



K-12 Computer Applications

Adoption Guide

For additional information (e.g. pricing, copyright, ISBN) and Idaho completed evaluations, please contact the curricular materials coordinator.

Materials in this guide are contracted from November 2018-December 31, 2024

GRADES K-6

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EasyTech with Inquiry

- **Kindergarten- 5th Grade- Comprehensive**
 - Strengths:
 - PBL is frequently used and encourages students to review each other's work regularly as they master the standards.
 - Lessons spiral throughout grades allowing students to reconnect to old concepts as they delve deeper.
 - Wide range of difficulties available for advanced students and those who need remediation.
 - Lessons allow students to reflect on their learning and take ownership in their learning.
 - Lessons are adaptive and can meet all student needs.
 - Weaknesses:
 - Online access is required. Every student in the class needs access to their own device. 1:1 is probably the best though a lab setting would also work.
 - While many projects are present and students must review each other's work, collaboration is sparse. It is present, but not as often as one might expect from a PBL program.
 - Other: Themes scaffold throughout primary and intermediate grades providing access to content all the way from Kindergarten up to 12th grade.

GRADES 6-12

B.E. Publishing

It! Series

- **6th-8th Grade- Basic**
 - Strengths: Text provides adequate lessons and activities for each software application presented. Lessons begin with overview, followed by new skills. Instructions are listed in concise steps with illustrations.
 - Weaknesses: Assessments are Costa's level of questioning-rigor level 1 based questions with true and false, multiple choice and short answer. Step-by-step instructions seem long for the attention span for 6 and 7 grade students.
 - Other: Teacher may want to add a culminating activity for each unit to show knowledge, independence and creativity.
- **9th-12th Grade- Component**
 - Strengths: Aesthetically pleasing, with excellent table of contents and curriculum guide. Pages are consistently formatted throughout the text and color coordinated to the unit. Instructions are presented in a step-by-step manner with a sample of the completed project at the end of most projects. Rubrics are provided on the web site for most projects.
 - Weaknesses: Textbook lacks variety of learning ability initiatives. Does not invite students to draw conclusions, problem solve, troubleshoot, or interpret information. There is a limited use of screen shots and graphics to highlight what is being taught to the student in the project. In many instances students are to learn a specific skill and the instructions are not included teach the student how to complete the task. Teacher would need to initiate deeper understanding of concepts. Many lessons lend themselves to follow lessons taking the concept being taught to a natural conclusion but this is not accomplished in the text.
 - Other: This textbook would be best used in combination with a resource strong in "how-to" examples. Instructor need to introduce modules with clear explanations on the reasoning for the skills being learned in the module. Instructor would also need to provide additional resources to gain depth of knowledge for student understanding and to expand upon critical thinking needed to complete effective and meaningful projects. Prior knowledge of content areas is critical for success in using this textbook.

Learn-By-Doing: Google Apps

- **6th-8th Grades- Component**

- Strengths: Text gives step-by-step instructions for students to follow. Screenshots are reflective of the instructions. New skills are easily identified in the text with yellow drop with a star centered in the drop. Text has bold and colored words to draw attention to key concepts.
- Weaknesses: No independent research, all information is given. Information is given, there is no collecting, analyzing and organizing data to make decisions, draw conclusions, and create new understanding. No oral presentation only written form. Limited collaboration for building independent literacy skills. No obvious cross-refers and integration with other subjects. Text does not lead students to foster synthesis and inquiry. No assistance for auditory or tactile learners.
- Other: e-Text is a PDF version of the hard copy.
- **9th-12th Grades- Basic**
 - Strengths: This textbook is well organized throughout Curriculum Guide and Table of Contents. The new skill learned is easy to locate and aesthetically pleasing. The publisher had extensive use of graphics to add value to the learning process with directions and complementary images. Practical approaches used throughout assignments. Most assignments were age appropriate with student interests.
 - Weaknesses: This textbook did not take all the information being taught to a deeper knowledge level within assignments. Analyzing, problem solving, trouble shooting, and drawing conclusions were not evident throughout the textbook. There was not an introduction to the lessons explaining why the applications are created a certain way. There is not an audio tool available with this textbook. Online tools for teachers and students is limited. There was not an online textbook for students.

Cengage

Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory

- **9th-12th Grades- Comprehensive**
 - Strengths: The materials are all web based allowing students to work for any place that has an Internet connection. Modules are easy to navigate and clearly align with state standards. The program includes numerous tools such as videos and presentations to add quality and depth the learning process. Reading tools provide students the ability to read with the text while it is being aiding visually impaired and ELL learners. The textbook gives additional value to teachers by providing projects that challenge student understanding by creating high rigor

modules. Additional follow on projects such as Expand Your Knowledge provide advances learners the opportunity to experience how a project can be further developed. Students are prepared to take the MOS certification exam for the Microsoft Office Applications.

- Weaknesses: Noticed that the graphics do not always show when using Internet Explorer.

Century 21 Computer Skills and Applications, Lessons 1-90

- **9th-12th Grades- Basic**

- Strengths: Well organized, step by step keyboarding and computer application practices. It has excellent cross curricular activities including: digital citizenship and ethics, leadership, and career cluster activities. There is plenty of activities and practice to master the concept of lesson even if teacher uses one to model. Most of the standards are covered without using the online SAM training, which increases the cost of program.
- Weaknesses: The activities are not written for group work but can be adapted. Using advanced navigation skills to access resources are not evident. Troubleshooting technology systems and software applications is not evident. Research is not conducted in this text. It is either given or not needed the for activities provided.
- Other: SAM is an online program which could enhance your program but is not necessary.

Century 21 Jr. Computer Applications with Keyboarding

- **6th-8th Grades- Basic**

- Strengths: Utilizes multiple forms of visuals and step by step instructions to guide students through the sections. Lessons are sequential and build on one another. Students are given the chance to work hands on with the material and given opportunities to transfer gained knowledge to new situations and other subjects. Students are given the opportunity to collaborate in groups.
- Weaknesses: Lessons are not designed to allow students on different achievement levels to be successful. Book is hard to navigate and find needed sections and resources. Book is designed to be used with Windows 8 and Office 2013 and not other operating systems. Information is written at a surface level and is very simplistic in nature and does not allow for deep understanding of topics. Some information is outdated such as images from different operating systems and some steps have changed as Windows has updated. As technology changes and updates, this book can become outdated frequently and may need supplemental material to accommodate those updates.

CompuScholar

CompuScholar: Digital Savvy

- **6th-8th Grades- Comprehensive**
 - Strengths: Students learn new skills in many technical areas throughout the course, and are required to demonstrate those skills within chapter activities, mid-term and final projects. Students are encouraged to read, write and present results to the class in many activities. The course contains a mixture of text, videos, and graphics to appeal to a wide range of students. Popular third party tools have been tested and can be used to do things like converting text to audio or supporting web page highlighting. Course assumes no prior knowledge of the subject. All relevant skills are taught with step-by-step instructions. Three supplemental chapters are provided.
 - Weaknesses: The online program can be switched into other languages, but much of the course material is only in English. Assessments are only in multiple choice form.
 - Other: “Work-with-Me” projects are portfolio based.

CompuScholar: Web Design

- **9th-12th Grades- Comprehensive**
 - Strengths: This curricular resource has strengths in the areas of consistent presentation on content. Materials give a clear basic understanding of HTML and CSS language for web design through code-snippets, project practice and video examples. Students get the opportunity to work in Komodo Edit. Vocabulary was relevant to understanding of the HTML and CSS language for web design with giving vocabulary through bold words and examples.
 - Weaknesses: Many standards are addressed via the supplemental resources that are found at the end of the curriculum. This could present difficulties when teaching. For example if a teacher does not realize where each supplemental activity is located or aligns; students could miss out on that learning opportunity. There is a heavy language barrier with the amount of text in each lesson which could potentially cause issues for low-level learners or English Language Learners. There is no way to quickly search the curriculum for a specific content or lesson. The materials state students need Komodo Edit 8.x, however, when going to the Komodo website the only version available for download is Komodo Edit 11.0.2. The resource does state the student and teacher may use a newer version, but it will cause potential inconsistency throughout the curricular resources.

- Other: It would be helpful if there were basic slides of some kind for teachers to be able to use while presenting content for students. With the makeup of the curricular resource teachers will have to do a lot of leg work to get the materials into an effective presentation form with the current set up. For students and teachers to be successful high quality internet connectivity is highly important; without this videos and lesson will not load.

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Pearson Education

Introduction to Computers and Information Technology

- **6th-8th Grades- Comprehensive**
 - Strengths: The curriculum is grade appropriate with font, colors and graphics which are engaging to middle school students. The chapters were aligned in a sequential manner, building on each concept as they progressed. The Extend

Your Knowledge feature allowed learning to be student led by offering choices of activities. Collaboration of students is highly encouraged and supported through Extend Your Knowledge activities. There are features in the textbook that made content relevant to the students' lives. Information about practicing safe, responsible and ethical technology along with citing sources is taught and encouraged.

- Weaknesses: Although the text is comprehensive and has strong Indicators of Quality, the technology discussed is not current. It introduces the student to Microsoft Office 2013 and Windows 7. The assessments are not clearly aligned to the standards. For ELL students, the TE offers a number of ways that the instructor can modify instruction but that is on the teacher rather than the curriculum. Some activities require several pages of steps to follow and students could easily get lost and confused. The activities provided allow for little opportunities to explore cultural opportunities and point of view.

Learning Microsoft Office 2016 Level 1

- **9th-12th Grades- Comprehensive**

- Strengths: The material provides students many opportunities to learn about the Microsoft Office Suite. It also provides information and instruction as to how the computer operates and functions. The student is given opportunities to build models and complex simulations as well as interacting, inquiring, and publishing using a variety of digital media and environments. There are many opportunities to research and present their findings via PowerPoint where they can formulate questions and solve problems. They are taught how to provide safe, ethical, legal and responsible use of technology through citing of sources and being responsible. By the end of the course, students will be able to evaluate, configure, differentiate, use and integrate technology tools. With this experience, they will be able to apply knowledge, reason and solve problems.
- Weaknesses: The text does not offer examples representing a wide array of cultures. English Language Learners (ELL) students are given little resources to learn the content. Teachers must create the modifications or accommodations to support the ELL such as vocabulary concepts. ELL Students need repetition and clarification for correct activity completion which the text does not permit. No extra material comes to offer the students. The technology does a poor job of teaching students how to troubleshoot technology tools and software applications. Reading the 2-3 page directions for a single project is difficult at best. Standards are not clearly denoted in the assessments nor are rubrics provided for assignments.

- Other: Highly recommend as a quality curriculum.

For Questions Contact

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