

Publisher/Expiration	Title of Material	Author	Copyright	Grade Level	ISBN	Recommendation
Cengage Learning, Inc. 12/31/2022	Microsoft® Office 365 & Office 2016 : Introductory	Vermaat	2017	9-12	9781305870031	Other
	<p>Notes: STRENGTHS: Hardback, large spiral bound construction, Color helps to separate book into program areas. Up to date operating system incorporated in book, step-by-step instruction supported. Incorporated application usage for portable devices, graphic images that support call outs, shows on screen images that support student progress. Large print able to be seen by those with possible visual limitations. End of chapter projects support skills learned in chapter, and creativity in students. WEAKNESSES: No evidence of interaction with peers, experts, or others employing the digital media or environment. It does state how the material can be utilized in support of groups. No group projects present. Could not find areas of group activities in book. OTHER: Suggestion to publisher, tabs at section ends would allow students quick access to subject areas. Publisher should allow free access to graphics that are utilized within the textbook.</p>					
	<p>Key Features:</p> <ul style="list-style-type: none"> • OFFERS UNIQUE EMPHASIS ON THE REASONING BEHIND EACH PROCESS. Students go well beyond simply following instructions to accomplish each task. They explore context for their complete projects as they learn the “why” behind each step in the process. • ROADMAPS FOR EACH MODULE DETAIL PROGRESS. Helpful Roadmaps within each module visually show students where they are in the process of completing the module project. • CONTENT EMPHASIZES CRITICAL THINKING SKILLS. Opportunities to refine critical thinking appear throughout the text within “Consider This” sections, thought-provoking questions, and problem-solving activities. Numerous end-of-module activities engage students in critical thinking and problem-solving skills as they learn to create their own solutions. • ENCOURAGES PERSONALIZATION. This edition asks students to incorporate personal detail in their solutions for every module project and assignment to ensure that each student’s solution will be unique. <p>New Features for this edition:</p> <ul style="list-style-type: none"> • NEW WORD MODULE INTRODUCES THE LATEST STRENGTHS OF WORD 2016. This edition provides new hands-on module projects and effective introductions to the important features new to Word 2016, including Smart Lookup button and Insights task pane. • NEW POWERPOINT® MODULE HIGHLIGHTS THE MOST IMPORTANT FEATURES IN THE LATEST VERSION. Your students work with new projects and exercises that emphasize the topics that are most relevant in their lives. This edition expands explanation of usage of inserting and formatting shapes. • NEW EXCEL MODULE EMPHASIZES PRATICAL USES FOR NEW FEATURES. An updated project teaches students how to create a personal budget. It also addresses chart types and functions that are new to Excel 2016. <p>NEW PRODUCTIVITY APPS FOR WORK AND SCHOOL MODULE PROVIDE A VISUAL INTRODUCTION. These helpful, easy-to-use apps by author Corinne Hoisington visually guide students through using Microsoft® OneNote, Sway, Office Mix and Edge. Fun, hands-on activities ensure active learning. Companion Sways provide videos and step-by-step instructions to help students learn to master each app.</p>					
	Microsoft® Office 365 & Office 2016 : Introductory, MindTap 1 year instant access code	Vermaat	2017	9-12	9781337100663	
Microsoft® Office 365 & Office 2016 : Introductory, Instructor’s Website	Vermaat	2017	9-12	9781305870413		
Microsoft® Office 365 & Office 2016 : Introductory, Cengage Learning Testing, powered by Cognero Instant Access	Vermaat	2017	9-12	9781305881518		

Publisher/Expiration	Title of Material	Author	Copyright	Grade Level	ISBN	Recommendation
Cengage Learning, Inc. 12/31/2022	Illustrated Microsoft® Office 365 & Office 2016 : Introductory	Beskeen/Cram/Duffy/Friedrichsen/Reding	2017	9-12	9781305876033	Component
	Notes: STRENGTHS: There are great illustrations and formatting throughout the text. There is a lot of material put together in a very clear way. WEAKNESSES: There are 2 main points of weakness. The first is that there are no summative assessments and the second are the lack of the following standards: 1.1.3, 2.1.2, 3.1.1, 3.1.3, and 4.1.1. OTHER: Online resources are at the back of the book and hard to find.					
	Key Features: <ul style="list-style-type: none"> • COMPREHENSIVE UPDATES REFLECT THE LATEST FEATURES AND ENHANCEMENTS THROUGHOUT MICROSOFT® OFFICE 2016. Your students gain a solid understanding of the very latest Microsoft® Office skills to apply to work or school assignments. • CONCISE, TO-THE-POINT INSTRUCTION HELPS STUDENTS OF ALL LEVELS MASTER ESSENTIAL SKILLS. This edition's direct, proven instructional approach teaches how to use Microsoft® Office 2016 -- including Word, Excel, Access, and PowerPoint®. Students also learn to master skills in Windows® 10 and Outlook and better understand essential computer concepts. A featured updated case study in each module engages learners with real-world situations to demonstrate how to apply their skills while learning the software. • UNIQUE TWO-PAGE SPREAD PRESENTS AN ENTIRE TASK IN A SINGLE VIEW. This proven, focused visual approach keeps learners of all levels engaged and actively learning important MS Office 2016 skills. • "QUICK TIPS" AND "TROUBLES" HELP STUDENTS AVOID TYPICAL ERRORS AND PITFALLS. This edition highlights common mistakes and cautions readers with special features and helpful warnings within the step-by-step directions for each lesson. • PRACTICE EXERCISES EMPHASIZE THE RELEVANCE OF CONCEPTS. Independent Challenges and Visual Workshops at the end of each module help learners become adept with their MS Office 2016 skills. • SERVES AS AN INVALUABLE REFERENCE RESOURCE NOW AND IN FUTURE CAREERS. The clear presentation and easily accessible information throughout this edition makes it a resource students will frequently reference both during and after your course. 					
	New Features for this edition: NEW PRODUCTIVITY APPS FOR WORK AND SCHOOL MODULE PROVIDES A VISUAL INTRODUCTION. These helpful, easy-to-use apps by well-known technology author Corinne Hoisington visually guide students through using Microsoft® OneNote, Sway, Office Mix and Edge. Companion Sways provide videos and step-by-step instructions to help students learn to master each app.					
	Illustrated Microsoft® Office 365 & Office 2016 : Introductory, MindTap 1 year instant access code	Beskeen/Cram/Duffy/Friedrichsen/Reding	2017	9-12	9781337104975	
	Illustrated Microsoft® Office 365 & Office 2016 : Introductory, Instructor's Web Site	Beskeen/Cram/Duffy/Friedrichsen/Reding	2017	9-12	9781305876095	
	Illustrated Microsoft® Office 365 & Office 2016 : Introductory, Cengage Learning Testing, powered by Cognero Instant Access	Beskeen/Cram/Duffy/Friedrichsen/Reding	2017	9-12	9781305881549	

Publisher/Expiration	Title of Material	Author	Copyright	Grade Level	ISBN	Recommendation
Cengage Learning, Inc. 12/31/2022	New Perspectives Computer Concepts 2016 Enhanced, Introductory	Carey/DesJardins/ Shaffer/Shellman/ Vodnik	2017	9-12	9781305656291	Core
	Notes: STRENGTHS: The Computer Concepts 2016 book is a great resources for teachers to introduce students to Introductory Computer Concepts. The information is not overly complicated, but filled with valuable real world information. WEAKNESSES: 1. Cross curricular connections 2. No ELL support 3. Summative assessments					
	Key Features: <ul style="list-style-type: none"> • PROVIDES COMPLETE INTRODUCTION TO TODAY’S SPECTRUM OF OPERATING SYSTEMS. This edition offers thorough coverage and examples of the latest MS Windows, Mac OS X, iOS, Android and Chrome OS throughout the book. Your students leave your course with a basic understanding of how to maximize the critical applications in today’s leading operating systems. • QUICKCHECK EXERCISES HELP STUDENTS GAUGE COMPREHENSION. Located in each section, these QuickCheck Exercises ensure your students fully understand the concepts they have just read before they progress further. • END-OF-UNIT READINGS HIGHLIGHT SOCIAL AND ETHICAL ISSUES. These readings provide material for thought-provoking classroom discussions. Accompanying Try It! and What Do You Think? exercises encourage students to think critically about the topics. • END-OF-UNIT ACTIVITIES REINFORCE CONCEPTS WITH MEANINGFUL PRACTICE. Interactive Summary Questions, Interactive Situation Questions, and Lab Projects enable students to practice the specific skills covered in each chapter with practical, hands-on applications. • STUDENTS PRACTICE INFORMATION LITERACY SKILLS USING ONLINE TOOLS. A section in each unit guides students in refining their skills in searching, selecting, organizing, evaluating, and citing source material. When you add Search Expert to your course, you further help your students acquire skills and tools they can apply to research across any curriculum. New features for this edition: <ul style="list-style-type: none"> • TRY IT! PROGRAMMING WITH PYTHON™ OFFERS HANDS-ON EXPERIENCE TO USERS. This new unit provides a step-by-step, hands-on, introduction to programming. By following step-by-step instructions, student learn to program successfully and immediately-- even if they have no prior experience. UPDATED SCREENS THROUGHOUT REFLECT THE LATEST OPERATING SYSTEMS AND APPLICATIONS. New visuals incorporate the latest features of Microsoft® Windows 10 and Office 2016 to ensure that your students are prepared to work with the most current versions of these important tools.					
	New Perspectives Computer Concepts 2016 Enhanced, Introductory, MindTap 1 year instant access code	Carey/DesJardins/ Shaffer/Shellman/ Vodnik	2017	9-12	9781305946408	
New Perspectives Computer Concepts 2016 Enhanced, Introductory, Instructor's Website	Carey/DesJardins/ Shaffer/Shellman/ Vodnik	2017	9-12	9781305656338		
New Perspectives Computer Concepts 2016 Enhanced, Introductory, Cengage Learning Testing, powered by Cognero Instant Access	Carey/DesJardins/ Shaffer/Shellman/ Vodnik	2017	9-12	9781305656376		

Publisher/Expiration	Title of Material	Author	Copyright	Grade Level	ISBN	Recommendation
Cengage Learning, Inc. 12/31/2022	Shelly Cashman Discovering Computers & Microsoft® Office 365 & Office 2016 : A Fundamental Combined Approach	Vermaat/Campbell/ Freund/Frydenberg/ Last/Pratt/Sebok	2017	9-12	9781305871809	Other
	<p>Notes: STRENGTHS: Discovering Computers is a well laid out approach to fundamental computers. We especially liked the introduction chapters discussing basic computer information and evolution. We like the assessments in "Test the Student's Knowledge." Critical thinking is encouraged. We also like the collaboration options at the end of most modules. WEAKNESSES: We thought the design was good but could be made easier for the ESL student. There is an overwhelming amount of text on some pages. Although the graphics are relevant it does not show step by step with pictures that could help ESL students who struggle with reading English. The design is a little cluttered. OTHER: This textbook meets all standards and criteria for Idaho. We recommend it for district purchase.</p> <p>Key Features:</p> <ul style="list-style-type: none"> STEP-BY-STEP PRESENTATIONS AND CLEAR SCREEN IMAGES GUIDE STUDENTS. This book's proven step-by-step pedagogy and enhanced callouts within screenshots provide students with guidance each step of the way, helping them master even the most challenging Office 2016 skills. The book's unique project-based approach engages students in learning skills within a real-world context. COMBINES COMPLETE COMPUTER CONCEPTS WITH THE LATEST MICROSOFT® OFFICE 2016 SKILLS. The authors skillfully integrate fully updated computer concepts content with the latest new Microsoft® Office 2016 skills in a single, convenient text. All of this timely information is reinforced with the proven Shelly Cashman hallmark pedagogy. EACH MODULE ADDRESSES PRATICAL SKILLS AND TIMELY SECURITY ISSUES RELATED TO CONTENT. As students progress through each module's topics, they examine the practical technology skills and relevant security issues pertinent to the featured subject matter. MEANINGFUL QUESTIONS AND ACTIVITIES STRENGTHEN CRITICAL THINKING SKILLS. Students have numerous opportunities throughout the text to refine their critical thinking abilities as they answer thought-provoking questions, complete problem-solving activities within the module, and review end of module activities and assignments. <p>New to this edition:</p> <ul style="list-style-type: none"> COMPUTER CONCEPTS HIGHLIGHT THE MOST RECENT DEVELOPMENTS IN COMPUTER TOOLS AND TECHNOLOGY. The latest computer concepts, drawn from the best-selling DISCOVERING COMPUTERS, emphasize actionable content, a proven learning structure, and variety of practice and opportunities to reinforce key skills. NEW WORD MODULE INTRODUCES THE LATEST STRENGTHS OF MICROSOFT® WORD 2016. This edition provides new hands-on module projects and effective introductions to the key features new to Word 2016, including Smart Lookup button and Insights task pane. NEW POWERPOINT® MODULE HIGHLIGHTS THE MOST IMPORTANT FEATURES IN THE LATEST VERSION. Your students work with new projects and exercises that emphasize the topics that are most relevant in their lives. This edition further explains how to best use new inserting and formatting shapes features. NEW EXCEL MODULE EMPHASIZES PRATICAL USES FOR NEW FEATURES. An updated, useful project teaches students how to create a personal budget. It also addresses chart types and functions that are new to Excel 2016. NEW ACCESS MODULE PROVIDES VALUABLE HANDS-ON PRACTICE. Students work with a new database project that models the real world of a human resources outsourcing company. Students learn to use new query, report and form examples from Access 2016. <p>NEW PRODUCTIVITY APPS FOR WORK AND SCHOOL MODULE PROVIDES A VISUAL INTRODUCTION. These helpful, easy-to-use apps by well-known technology author Corinne Hoisington visually guide students through using Microsoft® OneNote, Sway, Office Mix and Edge, using fun, hands-on activities for active learning. Companion Sways provide videos and step-by-step instructions to help students learn to master each app.</p>					
	Shelly Cashman Discovering Computers & Microsoft® Office 365 & Office 2016 : A Fundamental Combined Approach, MindTap 1 year instant access code	Vermaat/Campbell/ Freund/Frydenberg/ Last/Pratt/Sebok	2017	9-12	9781305875951	

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Correlations to Idaho Instructional Technology Standards <http://www.sde.idaho.gov/academic/instructional-tech/>
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	Shelly Cashman Discovering Computers & Microsoft® Office 365 & Office 2016 : A Fundamental Combined Approach, Instructor's Web Site	Vermaat/Campbell/ Freund/Frydenberg/ Last/Pratt/Sebok	2017	9-12	9781305871816	
	Shelly Cashman Discovering Computers & Microsoft® Office 365 & Office 2016 : A Fundamental Combined Approach, Cengage Learning Testing Powered by Cognero® Instant Access	Vermaat/Campbell/ Freund/Frydenberg/ Last/Pratt/Sebok	2017	9-12	9781305871939	
Publisher/Expiration	Title of Material	Author	Copyright	Grade Level	ISBN	Recommendation
Cengage Learning, Inc. 12/31/2022	Illustrated Computer Concepts and Microsoft® Office 365 & Office 2016	Parsons/Beskeen/ Cram/Duffy/ Friedricksen/ Reding	2017	9-12	9781305879041	Component
	<p>Notes:</p> <p>STRENGTHS: We like the design and organization of the book. It incorporates some very good assessment and critical thinking exercises. The spiral binding makes is convenient and easy to use. The graphics are good and the text not overwhelming. The organization is conducive to learning with ease and engagement.</p> <p>WEAKNESSES: Unfortunately, this book does not meet all the state standards required. This book needs to address collaboration and incorporate some etiquette with ethics and responsible use.</p> <p>OTHER: We like the book as far as it meets the standards, ease, design, and organization. However, we cannot recommend it as core/other because it falls short on standards necessary for Idaho. It would be a great component text. The publisher submitted this text for grades 9-12 but it would also be appropriate for grades 7-8.</p> <p>Key Features:</p> <ul style="list-style-type: none"> • UNIQUE ALL-IN-ONE SOLUTION TEACHES BOTH MICROSOFT® OFFICE 2016 SKILLS AND IMPORTANT COMPUTER CONCEPTS. This book uses the proven Illustrated Series approach to emphasize both the latest Microsoft® Office 2016 skills as well as today's most important computer concepts. Enhanced technology resources correspond with this edition to help you reinforce students' abilities. • DETAILED LESSONS HIGHLIGHT TODAY'S MOST IMPORTANT COMPUTER CONCEPTS AND THE NEWEST TRENDS IN TECHNOLOGY AND TODAY'S DIGITAL WORLD. Your students learn skills that reflect today's most progressive computer developments while gaining a thorough introduction to Microsoft® Office 2016. • EASY-TO-FOLLOW AND EASY-TO-ABSORB TWO-PAGE LESSONS APPEAL TO A WIDE VARIETY OF LEARNING STYLES. This proven, focused visual approach offers a single lesson on two adjoining pages, making an entire task visible in a single view. The intriguing, concise presentation keeps learners of all levels engaged and actively learning important Microsoft® Office skills. • EXTENSIVE END-OF-MODULE ACTIVITIES PROVIDE HANDS-ON PRACTICE. Proven, practical exercises help learners become adept in their new Microsoft® Office 2016 skills while reinforcing the conceptual material from each chapter. <p>New to this edition:</p> <ul style="list-style-type: none"> • NEW PRODUCTIVITY APPS FOR WORK AND SCHOOL MODULE PROVIDE A VISUAL INTRODUCTION. These helpful, easy-to-use apps by well-known technology author Corinne Hoisington visually guide students through using Microsoft® OneNote, Sway, Office Mix and Edge. Companion Sways provide videos and step-by-step instructions to help students learn to master each app. • UPDATED CASE STUDY EMPHASIZES APPLICATIONS OF OFFICE SKILLS. The contemporary Case Study woven throughout this edition introduces Microsoft® Office 2016 topics and advantages to learners using memorable real world examples. • UPDATED COMPUTER CONCEPTS MODULES HIGHLIGHT THE LATEST NEW TECHNOLOGIES. This edition introduces the most relevant and essential information about computers and technology in today's digital world. 					
	Illustrated Computer Concepts and Microsoft® Office 365 & Office 2016, MindTap 1 year instant access code	Parsons/Beskeen/ Cram/Duffy/ Friedricksen/ Reding	2017	9-12	9781305879157	

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Correlations to Idaho Instructional Technology Standards <http://www.sde.idaho.gov/academic/instructional-tech/>
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	Illustrated Computer Concepts and Microsoft® Office 365 & Office 2016, Instructor's Web Site	Parsons/Beskeen/ Cram/Duffy/ Friedricksen/ Reding	2017	9-12	9781305879058	
	Illustrated Computer Concepts and Microsoft® Office 365 & Office 2016, Cengage Learning Testing, powered by Cognero® Instant Access	Parsons/Beskeen/ Cram/Duffy/ Friedricksen/ Reding	2017	9-12	9781305879072	
Publisher/Expiration	Title of Material	Author	Copyright	Grade Level	ISBN	Recommendation
Pearson Prentice Hall 12/31/2022	Learning Microsoft Office 2013 Level 1 Deluxe Edition, Student Edition with eText (six, 1 year access codes)	Mehaffie	2014	9-12	9781269305587	Other
	Notes: STRENGTHS: Well organized with multiple exercises to validate learning. Meets 13 of 15 standards. Application of knowledge and critical thinking at the end of each chapter. Data is sequential so you build on previous learning objectives. Applies additional concepts within each application. WEAKNESSES: Not current offering from Microsoft (2016). Little to know information about collaborating with others on group projects. Little to no mention of teaching to various learning styles/abilities.					
	Key Features: Learning Microsoft Office, Level 1, Print Student Edition with eText The most-effective program available for teaching computer application skills—available in print or online! Proven pedagogy builds skills through application and repetition. <ul style="list-style-type: none"> • Features hands-on exercises that teach software applications while reinforcing business skills, college and career readiness skills, and computer literacy concepts. • Helps students master software concepts and skills through a series of progressively challenging, real-world scenarios. • Engages students with numerous projects and activities. • Covers Microsoft Office Specialist (Core) Objectives. • Exclusive Teacher Resources includes a Teacher's Wraparound Edition with differentiated instruction plans. 					
	Learning Microsoft Office 2013 Level 1 Deluxe Edition, Student Edition with eCourse (6 year access)	Mehaffie	2014	9-12	9781269393119	
	Learning Microsoft Office 2013 Level 1 Deluxe Edition, Student Edition (hardcover spiral)	Mehaffie	2014	9-12	9780133149531	
	Learning Microsoft Office 2013 Level 1 Deluxe Edition, Teacher's Wraparound Edition with CD-ROM	Mehaffie	2014	9-12	9780133405101	
	Learning Microsoft Office 2013 Level 1 Deluxe Edition, Solutions Book with CD-ROM	Mehaffie	2014	9-12	9780133390421	
	Learning Microsoft Office 2013 Level 1 Deluxe Edition, Visual Aid CD-ROM	Mehaffie	2014	9-12	9780133405255	
Learning Microsoft Office 2013 Level 1 Deluxe Edition, Test Book with TestGen CD-ROM	Mehaffie	2014	9-12	9780133414943		
Learning Microsoft Office 2013 Level 1 Deluxe Edition, eCourse Teacher Access	Mehaffie	2014	9-12	9781269394642		

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Publisher/Expiration	Title of Material	Author	Copyright	Grade Level	ISBN	Recommendation	
Pearson Prentice Hall 12/31/2022	Learning Microsoft Office 2013 Level 2, Student Edition with eText (six, 1 year access codes)	Mehaffie	2014	9-12	9781269305600	Core	
	Notes: STRENGTHS: Well organized with multiple exercises to validate learning. Includes advanced learning. Meets 15 of 15 standards. Application of knowledge and critical thinking at the end of each chapter. Data is sequential so you build on previous learning objectives. Applies additional concepts within each application. WEAKNESSES: Not current offering from Microsoft (2016). Little to no mention of teaching to various learning styles/abilities. ESL not evident.						
	Key Features: Learning Microsoft Office, Level 2, Print Student Edition with eText The most-effective program available for teaching computer application skills—available in print or online! Proven pedagogy builds skills through application and repetition. • Features hands-on exercises that teach software applications while reinforcing business skills, college and career readiness skills, and computer literacy concepts. • Helps students master software concepts and skills through a series of progressively challenging, real-world scenarios. • Engages students with numerous projects and activities. • Covers Microsoft Office Specialist Expert Objectives. • Exclusive Teacher Resources includes a Teacher's Wraparound Edition with differentiated instruction plans.						
	Learning Microsoft Office 2013 Level 2, Student Edition with eCourse (6 year access)	Mehaffie	2014	9-12	9781269393126		
	Learning Microsoft Office 2013 Level 2, Student Edition (spiralbound)	Mehaffie	2014	9-12	9780133407815		
	Learning Microsoft Office 2013 Level 2, Teacher's Manual with CD-ROM	Mehaffie	2014	9-12	9780133148886		
	Learning Microsoft Office 2013 Level 2, Test Book with TestGen CD-ROM	Mehaffie	2014	9-12	9780133148879		
	Learning Microsoft Office 2013 Level 2, Solutions Book with CD-ROM	Mehaffie	2014	9-12	9780133148909		
Learning Microsoft Office 2013 Level 2, Visual Aid CD-ROM	Mehaffie	2014	9-12	9780133149180			
Learning Microsoft Office 2013 Level 2, eCourse Teacher Access	Mehaffie	2014	9-12	9781269396592			

Publisher/Expiration	Title of Material	Author	Copyright	Grade Level	ISBN	Recommendation	
Pearson Prentice Hall 12/31/2022	Introduction to Computers and Information Technology, Student Edition (NASTA)	Emergent Learning	2016	9-12	9781323144183	Other	
	Notes: STRENGTHS: Hardback construction. Varied text type. Bold colors. Presentation of multiple different media. Graphics are bold and associated with text of subject. Presents real-world application of knowledge. WEAKNESSES: Textbook language more geared to middle-school application than a high-school environment. Assignment text format is cramped and difficult to follow.						
	Key Features: <i>Introduction to Computers and Information Technology</i> helps students built a concrete understanding of how computers work and how various types of computing devices and accessories are used in school, work, and at home. The text consists of three sections: Computing Fundamentals, Applications, Communications and Networks. Covers all IC3, GS5, and Spark standards. Features include: <ul style="list-style-type: none"> • Keyboarding Essentials, a complete guide to keyboarding techniques including posture, ergonomics, and fingering. • Step-by-step procedures for Microsoft® Office 2013. • End-of-chapter exercises and review material to reinforce important topics and allow students to demonstrate their knowledge of the material. • Student Web site, including bonus activities and cross-curricular group projects, procedures for older versions of Microsoft Office, puzzles, and data files. • A Web Page Development and Computer Programming appendix includes information on using HTML to create a Web page with both a text editor and a graphical user interface (GUI) editor, and some basic processes for designing a computer program. 						
	Introduction to Computers and Information Technology, Standalone eText (1 year access code)			2016	9-12		9781323188255
	Introduction to Computers and Information Technology, Teacher's Manual			2016	9-12	9781323237076	
	Introduction to Computers and Information Technology, Student Workbook			2016	9-12	9781323237120	
Publisher/Expiration	Title of Material	Author	Copyright	Grade Level	ISBN	Recommendation	
Pearson Prentice Hall 12/31/2022	Learning Microsoft Word 2013, Student Edition with eText (six 1 year access codes)	Mehaffie	2014	9-12	9781269305563	Core	
	Notes: STRENGTHS: Logically structured. Incorporated additional digital media. WEAKNESSES: Limited in its information. Presents information on AUP (acceptable use policy), minimal information on plagiarism. Documentation appears crowded and unappealing. Does not support call outs, presents limited samples of documents students are working on.						
	Key Features: Learning Microsoft Word 2013, Print Student Edition with eText The most-effective program available for teaching computer application skills—available in print or online! Proven pedagogy builds skills through application and repetition. <ul style="list-style-type: none"> • Features hands-on exercises that teach software applications while reinforcing business skills, college and career readiness skills, and computer literacy concepts. • Helps students master software concepts and skills through a series of progressively challenging, real-world scenarios. • Engages students with numerous projects and activities. • Covers Microsoft Office Specialist (Core and Expert) Objectives. 						
	Learning Microsoft Word 2013, Student Edition with eCourse 6-year access)	Mehaffie		2014	9-12	9781269393133	

	Learning Microsoft Word 2013, Student Edition (spiralbound with CD-ROM)	Mehaffie	2014	9-12	9780133149098	
	Learning Microsoft Word 2013, Teacher's Manual with CD-ROM	Mehaffie	2014	9-12	9780133149326	
	Learning Microsoft Word 2013, Test Book with CD-ROM	Mehaffie	2014	9-12	9780133149302	
	Learning Microsoft Word 2013, Solutions Book with CD-ROM	Mehaffie	2014	9-12	9780133348965	
	Learning Microsoft Word 2013, eCourse Teacher Access	Mehaffie	2014	9-12	9781269395762	
Publisher/Expiration	Title of Material	Author	Copyright	Grade Level	ISBN	Recommendation
Pearson Prentice Hall 12/31/2022	Learning Microsoft Excel 2013, Student Edition with eText (six, 1 year access codes)	Mehaffie	2014	9-12	9781269305549	Other
	<p>Notes: STRENGTHS: Text is structured to lead students through specific lesson tasks and then End of Chapter activities allow students to creatively demonstrate their understanding of the content in via projects. WEAKNESSES: Proper use of citations was not addressed in this text. No original works were created by students. This text had limited collaboration with others explicitly written into the text.</p>					
	<p>Key Features: Learning Microsoft Excel 2013, Print Student Edition with eText The most-effective program available for teaching computer application skills—available in print or online! Proven pedagogy builds skills through application and repetition.</p> <ul style="list-style-type: none"> • Features hands-on exercises that teach software applications while reinforcing business skills, college and career readiness skills, and computer literacy concepts. • Helps students master software concepts and skills through a series of progressively challenging, real-world scenarios. • Engages students with numerous projects and activities. • Covers Microsoft Office Specialist (Core and Expert) Objectives. 					
	Learning Microsoft Excel 2013, Student Edition with eCourse (6 year access)	Mehaffie	2014	9-12	9781269393140	
	Learning Microsoft Excel 2013, Student Edition (spiralbound with CD-ROM)	Mehaffie	2014	9-12	9780133149104	
	Learning Microsoft Excel 2013, Teacher's Manual with CD-ROM	Mehaffie	2014	9-12	9780133348989	
	Learning Microsoft Excel 2013, Test Book with CD-ROM	Mehaffie	2014	9-12	9780133149395	
	Learning Microsoft Excel 2013, Solutions Book with CD-ROM	Mehaffie	2014	9-12	9780133149401	
Learning Microsoft Excel 2013, eCourse Teacher Access	Mehaffie	2014	9-12	9781269395120		

Publisher/Expiration	Title of Material	Author	Copyright	Grade Level	ISBN	Recommendation	
Pearson Prentice Hall 12/31/2022	Learning Microsoft PowerPoint 2013, Student Edition with eText (six, 1 year access codes)	Mehaffie	2014	9-12	9781269305433	Core	
	Notes: STRENGTHS: Text is structured to lead students through specific lesson tasks and then End of Chapter activities allow students to creatively demonstrate their understanding of the content in via projects. WEAKNESSES: No significant weaknesses noticed.						
	Key Features: Learning Microsoft PowerPoint 2013, Print Student Edition with eText The most-effective program available for teaching computer application skills—available in print or online! Proven pedagogy builds skills through application and repetition. <ul style="list-style-type: none"> • Features hands-on exercises that teach software applications while reinforcing business skills, college and career readiness skills, and computer literacy concepts. • Helps students master software concepts and skills through a series of progressively challenging, real-world scenarios. • Engages students with numerous projects and activities. 						
	Learning Microsoft PowerPoint 2013, Student Edition with eCourse (6 year access)	Mehaffie	2014	9-12	9781269393157		
	Learning Microsoft PowerPoint 2013, Student Edition (spiralbound with CD-ROM)	Mehaffie	2014	9-12	9780133148619		
	Learning Microsoft PowerPoint 2013, Teacher's Manual with CD-ROM	Mehaffie	2014	9-12	9780133349009		
	Learning Microsoft PowerPoint 2013, Test Book with CD-ROM	Mehaffie	2014	9-12	9780133149487		
	Learning Microsoft PowerPoint 2013, Solutions Book with CD-ROM	Mehaffie	2014	9-12	9780133348996		
Learning Microsoft PowerPoint 2013, eCourse Teacher Access	Mehaffie	2014	9-12	9781269396219			
Publisher/Expiration	Title of Material	Author	Copyright	Grade Level	ISBN	Recommendation	
Pearson Prentice Hall 12/31/2022	Learning Microsoft Access 2013, Student Edition with eText (six, 1 year access codes)	Mehaffie	2014	9-12	9781269306652	Component	
	Notes: STRENGTHS: The Learning Microsoft Access 2013 is very strong in its resources. It has the following: Teachers Manual, Student Edition, Test Book and Solutions Book. WEAKNESSES: The Text doesn't meet Standards 9-12.ICT.1.1.2, 9-12.ICT.1.1.3, 9-12.ICT.4.1.2.						
	Key Features: Learning Microsoft Access 2013, Print Student Edition with eText The most-effective program available for teaching computer application skills—available in print or online! Proven pedagogy builds skills through application and repetition. <ul style="list-style-type: none"> • Features hands-on exercises that teach software applications while reinforcing business skills, college and career readiness skills, and computer literacy concepts. • Helps students master software concepts and skills through a series of progressively challenging, real-world scenarios. • Engages students with numerous projects and activities. 						
	Learning Microsoft Access 2013, Student Edition with eCourse (6 year access)	Mehaffie	2014	9-12	9781269393171		
Learning Microsoft Access 2013, Student Edition (spiralbound with CD-ROM)	Mehaffie	2014	9-12	9781269456029			

2016 Computer Applications Adoption Guide

Correlations to Idaho Instructional Technology Standards <http://www.sde.idaho.gov/academic/instructional-tech/>
Contract effective through 12/31/2022

	Learning Microsoft Access 2013, Teacher's Manual with CD-ROM	Mehaffie	2014	9-12	9781269456159	
	Learning Microsoft Access 2013, Test Book with CD-ROM	Mehaffie	2014	9-12	9781269456135	
	Learning Microsoft Access 2013, Solutions Book with CD-ROM	Mehaffie	2014	9-12	9781269456142	
	Learning Microsoft Access 2013, eCourse Teacher Access	Mehaffie	2014	9-12	9781269397049	
Publisher/Expiration	Title of Material	Author	Copyright	Grade Level	ISBN	Recommendation
Pearson Prentice Hall 12/31/2022	Learning Microsoft Publisher 2013, Student Edition with eText (six, 1 year access codes)	Mehaffie	2014	9-12	9781269305419	Core
	Notes: STRENGTHS: Text is structured to lead students through specific lesson tasks and then End of Chapter activities allow students to creatively demonstrate their understanding of the content in via projects. WEAKNESSES: This text had limited collaboration with others explicitly written into the text. More emphasis on proper citation would be beneficial.					
	Key Features: Learning Microsoft Publisher 2013, Print Student Edition with eText The most-effective program available for teaching computer application skills—available in print or online! Proven pedagogy builds skills through application and repetition. • Features hands-on exercises that teach software applications while reinforcing business skills, college and career readiness skills, and computer literacy concepts. • Helps students master software concepts and skills through a series of progressively challenging, real-world scenarios. • Engages students with numerous projects and activities.					
	Learning Microsoft Publisher 2013, Student Edition with eCourse (6 year access)	Mehaffie	2014	9-12	9781269393164	
	Learning Microsoft Publisher 2013, Student Edition (spiralbound with CD-ROM)	Mehaffie	2014	9-12	9780133148602	
	Learning Microsoft Publisher 2013, Teacher's Manual with CD-ROM	Mehaffie	2014	9-12	9780133349030	
	Learning Microsoft Publisher 2013, Test Book with CD-ROM	Mehaffie	2014	9-12	9780133149111	
	Learning Microsoft Publisher 2013, Solutions Book with CD-ROM	Mehaffie	2014	9-12	9780133349023	
Learning Microsoft Publisher 2013, eCourse Teacher Access	Mehaffie	2014	9-12	9781269396981		