



# IM8

**Bid ID#: 1441**

**Course# - Course Title: 8200520 - Computer Applications in Business 1**

**AUTHORS & CREDENTIALS: LIST FULL NAME OF AUTHOR(S), WITH MAJOR OR SENIOR AUTHOR LISTED FIRST. BRIEFLY PROVIDE CREDENTIALS FOR EACH AUTHOR.**

**Joyce J. Nielsen**

Joyce J. Nielsen has worked in the publishing industry for more than 30 years as a technical writer/editor, development editor, and project manager, specializing in Microsoft Office, Windows, internet, general technology, and educational content. She is the author or co-author of more than 50 computer books and 2,100 online articles. Prior to her work in publishing, Joyce was a Research Analyst for Simon Property Group in Indianapolis. Joyce holds a Bachelor of Science degree in Quantitative Business Analysis from Indiana University's Kelley School of Business in Bloomington, Indiana. She currently resides in Arizona.

**Suzanne Weixel**

As Director of Research for Emergent Learning LLC, Ms. Weixel works closely with CTE teachers, advisors, and administrators to ensure programs meet the ever-evolving needs of the CTE secondary market. Ms. Weixel has authored over thirty programs in career and technical education in the past twenty years including fifteen programs on information technology. She holds a bachelor's degree from Dartmouth College.

**Faithe Wempen**

Faithe Wempen, M.A. is a seasoned educator and instructional designer, specializing in Microsoft Office and productivity tools. With over three decades of experience in teaching and instructional design, and over 160 published academic and consumer books, she has empowered thousands of learners to master essential skills through her engaging and accessible approach.

Faithe's expertise shines in her ability to break down complex concepts into clear, easy-to-understand lessons. As an adjunct professor at Indiana University–Purdue University Indianapolis (IUPUI) and a course designer for multiple online universities, she has a proven track record of transforming learners into confident, proficient users.

Whether writing academic textbooks or delivering high-impact courses, Faithe's passion for teaching and commitment to excellence have positioned her as a leading voice in tech education and workforce training. Her hands-on, practical approach ensures learners not only understand the material but can immediately apply it to drive personal and professional success.

**STUDENTS: DESCRIBE THE TYPE(S) OF STUDENTS FOR WHICH THIS SUBMISSION**

The submission is intended for students to develop basic skills in business productivity software applications.

### **1. LIST THE FLORIDA DISTRICTS IN WHICH THIS PROGRAM HAS BEEN PILOTED IN THE LAST EIGHTEEN MONTHS.**

This program has not been piloted in Florida over the last 18 months.

### **2. HOW ARE YOUR DIGITAL MATERIALS SEARCHABLE BY FLORIDA'S ACADEMIC STANDARDS (SECTION 1006.33(1)(e), FLORIDA STATUTES)?**

A correlation to Florida standards with links to content citations is provided in the Instructor Resources section of the MyLab.

### **3. IDENTIFY AND DESCRIBE THE COMPONENTS OF THE MAJOR TOOL.**

#### **Educational Approach:**

*Learning Microsoft Office 365 Level 1: 2022 Edition* prepares students for the Associate Level Microsoft Office Specialist Certification. *Learning Microsoft® Office 365 Level 1: 2022 Edition* teaches students the essential computer application skills they need to succeed in college and careers.

- Introduce Microsoft Word®, Excel®, PowerPoint®, and Outlook®
- Focus on computer literacy concepts.
- Teach skills in the context of business scenarios.
- Prepare for industry-recognized certification.

The lessons are composed of the following elements:

- What You Can Do explains how software functions are used in business.
- Vocabulary defines key terms.
- Brief, bulleted explanations of software concepts.
- Try It exercises that provide a non-intimidating walk through of the feature.
- Screen illustrations with call outs of essential elements.
- Practice exercises that require more independent thinking.
- Apply exercises that require even more rigor and critical thinking.

Each chapter also includes End of Chapter projects that require using all of the skills learned in that chapter. There are two levels projects: *Critical Thinking* and *Portfolio Builder* (most challenging). The numerous exercises and application activities provide the ideal level of activities for classes that include students at a variety of skill and learning levels.

*MyLab Learning Microsoft Office 365 Level 1: 2022 Edition* is a digital learning platform that provides tutorials, digital media, homework activities, and assessment solution designed enable teachers to customize instruction to an entire class or individual students. The MyLab offers an embedded etext as well as course management functions including gradebook, assignment manager, data, and analytics, all supporting an engaging online learning experience and individualized instruction.

#### **Major Tool - Student Components**

The Major Tool, student components, consists of the Student Edition (printed textbook) and the MyLab digital companion.

- The Student Edition (896 pages, four color, NASTA bound) consists of twenty-one chapters and seven appendices covering all human body systems.
- MyLab Digital Course including supplemental instruction, activities, and assessments.

## Major Tool - Teacher Components

n/a

## 4. IDENTIFY AND DESCRIBE THE ANCILLARY MATERIALS.

### Ancillary Materials - Student Components

None.

### Ancillary Materials - Teacher Components

The Teacher's Wraparound Edition (print, hard cover) contains the full student edition with teaching resources included in the margins. These resources include Lesson plans for more advanced, less advanced, special needs and English Language Learner students, guides to using other program resources, discussion points, teaching tips and reinforcement activities.

### Downloadable Resources

- Classroom presentations provide an overview of the key objectives of each lesson, available in PowerPoint and Rise formats.
- A Test Bank with TestGen assessment software TestGen enables teachers to select and generate customized tests from a bank of supplied questions and/or add their own test questions.

## 5. IDENTIFY WHICH INDUSTRY STANDARD PROTOCOLS ARE UTILIZED FOR INTEROPERABILITY?

A list of learning management platforms that can be integrated with MyLab and other information on integration services can be found at <https://www.pearson.com/en-us/higher-education/educators/digital-learning-platforms/lms-integration-services.html>.

## 6. HOW MUCH INSTRUCTIONAL TIME IS NEEDED FOR THE SUCCESSFUL IMPLEMENTATION OF THIS PROGRAM?

Using the Student Edition and additional activities in the MyLab, there are over one hundred twenty hours of instruction available to the teacher. However, the program is designed for flexible implementation and the teacher can customize the instruction to fit a variety of course lengths.

## 7. WHAT PROFESSIONAL DEVELOPMENT IS AVAILABLE?

There is no formal Professional Development program available for this program. However, the editorial staff is available to help with content questions implementation issues. Technical support is available at this website <https://support.pearson.com/getsupport/s/contactsupport>.

## 8. WHAT HARDWARE/EQUIPMENT IS REQUIRED?

The MyLab platform can be accessed by any device connected to the Internet. A list of compatible browsers and their system requirements is available here: <https://support.pearson.com/getsupport/s/article/Using-an-Alternate-Supported-Browser>.

## 9. WHAT LICENSING POLICIES AND/OR AGREEMENTS APPLY?

Terms of Use and End User License Agreement are available at the following link: <http://tpi.pearsoncmg.com/tpi/w3c/license.jsp>.

## 10. WHAT STATES HAVE ADOPTED THE SUBMISSION?

The program has been formally adopted state-wide in New Mexico, Texas, and South Carolina. The program is widely used throughout the United States.

**11. WHAT OPEN EDUCATIONAL RESOURCES RELATED TO THIS BID DO YOU MAKE AVAILABLE(S)?**

There are no Open Educational Resources associated with this program.

**12. ALTHOUGH NOT CALLED FOR IN THE STATE ADOPTION, DO YOU HAVE ADVANCED PLACEMENT (AP) OR ACCELERATED PROGRAM INSTRUCTIONAL MATERIALS AVAILABLE FOR THE COURSE(S) BID FOR ADOPTION?**

There are no AP materials associated with this or other CTE courses bid into this adoption.

**13. WHAT, IF ANY, FOREIGN LANGUAGE TRANSLATIONS DO YOU HAVE AVAILABLE?**

None.

**14. DO YOU PROVIDE ACCESS POINT SCAFFOLDING OR AN ACCESS POINT CORRELATION UPON REQUEST?**

Not applicable - Access Points are not developed for this course.

**15. ESSA LEVELS OF EVIDENCE**

While no formal efficacy studies have been conducted on the program, the Learning Microsoft Office series was originally introduced in 1998 and has been used by thousands of high school students across the country.