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Curriculum Mapping Guide

B.E. PUBLISHING

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Introduction

This curriculum mapping guide contains all of B.E. Publishing's titles included on **eReadiness.com**. Within each subject area, specific titles and prerequisites have been identified, as well as strategies for using each text.

eReadiness.com Bundle subscription users can use this document to locate the subject area you are teaching and review all the available titles to become familiar with each resource. Your eReadiness.com Bundle subscription includes a huge library of resources allowing you to mix and match content within your classroom. Based on your curriculum needs, determine which texts—or individual units, chapters, and lessons—are best suited for you and your students.

Customers who have purchased individual titles can use this document to locate purchased title(s) to review teaching notes, as well as find additional related texts that fit your curriculum needs.

For more information about each title, visit bepublishing.com.

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Accounting

Titles for Teaching Accounting

	Accountivites	The reinforcement lessons in this text should be used in conjunction with a first year Accounting textbook. The activities do not include the “how-to” and are ideal for having students apply what they have learned in a simulation type business. **Grades 9-12**
	Nothin' But Net	This simulation should be used in conjunction with a first year Accounting textbook or as a final capstone project at the conclusion of the course. The projects do not include the “how-to” and are ideal for having students apply what they have learned in a simulation type business. **Grades 9-12**
	Games Accounting Teachers Play	This reference book is ideal for instructors who are looking for fun games, activities and strategies that reinforce the accounting concepts being taught in a first-year accounting course. **Grades 9-12**

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Business, Marketing & Finance

Primary Titles for Teaching Intro. to Business

Foundations of Business

Description: This in-depth text introduces fundamental business concepts such as economics, management, marketing, finance, and entrepreneurship. Students use what they learn in each unit to create a comprehensive business plan portfolio demonstrating a practical business idea.

Who Should Use This Text: Ideal for students enrolled in an Introduction to Business course, Principles of Business, Marketing & Finance course, or similar. The foundational skills developed by use of this book will prepare students to be college and career ready business professionals.

Grades 9-12

Certification: Prepares students for Precision Exams Certification in Exploring Business & Marketing and Business Concepts.

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Primary Titles for Teaching Marketing

	Principles of Marketing	**Description:** This in-depth text introduces the 4 P's of marketing, helping students understand the role of marketing within the business environment. Students use what they learn in each unit to create and develop a detailed marketing plan portfolio. **Who Should Use This Text:** Ideal for students enrolled in an introductory Marketing course. The foundational skills developed by use of this book will prepare students to be college and career ready marketing professionals. **Grades 9-12** **Certification:** Prepares students for Precision Exams Certification in Marketing Introduction, Marketing I, and Marketing II.
	Social Media Marketing	**Description:** This text covers market research, digital marketing tools, and social media management and prepares students for the ever-changing social media landscape with current trends, platforms, and examples. Real-world statistics and infographics support the concepts covered to reinforce student learning. Students use what they learn in each unit to create and develop a cumulative social media marketing plan portfolio. **Who Should Use This Text:** Ideal for students enrolled in a digital marketing or social media marketing course. The foundational skills developed by use of this book will prepare students to be college and career ready social media marketing professionals. **Grades 9-12** **Certification:** Prepares students for Precision Exams Certification in Digital Marketing.

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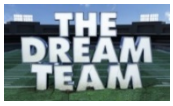
Supplemental Titles for Teaching Marketing

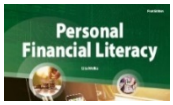


The Dream Team, 2E

This simulation integrates entrepreneurship, sports marketing, and computer applications, where marketing concepts are presented as students produce marketing documents for a sports team they create. This text can be integrated into your curriculum to allow students to apply marketing principles to a sports-themed business.

Grades 9-12

Primary Titles for Teaching Personal Finance



Personal Financial Literacy

Description: This comprehensive and in-depth text covers fundamental concepts in personal finance and economics. Students use what they learn in each unit to create and develop a comprehensive financial plan including goals, budgets, and investment strategies.

Who Should Use This Text: Ideal for high school students enrolled in a Personal Finance course. The foundational skills developed by use of this book will prepare students to be financially responsible consumers.

Grades 9-12

Certification: Prepares students for Precision Exams Certification in General Financial Literacy and Personal Financial Responsibility.

100% aligned to the TEKS for Texas Proclamation 2019 Textbook Adoption.

Personal Finance for Teens

Description: This teen-based text introduces basic concepts in personal finance including financial and career planning and money management. The examples presented are targeted towards teens and their interests, where students apply their learning to relevant scenarios.

Who Should Use This Text: Ideal for middle and high school students enrolled in an introductory personal finance course.

Grades 6-12

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Business Law

Supplemental Titles for Teaching Business Law

	You Be the Judge!	In this text, students use their knowledge of key business law concepts to review and analyze condensed case studies from real cases. Students then act as the judge and decide who should win the case. This supplemental text should be used in conjunction with a Business Law textbook. **Grades 9-12**

Communications

Primary Titles for Teaching Communications

Business & Professional Communications

This comprehensive text introduces business communication as the foundation for college and career readiness and highlights aspects of professionalism and collaboration. Students apply their learning in each chapter to real-world business scenarios.

Grades 9-12

Supplemental Titles for Teaching Communications

Formatting Business Documents

This computer applications text teaches students how to create and properly format a variety of business communications documents. Use this text as a supplement to Business & Professional Communications to allow students to demonstrate their knowledge of written business and professional communications in real-world scenarios.

Grades 6-12

© B.E. Publishing

Computer Applications

eReadiness.com includes a range of titles to teach computer applications, whether you teach using Microsoft Office, Google Apps, or another application. As a starting point, it is recommended you begin with either Learn-by-Doing: Microsoft Office (any version) or Learn-by-Doing: Google Apps, 3E as these titles provide step-by-step, screenshot-based instructions where students learn applications skills independently. For students who already have a working knowledge of using computers applications, a variety of other texts offer hands-on lessons in which the "how-to" of performing each skill is not presented.

Titles for Microsoft Office Applications (Screenshot-based)

Learn-by-Doing: Microsoft Office Specialist 2019 Series (Word, Excel, and PowerPoint)

Learn-by-Doing: Microsoft Office Specialist 2016 Series (Word, Excel, and PowerPoint)

Learn-by-Doing: Microsoft Office 2013 Series (Word, Excel, PowerPoint, Publisher, and Access)

Description: Hands-on lessons using step-by-step, screenshot-based instructions where students are able to learn Office skills independently.

Who Should Use This Text: Use this series as a **starting point** for students who do not have a working knowledge of Microsoft Word, Excel, or PowerPoint (2019, 2016, 2013).

Grades 6-12

Prerequisite: No prerequisite.

Certification: 100% aligned to the skills assessed in Microsoft Office Specialist (MOS) Certification Exams for Office 2019 and 2016.

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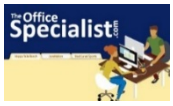
Titles for Microsoft Office Applications (Skills-based)



The Office Specialist.com, 2E

Description: Hands-on simulation projects for Microsoft Office 2016, 2019, and 365; the "how-to" of performing each skill is not provided.

Who Should Use This Text: Ideal for students who already have a working knowledge of using Word, Excel, or PowerPoint, as well as those preparing for MOS Certification.

Grades 6-12

Prerequisite: It is recommended that instructors review and teach the skills presented in the curriculum guide prior to students completing each project; or use Learn-by-Doing: Microsoft Office Series.

Certification: 100% aligned to the skills assessed in Microsoft Office Specialist (MOS) Certification Exams for Office 2019 and 2016.

It! Series, 3E

It! Series, 3E Databases

It! Series, 3E Desktop Publishing

It! Series, 3E Presentations

It! Series, 3E Spreadsheets

It! Series, 3E Word Processing

Description: Hands-on lessons for any version of Microsoft Office covering a wide range of skills; the "how-to" of performing each skill is not provided.

Who Should Use This Text: Ideal for students who already have a working knowledge of Word, Excel, PowerPoint, Access, or Publisher.

Grades 6-12

Prerequisite: It is recommended that instructors review and teach the skills presented in each lesson prior to students completing each lesson; or use Learn-by-Doing: Microsoft Office Series (any version).

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Titles for Microsoft Office Applications (Skills-based) - Continued

	Business Information Management	Texas Version of It! Series, 3E. 100% aligned to the TEKS for Texas Proclamation 2017 Textbook Adoption.

Titles for Microsoft Word (Any Version)

	Fundae Sundaes	**Description:** This word processing simulation can be used with any version of Microsoft Word. **Who Should Use This Text:** Ideal for students who already have a working knowledge of Microsoft Word. **Grades 6-12** **Prerequisite:** It is recommended that instructors review and teach the skills presented in each project prior to students completing each project; or use any version of Learn-by-Doing: Microsoft Word.
	Formatting Business Documents	**Description:** The projects in this text teach students how to properly format a variety of business documents and can be completed using any version of Microsoft Word. **Who Should Use This Text:** Ideal for students who already have a working knowledge of using word processing software. **Grades 6-12** **Prerequisite:** It is recommended that instructors review and teach the page setup presented in each document prior to students completing each project.

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Titles for Microsoft Excel (Any Version)

Excellent Adventures

Description: This spreadsheets simulation can be used with any version of Microsoft Excel.

Who Should Use This Text: Ideal for students who already have a working knowledge of Microsoft Excel.

Grades 6-12

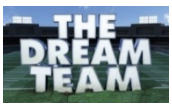
Prerequisite: It is recommended that instructors review and teach the skills presented in each project prior to students completing each project; or use any version of Learn-by-Doing: Microsoft Excel.

Simulations for Microsoft Office (Any Version)

Food Truck Entrepreneur

The Teen Entrepreneur, 2E

The Restaurant Entrepreneur



The Dream Team, 2E

Popcorn Cinema

Slater Farms

The Hub

Description: These simulations can be used with any version of Microsoft Office; students are instructed to complete real-world documents, but the "how-to" is not provided.

Who Should Use This Text: Ideal for students who already have a working knowledge of Microsoft Word, Excel, PowerPoint, Publisher, or Access (applications covered vary by title).

Grades 6-12 (The Teen Entrepreneur: Grades 9-12)

Prerequisite: It is recommended that instructors review each document with students prior to beginning each project.

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Simulations for Microsoft Publisher (Any Version)

Burger Shack

Election Connection

Description: These desktop publishing simulations can be used with any version of Microsoft Publisher; the "how-to" steps are not provided as students work independently to produce their own digital publishing documents for the business presented.

Who Should Use This Text: Ideal for students who already have a working knowledge of Microsoft Publisher (or an equivalent software).

Grades 6-12

Prerequisite: It is recommended that instructors review each document with students prior to beginning each project.

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Titles for Google Applications (Screenshot-based)

Learn-by-Doing: Google Apps, 3E

Description: Hands-on lessons using step-by-step, screenshot-based instructions where students are able to learn Google Apps skills independently.

Who Should Use This Text: Use this series as a **starting point** for students who do not have a working knowledge of Google Drive, Gmail, Docs, Sheets, Slides, Sites, Drawings, Forms, and Meet.

Grades 6-12

Prerequisite: No prerequisite.

Titles for Google Applications (Skills-based)

Google Share

Google Apps for Learning: Career Readiness

Google Apps for Learning: Digital Citizenship

Google Apps for Learning: Financial Literacy

Google Apps for Learning: Tech Readiness

The Google Docs Specialist

Description: Hands-on lessons for Google Applications covering a wide range of skills; the "how-to" of performing each skill is not provided.

Who Should Use This Text: Ideal for students who already have a working knowledge of Google Docs, Sheets, Slides, Sites, Forms, and Drawings.

Grades 6-12

Prerequisite: It is recommended that instructors review and teach the skills presented in each project prior to students completing each project; or use Learn-by-Doing: Google Apps, 3E.

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Titles for Google Applications (Skills-based) - Continued

	Web Design with Google Sites	**Description:** This text uses a hybrid teaching approach where students first follow step-by-step, screenshot-based instructions to learn the "how-to" of building a website using Google Sites. Students then proceed to subsequent projects where they build and design using the skills previously learned. **Who Should Use This Text:** Use this text as a **starting point** for students who do not have a working knowledge of Google Sites. **Grades 6-12** **Prerequisite:** No prerequisite.
	It! Series, 3E	**Description:** Hands-on lessons for Google Apps covering a wide range of skills; the "how-to" of performing each skill is not provided. **Who Should Use This Text:** Ideal for students who already have a working knowledge of Google Docs, Sheets, and Slides. **Grades 6-12** **Note:** Lessons in It! Series, 3E Bundle including desktop publishing and databases cannot be completed with Google Applications. **Prerequisite:** It is recommended that instructors review and teach the skills presented in each lesson prior to students completing each lesson; or use Learn-by-Doing: Google Apps, 3E.
	It! Series, 3E Presentations	
	It! Series, 3E Spreadsheets	
	It! Series, 3E Word Processing	

Titles for Google Docs

Fundae Sundaes

Description: This word processing simulation can be used with Google Docs.

Who Should Use This Text: Ideal for students who already have a working knowledge of using Google Docs.

Grades 6-12

Prerequisite: It is recommended that instructors review and teach the skills presented in each project prior to students completing each project; or use Learn-by-Doing: Google Apps, 3E (Docs unit).

Formatting Business Documents

Description: The projects in this text teach students how to properly format a variety of business documents and can be completed using Google Docs.

Who Should Use This Text: Ideal for students who already have a working knowledge of using word processing software.

Grades 6-12

Prerequisite: It is recommended that instructors review and teach the page setup presented in each document prior to students completing each project.

Titles for Google Sheets

Excellent Adventures

Description: This spreadsheets simulation can be used with Google Sheets.

Who Should Use This Text: Ideal for students who already have a working knowledge of Google Sheets.

Grades 6-12

Prerequisite: It is recommended that instructors review and teach the skills presented in each project prior to students completing each project; or use Learn-by-Doing: Google Apps, 3E (Sheets unit).

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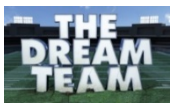
Simulations for Google Applications

Food Truck Entrepreneur

The Teen Entrepreneur, 2E

The Restaurant Entrepreneur



The Dream Team, 2E

Popcorn Cinema

Slater Farms

The Hub

Description: These simulations can be used with Google Applications; students are instructed to complete real-world documents, but the "how-to" is not provided.

Who Should Use This Text: Ideal for students who already have a working knowledge of Google Docs, Sheets, and Slides.

Grades 6-12 (The Teen Entrepreneur: Grades 9-12)

Prerequisite: It is recommended that instructors review each document with students prior to beginning each project.

Note: Applications covered vary by title. Some simulations include units on Desktop Publishing and Databases, which cannot be completed with Google Applications. Therefore, some modification is required to complete the simulation.

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Desktop Publishing

Titles for Teaching Desktop Publishing

	Learn-by-Doing: Microsoft Publisher 2013	Hands-on lessons in this text include step-by-step, screenshot-based instructions. Use this text as a **starting point** for students who do not have a working knowledge of Microsoft Publisher. **Grades 6-12**
	Burger Shack	These desktop publishing simulations are ideal for students who already have a working knowledge of any version of Microsoft Publisher (or an equivalent software). The "how-to" steps are not provided in these texts as students work independently to produce their own digital publishing documents for the business presented. **Grades 6-12**
	Election Connection	

Entrepreneurship

Primary Titles for Teaching Entrepreneurship

Essentials of Entrepreneurship

Description: This in-depth text introduces key concepts in entrepreneurship, covering how entrepreneurs start, operate, and maintain businesses. Students use what they learn in each unit to create and develop a cumulative business plan portfolio.

Who Should Use This Text: Ideal for students enrolled in an entrepreneurship course. The foundational skills developed by use of this book will prepare students to be college and career ready business owners and professionals.

Grades 9-12

Certification: Prepares students for Precision Exams Certification in Entrepreneurship and Certiport's Entrepreneurship and Small Business Certification (ESB).

Supplemental Titles for Teaching Entrepreneurship

Food Truck Entrepreneur

The Restaurant Entrepreneur

The Teen Entrepreneur, 2E

These simulations integrate entrepreneurship, marketing, and computer applications, where entrepreneurial concepts are presented as students produce professional documents for a business they create. These texts can be integrated into your curriculum to allow students to experience what it is like to run their own business.

Grades 6-12

In The Teen Entrepreneur, students choose their own business and create a complete business plan. Entrepreneurial concepts are covered in more detail than other computer applications simulations.

Grades 9-12

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Google Applications

eReadiness.com includes a range of titles to teach Google Apps. As a starting point, it is recommended you begin with Learn-by-Doing: Google Apps, 3E as this title provides step-by-step, screenshot-based instructions where students learn Google Apps skills independently. For students who already have a working knowledge of using Google Apps, a variety of other texts offer hands-on lessons in which the "how-to" of performing each skill is not presented.

Titles for Google Applications (Screenshot-based)

Learn-by-Doing: Google Apps, 3E

Description: Hands-on lessons using step-by-step, screenshot-based instructions where students are able to learn Google Apps skills independently.

Who Should Use This Text: Use this series as a **starting point** for students who do not have a working knowledge of Google Drive, Gmail, Docs, Sheets, Slides, Sites, Drawings, Forms, and Meet.

Grades 6-12

Prerequisite: No prerequisite.

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Titles for Google Applications (Skills-based)

	Google Share	**Description:** Hands-on lessons for Google Applications covering a wide range of skills; the "how-to" of performing each skill is not provided. **Who Should Use This Text:** Ideal for students who already have a working knowledge of Google Docs, Sheets, Slides, Sites, Forms, and Drawings. **Grades 6-12** **Prerequisite:** It is recommended that instructors review and teach the skills presented in each project prior to students completing each project; or use Learn-by-Doing: Google Apps, 3E.
	Google Apps for Learning: Career Readiness	
	Google Apps for Learning: Digital Citizenship	
	Google Apps for Learning: Financial Literacy	
	Google Apps for Learning: Tech Readiness	
	The Google Docs Specialist	
	Web Design with Google Sites	**Description:** This text uses a hybrid teaching approach where students first follow step-by-step, screenshot-based instructions to learn the "how-to" of building a website using Google Sites. Students then proceed to subsequent projects where they build and design using the skills previously learned. **Who Should Use This Text:** Use this text as a **starting point** for students who do not have a working knowledge of Google Sites. **Grades 6-12** **Prerequisite:** No prerequisite.

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Titles for Google Applications (Skills-based) - Continued

It! Series, 3E

It! Series, 3E Presentations

It! Series, 3E Spreadsheets

It! Series, 3E Word Processing

Description: Hands-on lessons for Google Apps covering a wide range of skills; the "how-to" of performing each skill is not provided.

Who Should Use This Text: Ideal for students who already have a working knowledge of Google Docs, Sheets, and Slides.

Grades 6-12

Note: Lessons in It! Series, 3E Bundle including desktop publishing and databases cannot be completed with Google Applications.

Prerequisite: It is recommended that instructors review and teach the skills presented in each lesson prior to students completing each lesson; or use Learn-by-Doing: Google Apps, 3E.

© B.E. Publishing

Titles for Google Docs

Fundae Sundaes

Description: This word processing simulation can be used with Google Docs.

Who Should Use This Text: Ideal for students who already have a working knowledge of using Google Docs.

Grades 6-12

Prerequisite: It is recommended that instructors review and teach the skills presented in each project prior to students completing each project; or use Learn-by-Doing: Google Apps, 3E (Docs unit).

Formatting Business Documents

Description: The projects in this text teach students how to properly format a variety of business documents and can be completed using Google Docs.

Who Should Use This Text: Ideal for students who already have a working knowledge of using word processing software.

Grades 6-12

Prerequisite: It is recommended that instructors review and teach the page setup presented in each document prior to students completing each project.

Titles for Google Sheets

Excellent Adventures

Description: This spreadsheets simulation can be used with Google Sheets.

Who Should Use This Text: Ideal for students who already have a working knowledge of Google Sheets.

Grades 6-12

Prerequisite: It is recommended that instructors review and teach the skills presented in each project prior to students completing each project; or use Learn-by-Doing: Google Apps, 3E (Sheets unit).

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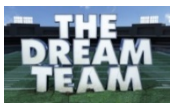
Simulations for Google Applications

Food Truck Entrepreneur

The Teen Entrepreneur, 2E

The Restaurant Entrepreneur



The Dream Team, 2E

Popcorn Cinema

Slater Farms

The Hub

Description: These simulations can be used with Google Applications; students are instructed to complete real-world documents, but the "how-to" is not provided.

Who Should Use This Text: Ideal for students who already have a working knowledge of Google Docs, Sheets, and Slides.

Grades 6-12 (The Teen Entrepreneur: Grades 9-12)

Prerequisite: It is recommended that instructors review each document with students prior to beginning each project.

Note: Applications covered vary by title. Some simulations include units on Desktop Publishing and Databases, which cannot be completed with Google Applications. Therefore, some modification is required to complete the simulation.

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Keyboarding

For a comprehensive K-12 web-based keyboarding course, try EduTyping.com. For additional fun keyboarding games, activities, and strategies, use the reference books below.

Titles for Teaching Keyboarding

Games Keyboarding Teachers Play

More Games Keyboarding Teachers Play

These reference books are ideal for instructors who are looking for fun games, activities, and strategies to break up the everyday "drill and practice" of a keyboarding course.

Grades 6-12

Microsoft Office

eReadiness.com includes a range of titles to teach Microsoft Office. As a starting point, it is recommended you begin with Learn-by-Doing: Microsoft Office (any version) as these titles provide step-by-step, screenshot-based instructions where students learn Office skills independently. For students who already have a working knowledge of using Microsoft Office applications, a variety of other texts offer hands-on lessons in which the "how-to" of performing each skill is not presented.

Titles for Microsoft Office Applications (Screenshot-based)

Learn-by-Doing: Microsoft Office Specialist 2019 Series (Word, Excel, and PowerPoint)

Learn-by-Doing: Microsoft Office Specialist 2016 Series (Word, Excel, and PowerPoint)

Learn-by-Doing: Microsoft Office 2013 Series (Word, Excel, PowerPoint, Publisher, and Access)

Description: Hands-on lessons using step-by-step, screenshot-based instructions where students are able to learn Office skills independently.

Who Should Use This Text: Use this series as a **starting point** for students who do not have a working knowledge of Microsoft Word, Excel, or PowerPoint (2019, 2016, 2013).

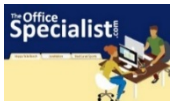
Grades 6-12

Prerequisite: No prerequisite.

Certification: 100% aligned to the skills assessed in Microsoft Office Specialist (MOS) Certification Exams for Office 2019 and 2016.

© B.E. Publishing

Titles for Microsoft Office Applications (Skills-based)



The Office Specialist.com, 2E

Description: Hands-on simulation projects for Microsoft Office 2016, 2019, and 365; the "how-to" of performing each skill is not provided.

Who Should Use This Text: Ideal for students who already have a working knowledge of using Word, Excel, or PowerPoint, as well as those preparing for MOS Certification.

Grades 6-12

Prerequisite: It is recommended that instructors review and teach the skills presented in the curriculum guide prior to students completing each project; or use Learn-by-Doing: Microsoft Office Series.

Certification: 100% aligned to the skills assessed in Microsoft Office Specialist (MOS) Certification Exams for Office 2019 and 2016.

It! Series, 3E

It! Series, 3E Databases

It! Series, 3E Desktop Publishing

It! Series, 3E Presentations

It! Series, 3E Spreadsheets

It! Series, 3E Word Processing

Description: Hands-on lessons for any version of Microsoft Office covering a wide range of skills; the "how-to" of performing each skill is not provided.

Who Should Use This Text: Ideal for students who already have a working knowledge of Word, Excel, PowerPoint, Access, or Publisher.

Grades 6-12

Prerequisite: It is recommended that instructors review and teach the skills presented in each lesson prior to students completing each lesson; or use Learn-by-Doing: Microsoft Office Series (any version).

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Titles for Microsoft Office Applications (Skills-based) - Continued

	Business Information Management	Texas Version of It! Series, 3E. 100% aligned to the TEKS for Texas Proclamation 2017 Textbook Adoption.

Titles for Microsoft Word (Any Version)

	Fundae Sundaes	**Description:** This word processing simulation can be used with any version of Microsoft Word. **Who Should Use This Text:** Ideal for students who already have a working knowledge of Microsoft Word. **Grades 6-12** **Prerequisite:** It is recommended that instructors review and teach the skills presented in each project prior to students completing each project; or use any version of Learn-by-Doing: Microsoft Word.
	Formatting Business Documents	**Description:** The projects in this text teach students how to properly format a variety of business documents and can be completed using any version of Microsoft Word. **Who Should Use This Text:** Ideal for students who already have a working knowledge of using word processing software. **Grades 6-12** **Prerequisite:** It is recommended that instructors review and teach the page setup presented in each document prior to students completing each project.

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Titles for Microsoft Excel (Any Version)

Excellent Adventures

Description: This spreadsheets simulation can be used with any version of Microsoft Excel.

Who Should Use This Text: Ideal for students who already have a working knowledge of Microsoft Excel.

Grades 6-12

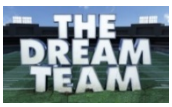
Prerequisite: It is recommended that instructors review and teach the skills presented in each project prior to students completing each project; or use any version of Learn-by-Doing: Microsoft Excel.

Simulations for Microsoft Office (Any Version)

Food Truck Entrepreneur

The Teen Entrepreneur, 2E

The Restaurant Entrepreneur



The Dream Team, 2E

Popcorn Cinema

Slater Farms

The Hub

Description: These simulations can be used with any version of Microsoft Office; students are instructed to complete real-world documents, but the "how-to" is not provided.

Who Should Use This Text: Ideal for students who already have a working knowledge of Microsoft Word, Excel, PowerPoint, Publisher, or Access (applications covered vary by title).

Grades 6-12 (The Teen Entrepreneur: Grades 9-12)

Prerequisite: It is recommended that instructors review each document with students prior to beginning each project.

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Simulations for Microsoft Publisher (Any Version)

Burger Shack

Election Connection

Description: These desktop publishing simulations can be used with any version of Microsoft Publisher; the "how-to" steps are not provided as students work independently to produce their own digital publishing documents for the business presented.

Who Should Use This Text: Ideal for students who already have a working knowledge of Microsoft Publisher (or an equivalent software).

Grades 6-12

Prerequisite: It is recommended that instructors review each document with students prior to beginning each project.

Web Design & Digital Literacy

Titles for Teaching Web Design

	Web Design with Google Sites	This text uses a hybrid teaching approach where students first follow step-by-step, screenshot-based instructions to learn the "how-to" of building a website using Google Sites. Students then proceed to subsequent projects where they build and design using the skills previously learned. No prerequisite. **Grades 6-12**
	Web Hot Shots	Projects in this text can be completed using any point-and-click or HTML-based web design software. The "how-to" steps are not provided in this text as students work independently to build websites for real-world clients. **Grades 6-12**

Titles for Teaching Digital Literacy

	Cyber Literacy for the Digital Age	This introductory text covers key cyber and digital literacy topics that students need to be safe in today's virtual world. Ideal for students enrolled in a Tech Readiness or similar class. **Grades 6-12**
	Internet Search Activities 1 & 2	This supplemental text is ideal for students to demonstrate how to efficiently search for information online through a series of question and answer "scavenger hunt" activities. **Grades 6-12**
	Google Apps for Learning: Tech Readiness	These supplemental texts are ideal for students who already have a working knowledge of using Google Applications. Key concepts in digital literacy are covered and students demonstrate their knowledge through document production. Prerequisite: Learn-by-Doing: Google Apps, 3E Series. **Grades 6-12**
	Google Apps for Learning: Digital Citizenship	

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