | | | 9781285414706 |
| | ADOBE ILLUSTRATOR CS6: REVEALED, Instructor Companion Website | | | | | | 9781133608103 |
| Cengage Learning 12/31/20 | ADOBE PHOTOSHOP CS6 REVEALED | Reding | 2013 | 9-12 | 9781133693222 | Recommended as a component program | |
| | <p>Notes: Adobe Photoshop would be a component of a broader computer class. It would be one of many software used to give students strategies in the career class. An excellent software and text.</p> <p>Key Features: Adobe Photoshop has long provided cutting edge technology for sophisticated digital editing, and ADOBE PHOTOSHOP CS6 REVEALED provides a solid foundation for those looking to learn this industry-standard program.</p> <p>Covers all the latest Photoshop CS6 tools—including the customizable UI, layer filtering, the Content-Aware Patch tool, 3D Extrude, Blur lab, Preview & Crop Box, Character and Paragraph Styles, and Adobe Revel.</p> <p>All new features are highlighted throughout the text with a new features icon.</p> <p>Guides readers through the fundamentals of Photoshop CS6 with extensive tutorials and sophisticated exercises.</p> <p>Progresses from basic to advanced Photoshop techniques so that readers can build on the skills they acquire as they work their way through the book.</p> <p>Emphasizes the how and why behind each Photoshop tool to help readers excel at design as well as master the software.</p> | | | | | | |
| ADOBE PHOTOSHOP CS6 REVEALED, Instructor's Resources Companion Website | | | | | 9781133597353 | | |
| Cengage Learning 12/31/20 | ADOBE PHOTOSHOP CS6: COMPREHENSIVE CONCEPTS AND TECHNIQUES | Starks/Fehl | 2013 | 9-12 | 9781133525929 | Recommended as a resource/supplemental program | |
| | <p>Notes: Adobe Photoshop CS6 Comprehensive Concepts and Techniques would be an excellent component for a broader computer class. It would be one of many softwares used to give students strategies and skills in a career class. This is an excellent software and text, but not for integrating other technologies or programs.</p> <p>Key Features: Part of the highly successful Shelly Cashman series, ADOBE® PHOTOSHOP® CS6: COMPREHENSIVE follows the proven Shelly Cashman step-by-step, screen-by-screen approach to learning the Photoshop CS6 software.</p> <p>All of the new CS6 features are covered, including the new Content-Aware Patch and Move, the new Crop Tool, the new Blur gallery and more!</p> <p>End of Chapter exercises provide a variety of reinforcement opportunities to ensure student retention.</p> <p>Keeps students visually engaged as each chapter presents a real-world, photo scenario with current topics and new CS6 features.</p> <p>Superior reference materials make it easy for students to quickly look up or find additional information in the text.</p> <p>A step-by-step, screen-by-screen approach allows students to successfully learn and retain information to be used in their personal and professional lives.</p> | | | | | | |
| | ADOBE PHOTOSHOP CS6: COMPREHENSIVE CONCEPTS AND TECHNIQUES, Instructor's Resources | | | | | | 9781133525967 |
| | ExamView | | | | | | 9780538494007 |
| Instructor Resources | | | | | 9780538497886 | | |

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| Computer Applications/Keyboarding | | | | | | |
|---|--|-------------------|-----------|----------------|---------------|--------------------|
| Publisher/ Expiration | Title of Material | Author | Copyright | Grade Level | ISBN | Recommendation |
| Pearson Education Inc., publishing as Prentice Hall 12/31/18 | Introduction to Computers and Information Technology Student Edition & CourseSmart Bundle Six One Year Access Codes | Emergent Learning | 2011 | 6-12 | 9781256362098 | Highly Recommended |
| | Notes: Key Features: <i>Introduction to Computers and Information Technology</i> teaches essential computer technology concepts and skills. This text helps students build a concrete understanding of how computers work, how various devices and accessories enhance computing and how to use productivity software effectively. The book consists of three principle sections: Computing Fundamentals explores hardware and software basics, input and output devices, storage and operating systems. Application teaches introductory skills in word processing, spreadsheets, database, presentation programs and multimedia. Communications and Networks covers the latest in communication devices including smart phones and personal digital assistants as well as the network technology they run on. Other features include: Keyboarding Essentials Step-by-step procedures for Microsoft Office 2010 End-of-chapter exercises and review Student CD-ROM includes bonus activities, data files, cross curricular group projects and step-by-step procedures for older versions of Microsoft Office and Google Docs. A Careers Skills appendix to reinforce employability skills. A 21 st Century Skills appendix that builds critical thinking and communication skills. | | | | | |
| Pearson Education Inc., publishing as Prentice Hall 12/31/18 | Introduction to Computers and Information Technology Student Edition & CourseSmart Bundle Six One Year Access Codes (Continued) | | 2011 | 6-12 | | Highly Recommend |
| | Introduction to Computers and Information Technology Student Edition | | | | 9781256050247 | |
| | Introduction to Computers and Information Technology CourseSmart eText Six One Year Access Codes | | | | 9781256324201 | |
| Pearson Education Inc., publishing as Prentice Hall 12/31/18 | Introduction to Computers and Information Technology Student Workbook | Emergent Learning | 2011 | 6-12 | 9781256320340 | Highly Recommend |
| | Notes: Key Features: <i>Introduction to Computers and Information Technology</i> teaches essential computer technology concepts and skills. This text helps students build a concrete understanding of how computers work, how various devices and accessories enhance computing and how to use productivity software effectively. The book consists of three principle sections: Computing Fundamentals explores hardware and software basics, input and output devices, storage and operating systems. Applications teaches introductory skills in word processing, spreadsheets, database, presentation programs and multimedia. Communications and Networks covers the latest in communication devices including smart phones and personal digital assistants as well as the network technology they run on. Other features include: Keyboarding Essentials Step-by-step procedures for Microsoft Office 2010 End-of-chapter exercises and review Student CD-ROM includes bonus activities, data files, cross curricular group projects and step-by-step procedures for older versions of Microsoft Office and Google Docs. A Careers Skills appendix to reinforce employability skills. A 21 st Century Skills appendix that builds critical thinking and communication skills. | | | | | |
| | Introduction to Computers and Information Technology Teacher's Manual with CD-ROM | | | | 9781256320357 | |
| | Introduction to Computers and Information Technology ExamView | | | | 9781256312734 | |

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| Cengage Learning 12/31/20 | ADOBE DREAMWEAVER CS6: Complete | Hoisington/ Minnick | 2013 | 9-12 | 9781133525943 | Recommended as a resource/supplemental program |
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| Interdisciplinary | | | | | | |
| Publisher/ Expiration | Title of Material | Author | Copyright | Grade Level | ISBN | Recommendation |

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|------------------------------|--|------------------------|------|------|---------------|--|
| Cengage Learning 12/31/20 | ADOBE DREAMWEAVER CS6: Complete | Hoisington/ Minnick | 2013 | 9-12 | 9781133525943 | Recommended as a resource/supplemental program |
| | <p>Notes: Easy to follow step-by-step instructions to learn Adobe Dreamweaver CS6. It is not written to integrate other technologies or programs. No on-line version but there are instructor resources.</p> <p>Key Features: ADOBE DREAMWEAVER CS6: COMPLETE, 1E follows the Shelly Cashman Series® proven step-by-step, screen-by-screen approach to teaching the Adobe Dreamweaver CS6 software. The pedagogy of this text has been enhanced to reflect the learning styles of today's students. Readers will easily follow along with the chapters in the text to gain valuable and comprehensive software skills to build their own exciting and dynamic Web sites and develop Internet applications.</p> <p>Engaging coverage of the latest HTML5 and CSS3 standards including style sheets which provide students with a solid understanding of professional Web design.</p> <p>Design a mobile Web site using a Web standards approach for delivering content beyond the desktop.</p> <p>Integration of guidelines and standards for Web accessibility and disability access to the Web.</p> <p>Coverage of social networking within a Web site to market business products and connect social trends.</p> | | | | | |
| | ADOBE DREAMWEAVER CS6: COMPLETE, Instructor's Resources | | | | 9781133525882 | |
| Cengage Learning 12/31/20 | ADOBE DREAMWEAVER CS6: COMPREHENSIVE | Hoisington /Minnick | 2013 | 9-12 | 9781133525936 | Recommended as a resource/supplemental program |
| | <p>Notes: This book is geared towards helping students learn Photoshop techniques in a step-by-step fashion. It is not written to integrate other technologies and/or programs. There is an on-line version and this comes with a CD-rom.</p> <p>Key Features: ADOBE® DREAMWEAVER® CS6: COMPREHENSIVE, 1E follows the Shelly Cashman Series' proven step-by-step, screen-by-screen approach to help you learn to use Adobe Dreamweaver CS6 software to build dynamic Web sites and develop Internet applications.</p> <p>Engaging coverage of the latest HTML5 and CSS3 standards including style sheets which provide students with a solid understanding of professional Web design.</p> <p>Design a mobile Web site using a Web standards approach for delivering content beyond the desktop.</p> <p>Integration of guidelines and standards for Web accessibility and disability access to the Web.</p> <p>Coverage of social networking within a Web site to market business products and connect social trends.</p> | | | | | |
| | ADOBE DREAMWEAVER CS6: COMPREHENSIVE, Vital Source | | | | 9781285531434 | |
| Cengage Learning 12/31/20 | ADOBE DREAMWEAVER CS6: COMPREHENSIVE, Instructor's Resources CD-ROM | | | 9-12 | 9780324788310 | |
| | <p>Note: May be used for PTE Introductory, Intermediate and Advance Web Design Courses</p> <p>Key Features: Covers all the latest Photoshop CS4 tools-including adding color with kuler, using improved CS4 Tablet features, creating 3D shapes, using content-aware scaling, and working with video in Photoshop. Thoroughly introduces all the fundamental features of Adobe Photoshop, providing extensive tutorials and exercises so that readers can apply what they are learning.</p> | | | | | |
| | Instructor's Resources | | | | 9780324788341 | |
| Cengage Learning 12/31/20 | THE VIDEO COLLECTION REVEALED: ADOBE PREMIERE PRO, AFTER EFFECTS, AUDITION AND ENCORE CS6 | Keller | 2013 | 9-12 | 9781133815006 | Recommended as a component program |
| | <p>Notes: This is a good book and layout to teach students the use of Adobe Premiere Pro CS6, After Effects CS6, Adobe Audition CS6, and Encore CS6. Software is difficult to learn, but the book is well organized, logical sequence that takes students through the learning process. Good web resources, and 3 DVDs are also included.</p> <p>Key Features: The all new THE VIDEO COLLECTION REVEALED: ADOBE PREMIERE PRO, AFTER EFFECTS, AUDITION AND ENCORE CS6 introduces your students to these exciting video applications and will help them create polished, professional work.</p> <p>Uses the newly-designed workspace in Premiere Pro and updated Premiere Pro terminology.</p> <p>Updated coverage of Warp Stabilizer to remove camera jitters in After Effects.</p> <p>Comprehensively covers the four primary Adobe CS6 video editing applications.</p> <p>Updated to take advantage of round-trip editing between Premiere Pro and Audition.</p> <p>Uses the newly-designed workspace in Premiere Pro and updated Premiere Pro terminology.</p> | | | | | |
| | THE VIDEO COLLECTION REVEALED: ADOBE PREMIERE PRO, AFTER EFFECTS, AUDITION AND ENCORE CS6 Instructor Resources | | | | 9781133815013 | |

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|------------------------------|--|---------------------|------|------|---------------|--|
| | <p>Notes: Easy to follow step-by-step instructions to learn Adobe Dreamweaver CS6. It is not written to integrate other technologies or programs. No on-line version but there are instructor resources. Key Features: ADOBE DREAMWEAVER CS6: COMPLETE, 1E follows the Shelly Cashman Series® proven step-by-step, screen-by-screen approach to teaching the Adobe Dreamweaver CS6 software. The pedagogy of this text has been enhanced to reflect the learning styles of today's students. Readers will easily follow along with the chapters in the text to gain valuable and comprehensive software skills to build their own exciting and dynamic Web sites and develop Internet applications. Engaging coverage of the latest HTML5 and CSS3 standards including style sheets which provide students with a solid understanding of professional Web design. Design a mobile Web site using a Web standards approach for delivering content beyond the desktop. Integration of guidelines and standards for Web accessibility and disability access to the Web. Coverage of social networking within a Web site to market business products and connect social trends.</p> | | | | | |
| | ADOBE DREAMWEAVER CS6: COMPLETE, Instructor's Resources | | | | 9781133525882 | |
| Cengage Learning 12/31/20 | ADOBE DREAMWEAVER CS6: COMPREHENSIVE | Hoisington /Minnick | 2013 | 9-12 | 9781133525936 | Recommended as a resource/supplemental program |
| | <p>Notes: This book is geared towards helping students learn Photoshop techniques in a step-by-step fashion. It is not written to integrate other technologies and/or programs. There is an on-line version and this comes with a CD-rom. Key Features: ADOBE® DREAMWEAVER® CS6: COMPREHENSIVE, 1E follows the Shelly Cashman Series' proven step-by-step, screen-by-screen approach to help you learn to use Adobe Dreamweaver CS6 software to build dynamic Web sites and develop Internet applications. Engaging coverage of the latest HTML5 and CSS3 standards including style sheets which provide students with a solid understanding of professional Web design. Design a mobile Web site using a Web standards approach for delivering content beyond the desktop. Integration of guidelines and standards for Web accessibility and disability access to the Web. Coverage of social networking within a Web site to market business products and connect social trends.</p> | | | | | |
| | ADOBE DREAMWEAVER CS6: COMPREHENSIVE, Vital Source | | | | 9781285531434 | |
| Cengage Learning 12/31/20 | ADOBE DREAMWEAVER CS6: COMPREHENSIVE, Instructor's Resources CD-ROM | | | 9-12 | 9780324788310 | |
| | <p>Note: May be used for PTE Introductory, Intermediate and Advance Web Design Courses Key Features: Covers all the latest Photoshop CS4 tools-including adding color with kuler, using improved CS4 Tablet features, creating 3D shapes, using content-aware scaling, and working with video in Photoshop. Thoroughly introduces all the fundamental features of Adobe Photoshop, providing extensive tutorials and exercises so that readers can apply what they are learning.</p> | | | | | |
| | Instructor's Resources | | | | 9780324788341 | |
| Cengage Learning 12/31/20 | THE VIDEO COLLECTION REVEALED: ADOBE PREMIERE PRO, AFTER EFFECTS, AUDITION AND ENCORE CS6 | Keller | 2013 | 9-12 | 9781133815006 | Recommended as a component program |
| | <p>Notes: This is a good book and layout to teach students the use of Adobe Premiere Pro CS6, After Effects CS6, Adobe Audition CS6, and Encore CS6. Software is difficult to learn, but the book is well organized, logical sequence that takes students through the learning process. Good web resources, and 3 DVDs are also included. Key Features: The all new THE VIDEO COLLECTION REVEALED: ADOBE PREMIERE PRO, AFTER EFFECTS, AUDITION AND ENCORE CS6 introduces your students to these exciting video applications and will help them create polished, professional work. Uses the newly-designed workspace in Premiere Pro and updated Premiere Pro terminology. Updated coverage of Warp Stabilizer to remove camera jitters in After Effects. Comprehensively covers the four primary Adobe CS6 video editing applications. Updated to take advantage of round-trip editing between Premiere Pro and Audition. Uses the newly-designed workspace in Premiere Pro and updated Premiere Pro terminology.</p> | | | | | |
| | THE VIDEO COLLECTION REVEALED: ADOBE PREMIERE PRO, AFTER EFFECTS, AUDITION AND ENCORE CS6 Instructor Resources | | | | 9781133815013 | |

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| Cengage Learning 12/31/20 | THE WEB COLLECTION PREMIUM EDITION: DREAMWEAVER CS6, FLASH CS6, AND PHOTOSHOP CS6 REVEALED | Bishop/ Shuman/ Reding | 2013 | 9-12 | 9781133815143 | Recommended as a component program |
| <p>Notes: Software specific, addresses student learning projects but does not help if using other software packages at the school. Does not address digital citizenship, collaboration or teamwork, or career components addressed in PTE/Computer Applications courses.</p> <p>Key Features: This invaluable, all-in-one guide provides a thorough introduction to web design and development with Adobe Dreamweaver® CS6, Adobe Flash® CS6, and Adobe Fireworks®CS6. In addition to detailed information on the current interface, features, and functionality of each program, the text includes step-by-step tutorials and hands-on projects to help readers master industry-leading software while honing practical skills with real-world relevance.</p> <p>Coverage of new and updated Dreamweaver CS6 features including HTML5, CSS3, and Multiscreen Preview and Media Queries.</p> <p>Updated Flash coverage includes new lessons to develop mobile applications (for smartphones and tablets) including creation of apps and testing apps on your mobile device, and lessons on how to develop AIR applications that can run on computers, mobile devices and televisions.</p> <p>Fireworks® chapters feature new coverage of enhancements to color selection, stroke and fill, gradients and styles.</p> <p>Includes an all-new chapter on using the Adobe file management application, Adobe Bridge, to manage all assets for any Creative Suite project.</p> | | | | | | |
| Cengage Learning 12/31/20 | MICROSOFT OFFICE 2013 INTRODUCTORY | Vermaat | 2014 | 9-12 | 9781285166032 | Recommended as a comprehensive program |
| <p>Notes: Step-by-step instructions. Compatible with Windows 7 and Windows 8. Introduction to technology materials included with the book.</p> <p>Key Features: With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Now, when students complete projects they are told WHY each step in the process is necessary, in addition to being told what they will be doing and how to accomplish each task.</p> <p>New mini-roadmaps are provided throughout each chapter, visually showing students where they are in the process of completing the chapter project.</p> <p>Critical thinking has been expanded throughout the text. Consider This boxes throughout each chapter provide thought-provoking questions and problem-solving activities. Chapter-ending Consider This: Plan Ahead boxes and Consider This: Your Turn assignments engage students in critical thinking and problem-solving skills to create their own solutions. Plus, every student assignment ends with a question that requires students' thoughts and opinions.</p> <p>New emphasis on personalization asks students to include a personal detail in their solutions to every chapter project and assignment, ensuring that each student solution will be unique.</p> | | | | | | |
| MICROSOFT OFFICE 2013 INTRODUCTORY, Instructor Resources | | | | | 9781285166858 | |
| Cengage Learning 12/31/20 | MICROSOFT OFFICE 2013-ILLUSTRATED SECOND COURSE | Beskeen/ Cram/Duffy/ Friedrichsen | 2014 | 9-12 | 9781285082257 | Recommended as a resource/supplemental program |
| <p>Notes: Recommend for students focused on more advanced Microsoft Office 2013 projects. Not for a broader computer based course.</p> <p>Key Features: Focused approach and user-friendly format, the Illustrated Series engages both computer rookies and hot shots in mastering MICROSOFT OFFICE 2013 applications quickly and efficiently. Skills are accessible and easy-to-follow thanks to the Illustrated Series' hallmark 2-page layout, which allows students to see an entire task in one view.</p> <p>Concise, to-the-point instruction helps students of all levels learn essential skills for using Microsoft Office 2013—including Word, Excel, Access, PowerPoint, as well as Windows 8, Internet Explorer 10, Outlook and essential computer concepts.</p> <p>Completely updated to reflect new features and enhancements in Microsoft Office 2013.</p> <p>New! Learning outcomes for each 2-page lesson mapped to assessments, including SAM Assessment and SAM Projects.</p> <p>New! Design improvements help keep students engaged and on track.</p> <p>New! Capstone appendix provides additional exercises for reinforcement and assessment.</p> <p>Updated appendix on SkyDrive and Microsoft Office Web Apps help students learn to use Office in the cloud.</p> | | | | | | |
| MICROSOFT OFFICE 2007- ILLUSTRATED SECOND COURSE, Instructor's Resource CD-ROM | | | | | 9781285082288 | |

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| Cengage Learning 12/31/20 | MICROSOFT OFFICE 2013: ADVANCED | Vermaat | 2014 | 9-12 | 9781285166322 | Recommended as a component program |
| | <p>Notes: Continues from Introductory, although no other technologies or programs are used as the only source. The Introductory book covers that. This is for Advanced Microsoft products only.</p> <p>Key Features: With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Now, when students complete projects they are told WHY each step in the process is necessary, in addition to being told what they will be doing and how to accomplish each task.</p> <p>New mini-roadmaps are provided throughout each chapter, visually showing students where they are in the process of completing the chapter project.</p> <p>Critical thinking has been expanded throughout the text. Consider This boxes throughout each chapter provide thought-provoking questions and problem-solving activities. Chapter-ending Consider This: Plan Ahead boxes and Consider This: Your Turn assignments engage students in critical thinking and problem-solving skills to create their own solutions. Plus, every student assignment ends with a question that requires students' thoughts and opinions.</p> <p>New emphasis on personalization asks students to include a personal detail in their solutions to every chapter project and assignment, ensuring that each student solution will be unique.</p> | | | | | |
| | MICROSOFT OFFICE 2013: ADVANCED Instructor's Resources | | | | 9781285166858 | |
| Cengage Learning 12/31/20 | MICROSOFT OFFICE 2013: ILLUSTRATED INTRODUCTORY | Beskeen | 2014 | 9-12 | 9781285088457 | Recommended as a component program |
| | <p>Notes: Could use more collaborative, work-based activities and a career component.</p> <p>Key Features: Focused approach and user-friendly format, the Illustrated Series engages both computer rookies and hot shots in mastering MICROSOFT OFFICE 2013 applications quickly and efficiently. Skills are accessible and easy-to-follow thanks to the Illustrated Series' hallmark 2-page layout, which allows students to see an entire task in one view.</p> <p>Concise, to-the-point instruction helps students of all levels learn essential skills for using Microsoft Office 2013—including Word, Excel, Access, PowerPoint, as well as Windows 8, Internet Explorer 10, Outlook and essential computer concepts.</p> <p>Completely updated to reflect new features and enhancements in Microsoft Office 2013.</p> <p>New! Learning outcomes for each 2-page lesson mapped to assessments, including SAM Assessment and SAM Projects.</p> <p>New! Design improvements help keep students engaged and on track.</p> <p>New! Capstone appendix provides additional exercises for reinforcement and assessment.</p> <p>Updated appendix on SkyDrive and Microsoft Office Web Apps help students learn to use Office in the cloud.</p> | | | | | |
| | MICROSOFT OFFICE 2013: ILLUSTRATED INTRODUCTORY, Instructor's Resources | | | | 9781285088501 | |
| Pearson Education, Inc., publishing as Prentice Hall 12/31/20 | Learning Microsoft® Office 2013 | Weixel, et al | 2013 | 9-12 | 9781269305587 | Recommended as a component program |
| | <p>Notes: Software specific, addresses student learning projects but does not help if using other software packages at the school. Does not address digital citizenship, collaboration or teamwork, or career components addressed in PTE/Computer Applications courses.</p> <p>Key Features: This invaluable, all-in-one guide provides a thorough introduction to web design and development with Adobe Dreamweaver® CS6, Adobe Flash® CS6, and Adobe Fireworks® CS6. In addition to detailed information on the current interface, features, and functionality of each program, the text includes step-by-step tutorials and hands-on projects to help readers master industry-leading software while honing practical skills with real-world relevance.</p> <p>Coverage of new and updated Dreamweaver CS6 features including HTML5, CSS3, and Multiscreen Preview and Media Queries.</p> <p>Updated Flash coverage includes new lessons to develop mobile applications (for smartphones and tablets) including creation of apps and testing apps on your mobile device, and lessons on how to develop AIR applications that can run on computers, mobile devices and televisions.</p> <p>Fireworks® chapters feature new coverage of enhancements to color selection, stroke and fill, gradients and styles.</p> <p>Includes an all-new chapter on using the Adobe file management application, Adobe Bridge, to manage all assets for any Creative Suite project.</p> | | | | | |
| | THE WEB COLLECTION PREMIUM EDITION: DREAMWEAVER CS6, FLASH CS6, AND PHOTOSHOP CS6 REVEALED Instructor Companion Website | | | | 9781133815150 | |

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| Publisher/ Expiration | Title of Material | Author | Copyright | Grade Level | ISBN | Recommendation |
| Cengage Learning 12/31/20 | ADOBE INDESIGN CS6 REVEALED | Botello | 2013 | 9-12 | 9781133815211 | Recommended as a resource/supplemental program |
| | <p>Notes: Great resource for students learning Adobe Indesign CS6, only, no other technologies or programs.</p> <p>Key Features: Graphic design professionals and design students alike have embraced Adobe InDesign as the industry standard for page layout software—and they're mastering it with ADOBE INDESIGN CS6 REVEALED. A thorough, in-depth exploration of the latest release, this highly visual book covers all the fundamental concepts, starting with the workspace and proceeding logically and intuitively to more advanced topics.</p> <p>Includes extensive coverage of new CS6 features: Exporting a Grayscale PDF, the Content Collector Tool, and the Alternate Layout utility for working on multiple documents in one file.</p> <p>Visually appealing with full-color graphics that illustrate key concepts and skills.</p> <p>Includes hands-on projects throughout the text that put software knowledge into a real-world design context.</p> <p>Online data files for all exercises in the book give your students visual step-by-step guidance when working through the application.</p> <p>Provides your students with clear instruction on how to work in InDesign using either Mac or PC platforms.</p> | | | | ADOBE INDESIGN CS6 REVEALED, Instructor Resource Companion Website | |
| Cengage Learning 12/31/20 | DESIGN COLLECTION REVEALED: ADOBE INDESIGN CS6, PHOTOSHOP CS6, & ILLUSTRATOR CS6 | Botello/Reding | 2013 | 9-12 | 9781133693239 | Recommended as a component program |
| | <p>Notes: The book teaches students the use of three software programs. Well organized to learn step-by-step. Good web resources and DVDs. But this does not include the career components, group work/collaboration (real world) or digital citizenship. Only good for those using CS6 Adobe.</p> <p>Key Features: THE DESIGN COLLECTION REVEALED provides comprehensive step-by-step instruction and in-depth explanation for three of today's most widely used design and layout programs: Adobe® InDesign® CS6, Adobe® Photoshop® CS6, and Adobe® Illustrator® CS6. You will gain practical experience with the software as you work through end-of-chapter learning projects and step-by-step tutorials.</p> <p>InDesign includes coverage of new CS6 features: Exporting a Grayscale PDF, the Content Collector Tool, and the Alternate Layout utility for working on multiple documents in one file.</p> <p>Photoshop chapters will introduce you to several new and updated features including customizing the UI, MiniBridge enhancements, layer filtering and Character and Paragraph styles.</p> <p>Illustrator chapters cover several new CS6 features, including a dynamic new interface and dramatic upgrades for pattern making and automatic image tracing.</p> | | | | DESIGN COLLECTION REVEALED: ADOBE INDESIGN CS6, PHOTOSHOP CS6, & ILLUSTRATOR CS6, Instructor's Companion Website | |
| Cengage Learning 12/31/20 | THE WEB COLLECTION REVEALED STANDARD EDITION: ADOBE DREAMWEAVER CS6, FLASH CS6, AND FIREWORKS CS6 | Bishop/ Shuman/ Reding | 2013 | 9-12 | 9781133815143 | Recommended as a component program |

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| | | <p>Notes: Good layout to teach students a collection of software. Well organized book, logical sequence that takes students through the learning process. Good resources included, but does not include digital citizenship., collaboration, real world activities. Only good if using Adobe CS6 software. Key Features: This invaluable, all-in-one guide provides a thorough introduction to web design and development with Adobe Dreamweaver® CS6, Adobe Flash® CS6, and Adobe Fireworks®CS6. In addition to detailed information on the current interface, features, and functionality of each program, the text includes step-by-step tutorials and hands-on projects to help readers master industry-leading software while honing practical skills with real-world relevance. Coverage of new and updated Dreamweaver CS6 features including HTML5, CSS3, and Multiscreen Preview and Media Queries. Updated Flash coverage includes new lessons to develop mobile applications (for smartphones and tablets) including creation of apps and testing apps on your mobile device, and lessons on how to develop AIR applications that can run on computers, mobile devices and televisions. Fireworks® chapters feature new coverage of enhancements to color selection, stroke and fill, gradients and styles. Includes an all-new chapter on using the Adobe file management application, Adobe Bridge, to manage all assets for any Creative Suite project.</p> | | | | | |
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| | | The Web Collection Revealed Standard Edition: Adobe Dreamweaver CS6, Flash CS6, and Fireworks CS6 Instructor Companion Website | | 9781133815150 | | | |
| Technology | | | | | | | |
| Publisher/ Expiration | Title of Material | Author | Copyright | Grade Level | ISBN | Recommendation | |
| Cengage Learning 12/31/20 | A+ GUIDE TO MANAGING AND MAINTAINING YOUR PC | Andrews | 2014 | 9-12 | 9781133135081 | Highly Recommended as a comprehensive program | |
| | <p>Notes: This is a comprehensive program only really lacking in the Digital Citizenship standards. Key Features: This step-by-step, highly visual text provides a comprehensive introduction to managing and maintaining computer hardware and software. A+ GUIDE TO MANAGING AND MAINTAINING YOUR PC closely integrates the CompTIAA+ Exam objectives to prepare you for the 220-801 and 220-802 certification exams. Extensive updates to reflect the new organization and content of the CompTIA A+ certification exams, helping students to prepare for success on the 220-801 and 220-802 exams. Covers essential topics and techniques related to both PC hardware and software, including hardware component identification and installation, networking devices, cables and connectors, laptop hardware and features, printer types and components, operational procedures (including maintenance), customer service, operating systems, mobile devices, security, and troubleshooting. Features coverage of new topics for the 220-801 exam, such as CPU sockets, CPU virtualization support, wireless device connections, custom configured systems, key protocols, SOHO routers, cellular network and WiMAX connections, network topologies, print servers and imaging processes, and security practices to prevent prohibited content or activity.</p> | | | | | | |
| | A+ GUIDE TO MANAGING AND MAINTAINING YOUR PC, Instructor's Resources CD-ROM | | | | | | 9781133135111 |
| | A+ GUIDE TO MANAGING AND MAINTAINING YOUR PC, Lab Manual | | | | | | 9781133135104 |
| Cengage Learning 12/31/20 | Computer Concepts: Illustrated Introductory | Oja/Parsons | 2013 | 9-12 | 9781133626169 | Recommended as a resource/supplemental program | |
| | <p>Notes: Computer Concepts is a very basic book. It is written as a self-help; have a question; look it up and get an answer. Would make a good classroom help for teachers to go to first, before going to their IT department. Key Features: Computer Concepts Illustrated is designed to help students learn and retain the most relevant and essential information about computers and technology in today's digital world! This edition has been revised to cover the latest important computing trends and skills, but maintains the pedagogical and streamlined design elements that instructors and students know and love about the Illustrated Series. Updated content on the latest computer and technology trends and skills to ensure coverage of the most relevant and essential information. Highly visual streamlined layout presents topics on two facing pages and appeals to a wide variety of learning style. Comprehensive coverage includes detailed lessons on important computer concepts and the newest technology trends. Ample end of unit exercises provide review, practice, and assessment opportunities.</p> | | | | | | |
| | Computer Concepts: Illustrated Introductory, Instructor Resources | | | | | | 9781133526216 |

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| Cengage Learning 12/31/20 | COMPUTER LITERACY BASICS | Morrison/ Wells | 2015 | 9-12 | 9781285759951 | Recommended as a comprehensive program |
| | <p>Notes: Not program specific. Usable in all computer literacy basic classes. Key Features: COMPUTER LITERACY BASICS: A COMPREHENSIVE GUIDE TO IC3 provides an introduction to computer concepts and skills, which maps to the newest Computing Core Certification (IC3) standards. Designed with new learners in mind, this text covers Computing Fundamentals, Key Applications, and Living Online – everything students need to pass the IC3 exam, and finish the course as confident computer users. Certified for IC3 GS4 standards. Updated content to cover Windows 8 and Office 2013. Will still be compatible with Windows 7, and will include a Windows 7 Appendix. New “Explore and Solve” end of lesson projects that cover advanced level skills and encourage students’ critical thinking skills. IC3 Pretests at the conclusion of each Module. Updated to map to the exam objectives for the latest Internet and Computing Core Certification (IC3) standards.</p> | | | | | |
| | COMPUTER LITERACY BASICS, Instructor Resources CD-ROM | | | | | |

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