



## Textbook Recommendation to the Board of Education

**Subject/Course:** Information Processing 2  
**First Presentation BOE Meeting Date:**

**Grade Level:** 9, 10, 11, 12  
**Second Presentation BOE Meeting Date:**

**Describe need for the textbook/materials:**

- Previous materials are outdated
- Course was modified to contain more rigorous activities and required an separate text.
- BPS wants to offer students the ability to gain MOS certification an required a text to support the certification process and assessment.

**Listed below are textbooks/materials evaluated by the Textbook Selection Committee:**

Subject/ Course	Title of Book	Author(s)	Edit ion	Copyright Date	Publisher	Rubric Score Total	Readability
IP2	Learn by Doing Microsoft Office Specialist wkbk 1: Excel wkbk 2: Powerpoint wkbk 3: Word  ISBN: 9781626893122	The development Team at BE Publishing and Joy Tavano	1	2018	BE Publishing	50	
IP2	Microsoft Office 365-Office 2016 Intermediate)	Freund, Hoisington, Last, Sebok, Pratt, Starks, Vermatt		2017	Cengage	47	
IP2	Microsoft Office 365-Office 2016 (Advanced)	Freund, Hoisington, Last, Sebok, Pratt, Starks, Vermatt		2017	Cengage	36	
IP2	New Perspectives Microsoft Office 365-Office 2016 (Introductory)	Shaffer, Carey, Shelman, DesJardins, Vodnik, Picard, Ruffalo, Romer, Parsons, Oja		2017	Cengage	34	

**The following textbook(s)/materials are recommended by the Textbook Selection Committee**

Subject/ Course	Title of Book	Author(s)	ISBN #	Edition	Copyright Date	Publisher	City, State Of Publisher	Publisher Website
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IP2	Learn by Doing Microsoft Office Specialist wkbk 1: Excel wkbk 2: Powerpoint wkbk 3: Word	The development Team at BE Publishing and Joy Tavano	ISBN: 9781626893122	1	2018	BE Publishing	<a href="https://www.bepublishing.com/learn-by-doing-microsoft-office-specialist-2016.html">https://www.bepublishing.com/learn-by-doing-microsoft-office-specialist-2016.html</a>
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**Reasons for recommendation (include information on match to curriculum concepts and skills):**

These Learn by Doing textbooks have been 100% aligned to the skills assessed in Microsoft Office Specialist (MOS) Certification Exams and is endorsed by Certiport, the leading provider of certification exams. An important industry-leading certification, MOS offers students a resume booster in addition to valuable skills for success in both careers and the classroom. Even if certification isn't the goal, Learn-by-Doing: MOS 2016 will prepare your students for success in the modern world. Texts embed:

- Certification Prep for Microsoft Office Specialist 2016 Exams
- Over 150 hands-on lessons/assessments related to core Microsoft Office skills
- Easy-to-follow, screenshot-based instructions making concepts/skills accessible to all learners.

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Student Materials Needed				
Quantity	Item Name	Cost Per Item	Total Cost	Distribution: #Texts per School
60	Learn by Doing Microsoft Office Specialist wkbk 1: Excel wkbk 2: Powerpoint wkbk 3: Word	195.95	\$8,504.23	20-BEHS 20-BCHS

Teacher Materials Needed				
Quantity	Item Name	Cost Per Item	Total Cost	Distribution: # per School
2	Learn-by-Doing: Microsoft Office Specialist 2016 Series - All 3 Titles Online Instructor + Student Resources (Required) ISBN: 978-1-626893-16-0	\$599.95	1199.90	1-BEHS 1-BCHS

<b>TOTAL COST</b>	
Total Cost for Student Texts/Materials	\$8,504.23 (includes shipping)
Total Cost for Teacher Materials	1199.90
GRAND TOTAL	\$9,714.13

<b>Textbook Selection Committee</b>		
<b>Staff member</b>	<b>School</b>	<b>Grade/Course Taught</b>
Michelle Cote	BCHS	IP1
Amy Wernicki	interim BEHS	IP1