

# COMPUTER TECHNOLOGY COURSEWARE

2021



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## We're changing the status quo in education to better meet the needs of today's learners.

At Paradigm, we specialize in providing educational technology that is flexible, adaptive, and personalized—giving students the power to learn anytime, anywhere, from PCs, Macs, and Chromebooks.

With a focus on contextualized, competency-based learning, we prepare traditional and post-traditional students to achieve the requisite digital literacy skills and career knowledge needed to enter the workforce, reskill, upskill, and succeed as professionals.



## Elevating student success and instructor efficiency

Powered by Paradigm, Cirrus is Paradigm's next-generation learning solution for Office 365 and computer concepts courses. Cirrus seamlessly delivers complete course content in a cloud-based learning environment that puts students on the fast track to success on the first day of class.

Rising above status quo training and assessment platforms, Cirrus delivers a personalized digital learning experience, providing a suite of tools to help students develop skills mastery.

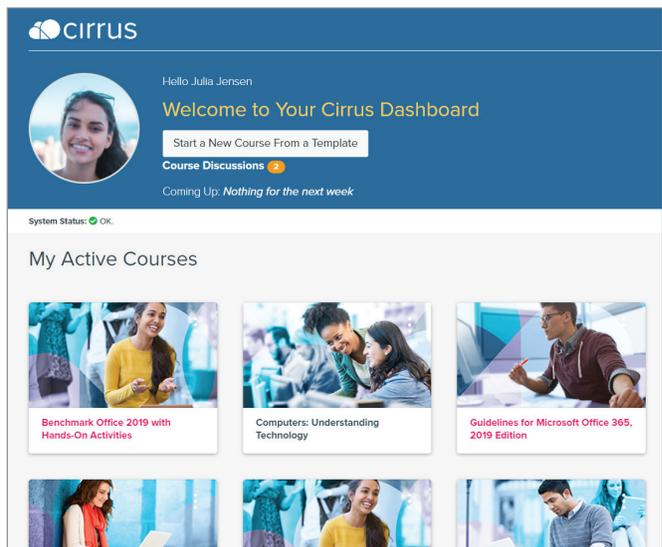
**Interested in seeing a demo? Contact your Paradigm account manager.  
Visit <https://paradigmeducation.com/account-managers> to find yours.**



## Ensure all students are ready for the first day of class.

With Cirrus, students can quickly and easily access complete course content in a live Office virtual environment. No installations, delays, or disruptions before the first day of class and beyond.

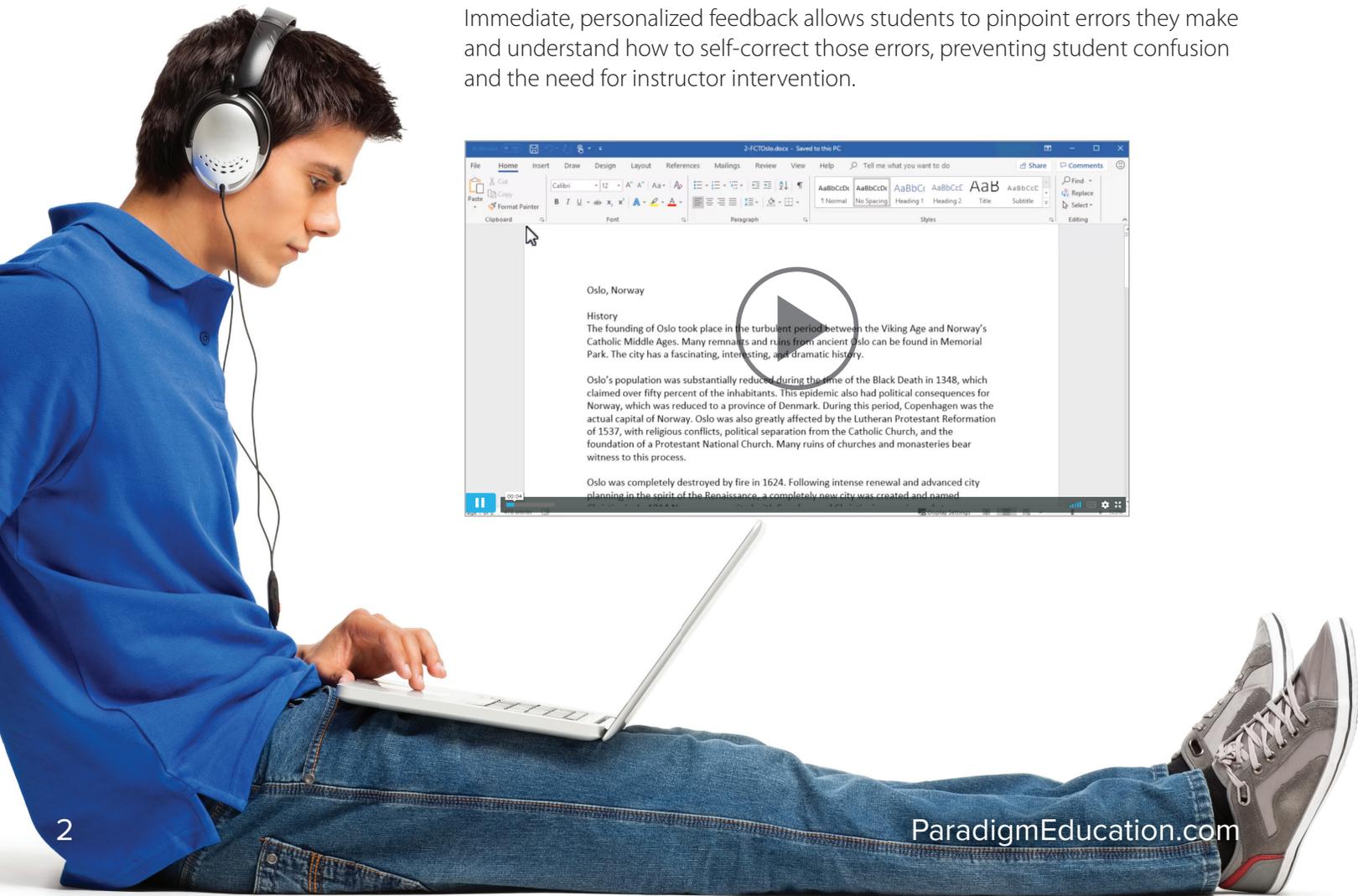
Plus, Cirrus content is platform independent, ensuring that students experience the same learning environment whether they are using PCs, Macs, or Chromebook computers.



## Empower students to become self-sufficient learners.

Video demonstrations show students exactly how to perform tasks and activities, eliminating frustrating guesswork from the learning experience.

Immediate, personalized feedback allows students to pinpoint errors they make and understand how to self-correct those errors, preventing student confusion and the need for instructor intervention.



## Gain more visibility into students' progress.

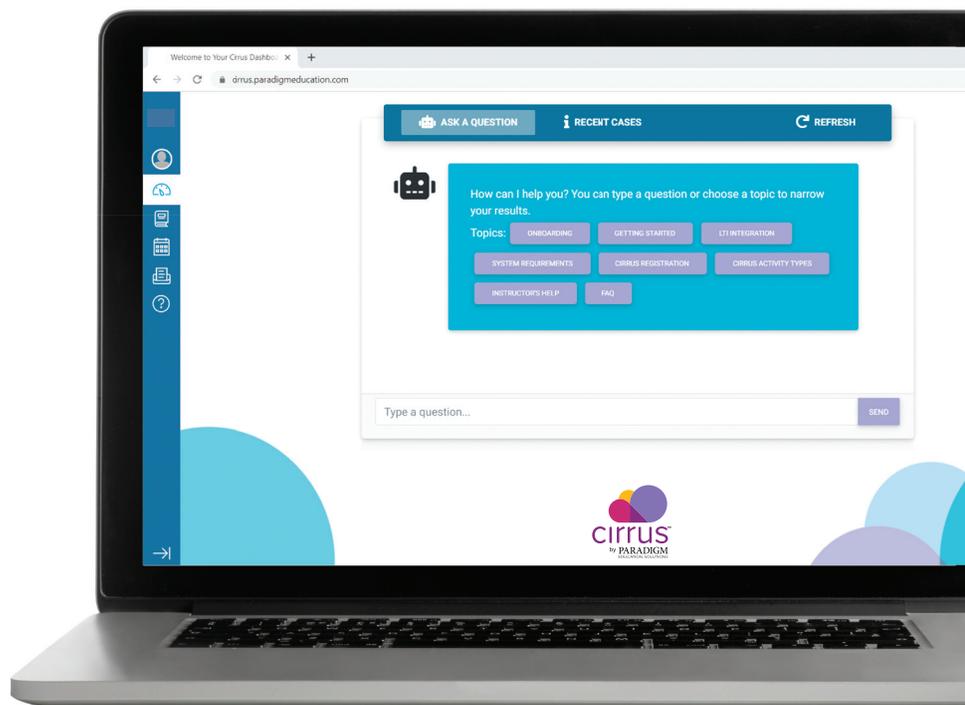
Cirrus tracks students' step-by-step interactions. This gives instructors more insight into students' missteps, so they can quickly resolve grading disputes and lend additional instructional support when necessary.

With Exam Watch, instructors can join individual students in a skills-based exam—a helpful option for struggling students who need one-to-one coaching or for distance learners.

Instructions	Feedback
Correct the grammar error year's that appears in the first sentence of the fourth paragraph.	The grammar error year's was not corrected.

## Experience white-glove technical support.

We provide all Cirrus users with unparalleled technical support. We also provide onboarding preparation and professional development resources to help instructors set up their Cirrus course and customize it to suit their needs. We are there for every adoption to ensure instructors and students receive exceptional support and rapid response throughout their entire Cirrus experience.





## Paradigm offers TOSA® certification course solutions for digital literacy and Microsoft Excel, Word, and PowerPoint

### Certification matters.

Studies show that professionals who obtain digital skills and software certifications can:

- advance their careers
- make more money
- market a recognized level of competency

For students, certification can provide evidence they possess the digital skills and software applications skills required for many of today's jobs.

### We can put your students on a path to certification.

We have partnered with Isograd™, a leading provider of Microsoft application skills assessment and certification. Together, we offer your students a cost-effective and accessible means to the internationally recognized TOSA® (Test on Software Applications) certification.

TOSA® is the only standard to assess and certify skills proficiency with a score that measures proficiency levels from beginner to expert.

TOSA® Certifications are adaptive and quantify exactly what a student knows. Instead of a simple pass or fail, TOSA® provides a ranking level and a score from 1 to 1,000 to clearly identify the student's true level of proficiency.



## Cirrus and TOSA® work together.

Within the Cirrus learning environment, we provide students real-world opportunities to build and test their skills through live-in-the-application exercises, projects, and assessments.

Cirrus and TOSA® pre- and post- assessments offer students a uniquely integrated learning solution, helping them develop skills mastery and preparing them for certification.

## Cirrus and TOSA® certification courseware includes:

- Cirrus complete course content for digital literacy or Microsoft Word, Excel, or PowerPoint
- TOSA® pre- and post-assessments
- eVoucher to take the TOSA® certification exam

## How it works

Cirrus and TOSA® give your students the opportunity to learn essential skills in digital literacy and Microsoft Excel, Word, and PowerPoint and take an internationally recognized certification exam.

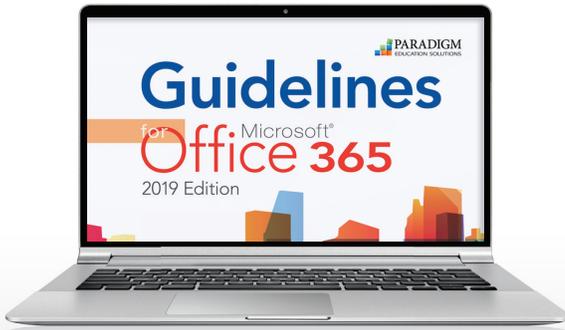
Your students will:

1. Take a TOSA® pre-assessment to evaluate digital skills and competencies.
2. Train and practice using the autograded activities in Cirrus.
3. Complete a TOSA® post-assessment to test comprehension.
4. Take the TOSA® certification exam.

Interested in learning more?  
Contact your Paradigm account manager today.  
Visit <https://paradigmeducation.com/account-managers>  
to find yours.

# Guidelines for Microsoft® Office 365, 2019 Edition

Anita Verno, Bergen Community College; and Jan Marrelli  
© 2020 | 528 pages



*Guidelines for Microsoft® Office 365, 2019 Edition*, teaches the essentials of Office using a clear, easy-to-follow instructional approach. Two- and four-page skill activities list instructional steps on one page and display large screen captures of the steps on the other. Paired with every activity is an interactive tutorial that demonstrates what the student is to learn. The instruction follows an engaging scenario involving an online periodical for which students complete tasks related to writing feature articles, preparing fact sheets, creating budgets, planning advertising campaigns, and more.

Complete course content is delivered in the Cirrus learning environment through a series of scheduled assignments that report to a grade book to track student progress and achievements.

## Courseware Features

**Guide and Practice Tutorials** provide interactive, guided training and measured practice.

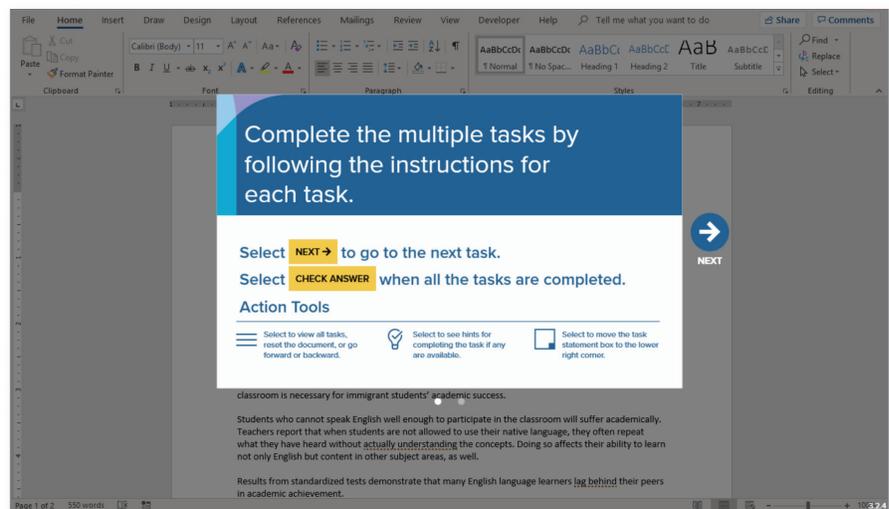
**Hands On Activities** enable students to complete the chapter activities live in the Office application, compare their solutions against a **Completed Skill** model answer image, and submit their work for instructor review.

Multiple-choice **Features Review** exercises assess student comprehension and recall of program features, terminology, and functions.

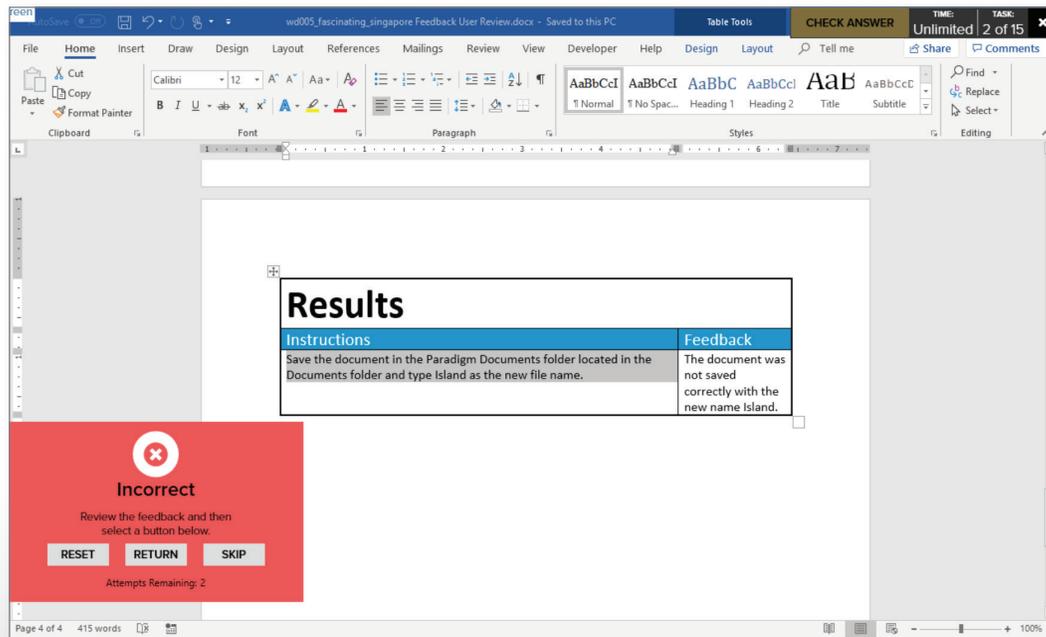
**Skills Check Exams** evaluate students' ability to complete specific tasks. Skills Check Exams are completed live in the Office application and are automatically scored by Cirrus.

**Exercises and Project Exams** provide opportunities for students to further develop and demonstrate skills covered in each section. Exercises and Project Exams are completed live in the Office application and are automatically scored. Detailed feedback and how-to videos help students evaluate and improve their performance.

Multiple-choice **Concepts Exams** assess student understanding of the chapter and unit content.



Exercise



Skill Check Exam Item Feedback

## Contents

### Unit 1. Getting Started

1. Computing Essentials
2. Working with Student Data Files<sup>1</sup>

### Unit 2. Office Application Basics

#### Unit 3. Outlook

#### Unit 4. Word

1. Creating Documents
2. Formatting Documents and Citing Sources
3. Working with Tables and Objects
4. Finalizing and Sharing Documents

#### Unit 5. Excel

1. Creating an Excel Workbook
2. Working with Formulas and Functions
3. Formatting Cells
4. Working with Charts

### Unit 6. Access

1. Working with Databases
2. Creating Forms and Tables
3. Working with Queries and Reports

### Unit 7. PowerPoint

1. Creating a Presentation
2. Adding Media Elements and Effects
3. Customizing a Slide Show
4. Completing, Running, and Sharing Your Show

### Unit 8. Integrating Office Applications



#### Cirrus for *Guidelines for Microsoft® Office 365, 2019 Edition*

Access code, digitally delivered

978-0-76388-841-1

Bundle: Access code + print text

978-0-76388-846-6

#### Instructor Resources

Accessible within Cirrus

<sup>1</sup> For use outside of the Cirrus environment.

# Marquee Series

Nita Rutkosky; Audrey Roggenkamp, Pierce College Puyallup; and Ian Rutkosky, Pierce College Puyallup



The *Marquee Series* prepares students to work with Microsoft® Office 365 in a business setting or for personal use. Incorporating an accelerated, step-by-step, project-based approach, this program builds student competency in the essential features found in the 2019 versions of Word, Excel, Access, and PowerPoint.

Complete course content is delivered in the Cirrus learning environment. Lessons, tutorials, exercises, and projects can be assigned and scheduled with results that report to a grade book to track student progress and achievement.

## Courseware Features

**Watch and Learn Lessons** include video and text content explaining how to perform the chapter activities, and a short quiz allows students to check their understanding of the content.

**Guide and Practice Tutorials** provide interactive, guided training and measured practice.

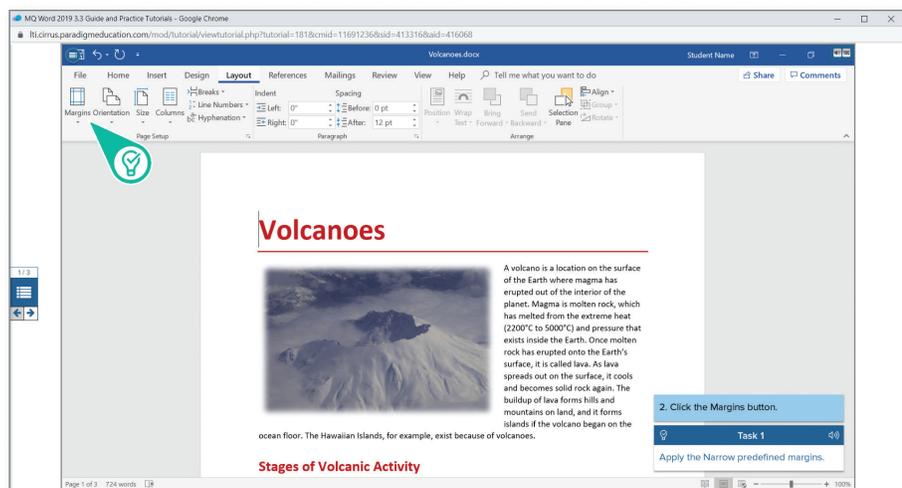
**Hands On Activities** enable students to complete the chapter activities live in the Office application, compare their solutions against a **Check Your Work** model answer image, and submit their work for instructor review.

**Knowledge Check** completion exercises assess student comprehension of program features, terminology, and functions.

**Skills Check Exams** evaluate students' ability to complete specific tasks. Skills Check Exams are completed live in the Office application and are automatically scored by Cirrus.

**Exercises and Project Exams** provide opportunities for students to further develop and demonstrate skills covered in each section. Exercises and Project Exams are completed live in the Office application and are automatically scored. Detailed feedback and how-to videos help students evaluate and improve their performance.

Multiple-choice **Concepts Exams** assess student understanding of the section content.



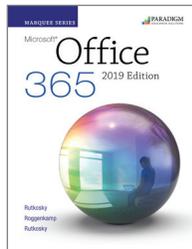
Guide and Practice Tutorial

The screenshot shows an Excel spreadsheet titled 'Employee Records.xlsx'. The data is organized as follows:

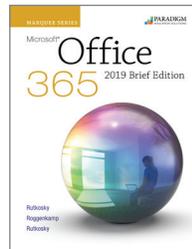
Employee	Qtr 1 Sales	Qtr 2 Sales	Qtr 3 Sales	Qtr 4 Sales	Employee ID	Sales Group
Schimp, John	65,450	55,500	20,200	45,275	5784	a
Eckhardt, Jennifer	25,450	33,150	28,600	33,220	2189	b
Cole, Kale	50,200	37,500	44,310	56,231	7634	b
Shaneyfelt, James	30,600	21,750	50,400	31,850	3887	e
Harding, Rachael	70,320	78,500	71,450	44,600	9992	d
Mitchell, Michael	53,700	60,580	34,500	45,750	2114	c
Ericson, Leah	20,500	19,670	33,660	28,...		
Pierre, Yan	28,950	44,550	41,220			
Hilliard, Sam	31,400	18,890	51,200	42,...		
<b>Total</b>	<b>376,570</b>	<b>370,090</b>	<b>375,540</b>	<b>327,...</b>		

A task instruction pop-up is visible over the spreadsheet, stating: "Project: MQ Excel 2019 S2 Project Exam 1. Complete a spelling check on the worksheet. Ignore all occurrences of Qtr. All the employees' names are spelled correctly in the file."

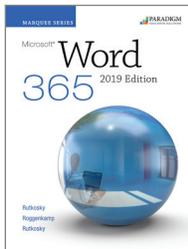
Project Exam



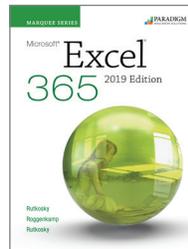
© 2020 | 536 pages



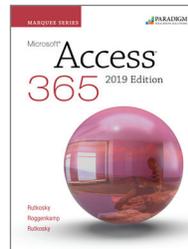
© 2020 | 424 pages



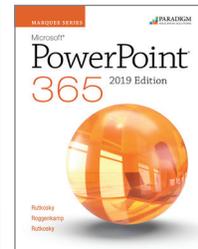
© 2020 | 136 pages



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## Contents

### Information Technology Essentials Getting Started

#### Word

1. Creating and Editing a Document
2. Formatting Characters and Paragraphs
3. Formatting and Enhancing a Document
4. Formatting with Special Features

#### Excel

1. Analyzing Data Using Excel
2. Editing and Formatting Worksheets
3. Using Functions, Setting Print Options, and Adding Visual Elements
4. Working with Multiple Worksheets, Tables, and Other File Formats

### Integrating Programs: Word and Excel

For packaging and order information, see p. 10.

#### Access

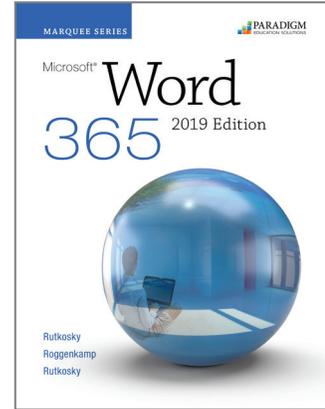
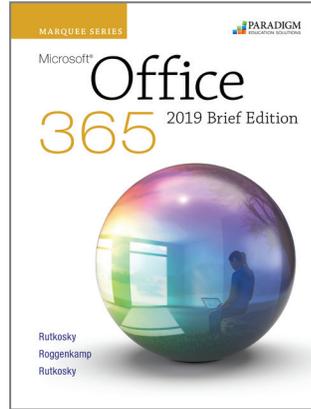
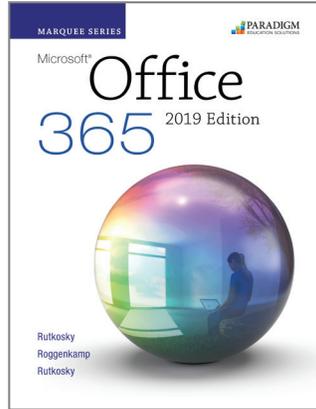
1. Maintaining Data in Access Tables
2. Creating Tables and Relationships
3. Creating Queries, Forms, and Reports
4. Summarizing Data and Calculating in Forms and Reports

### Integrating Programs: Word, Excel, and Access

#### PowerPoint

1. Preparing a Presentation
2. Editing and Enhancing Slides
3. Customizing a Presentation

### Integrating Programs: Word, Excel, and PowerPoint

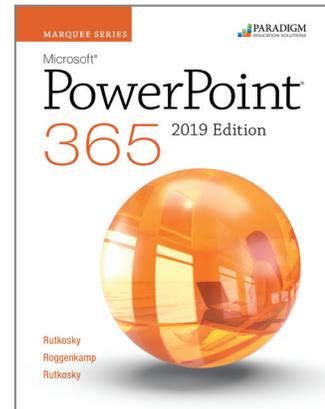
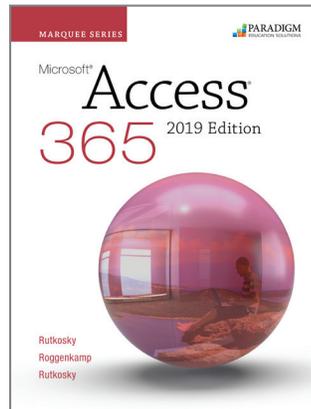
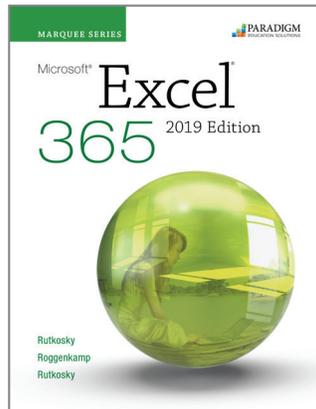


**Cirrus for the Marquee Series**

Access code, digitally delivered	978-0-76388-819-0	978-0-76388-820-6	978-0-76388-821-3
Bundle: Access code + print text	978-0-76388-831-2	978-0-76388-832-9	978-0-76388-833-6

**Instructor Resources**

Accessible within Cirrus



**Cirrus for the Marquee Series**

Access code, digitally delivered	978-0-76388-822-0	978-0-76388-823-7	978-0-76388-824-4
Bundle: Access code + print text	978-0-76388-834-3	978-0-76388-835-0	978-0-76388-836-7

**Instructor Resources**

Accessible within Cirrus

# Benchmark Series

Nita Rutkosky; Jan Davidson, Lambton College; Audrey Roggenkamp, Pierce College Puyallup;  
and Ian Rutkosky, Pierce College Puyallup  
© 2020 | 1,096 pages



The *Benchmark Series* is designed to help students develop a mastery skill level in Microsoft® Word, Excel, Access, and PowerPoint. Its graduated, three-level instructional approach moves students to analyze, synthesize, and evaluate information. Multi-part, projects-based activities build skill mastery and require independent problem solving, challenging students to execute strategies they will encounter in today's workplace.

Complete course content is delivered in the Cirrus learning environment. Lessons, tutorials, exercises, and projects can be assigned and scheduled with results that report to a grade book to track student progress and achievements.

## Courseware Features

**Watch and Learn Lessons** include video and text content explaining how to perform the chapter activities, and a short quiz allows students to check their understanding of the content.

**Guide and Practice Tutorials** provide interactive, guided training and measured practice.

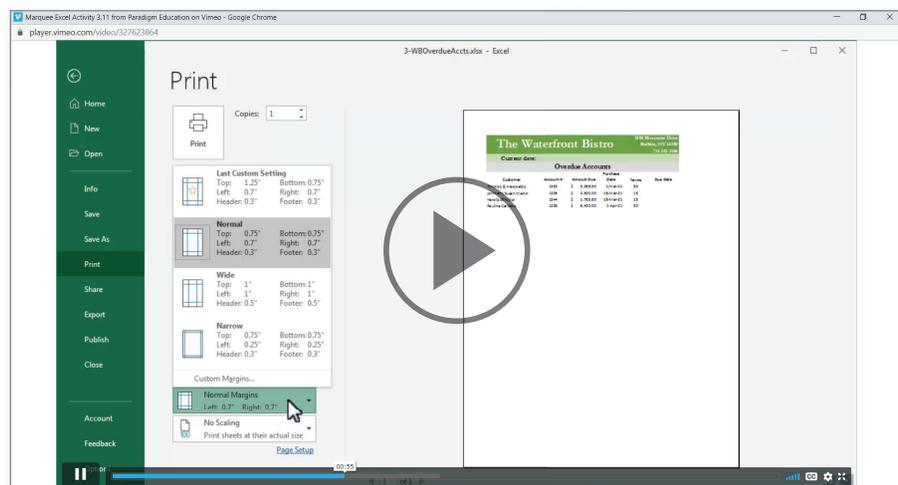
**Hands On Activities** enable students to complete the chapter activities live in the Office application, compare their solutions against a **Check Your Work** model answer image, and submit their work for instructor review.

**Knowledge Check** completion exercises assess student comprehension and recall of key terms and concepts.

**Skills Check Exams** evaluate students' ability to complete specific tasks. Skills Check Exams are completed live in the Office application and are automatically scored by Cirrus.

**Exercises and Project Exams** provide opportunities for students to further develop and demonstrate skills covered in each chapter and unit. Exercises and Project Exams are completed live in the Office application and are automatically scored. Detailed feedback and how-to videos help students evaluate and improve their performance.

Multiple-choice **Concepts Exams** assess student understanding of chapter content.



Watch and Learn Lesson

# Contents

## Getting Started

### Microsoft® Word

#### Unit 1. Editing and Formatting Documents

1. Preparing a Word Document
2. Formatting Characters and Paragraphs
3. Customizing Paragraphs
4. Formatting Pages and Documents

#### Unit 2. Enhancing and Customizing Documents

5. Inserting and Formatting Objects
6. Managing Documents
7. Creating Tables
8. Applying and Customizing Formatting

### Microsoft® Excel®

#### Unit 1. Preparing and Formatting Worksheets

1. Preparing an Excel Workbook
2. Inserting Formulas in a Worksheet
3. Formatting a Worksheet
4. Enhancing a Worksheet

#### Unit 2. Enhancing the Display of Workbooks

5. Moving Data within and between Workbooks
6. Maintaining Workbooks
7. Creating Charts and Inserting Formulas
8. Adding Visual Interest to Workbooks

### Microsoft® Access®

#### Unit 1. Creating Tables and Queries

1. Managing and Creating Access Tables
2. Creating Relationships between Tables
3. Performing Queries
4. Creating and Modifying Tables in Design View

#### Unit 2. Creating Forms and Reports

5. Creating Forms
6. Creating Reports and Mailing Labels
7. Modifying, Filtering, and Viewing Data
8. Exporting and Importing Data

### Microsoft® PowerPoint®

#### Unit 1. Creating and Formatting Presentations

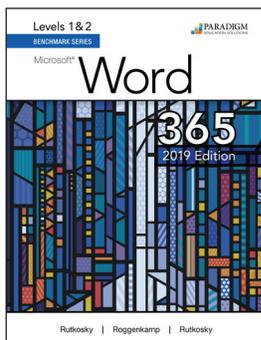
1. Preparing a PowerPoint Presentation
2. Modifying a Presentation and Using Help and Tell Me
3. Formatting Slides
4. Inserting Elements in Slides

#### Unit 2. Customizing and Enhancing Presentations

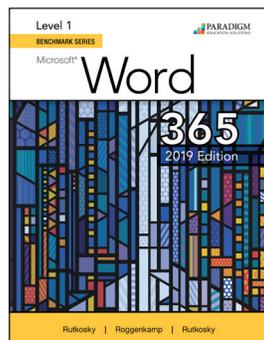
5. Creating Tables, SmartArt Graphics, Charts, and Photo Albums
6. Using Slide Masters and Action Buttons
7. Applying Custom Animation and Setting Up Shows
8. Integrating, Sharing, and Protecting Presentations

For packaging and order information, see p. 17.

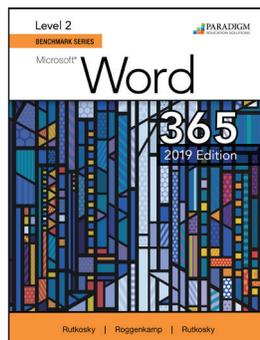
# Word Processing



© 2020 | 554 pages



© 2020 | 296 pages



© 2020 | 280 pages

Nita Rutkosky; Audrey Roggenkamp, Pierce College Puyallup; and Ian Rutkosky, Pierce College Puyallup

The *Benchmark Series* provides comprehensive instruction on word processing and offers three levels of coverage with a variety of activities to suit various learning styles.

Students develop a mastery skill level in Word by:

- Creating and editing a variety of documents, including letters, flyers, announcements, and reports of varying complexity.
- Applying appropriate formatting elements and styles to a range of document types.
- Adding graphics and other visual elements to enhance written communication.
- Planning, researching, writing, revising, and publishing documents to meet specific information needs.
- Assessing workplace scenarios and preparing a written solution that achieves the communication purpose efficiently and effectively.

## Contents

### Getting Started

#### Microsoft® Word Level 1

##### Unit 1. Editing and Formatting Documents

1. Preparing a Word Document
2. Formatting Characters and Paragraphs
3. Customizing Paragraphs
4. Formatting Pages and Documents

##### Unit 2. Enhancing and Customizing Documents

5. Inserting and Formatting Objects
6. Managing Documents
7. Creating Tables
8. Applying and Customizing Formatting

#### Microsoft® Word Level 2

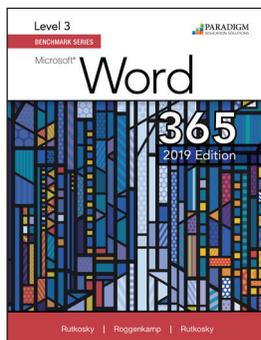
##### Unit 1. Formatting and Customizing Documents

1. Applying Advanced Formatting
2. Proofing Documents
3. Inserting Headers, Footers, and References
4. Creating Specialized Tables and Navigating in a Document

##### Unit 2. Editing and Formatting Documents

5. Customizing Objects and Creating Charts
6. Merging Documents
7. Managing Building Blocks and Fields
8. Managing Shared Documents

For packaging and order information, see p. 17.



© 2020 | 240 pages

Nita Rutkosky; Audrey Roggenkamp, Pierce College Puyallup; and Ian Rutkosky, Pierce College Puyallup

Pair *Benchmark Series: Microsoft® Word 365, 2019 Edition, Level 3* with Levels 1 & 2 to get students to the Microsoft® Office Expert mastery level! Students can expect to gain advanced proficiency in using styles and style sets, managing merge options and macros, creating specialized tables and indexes, and much more.

For packaging and order information, see p. 17.

## Contents

#### Microsoft® Word Level 3

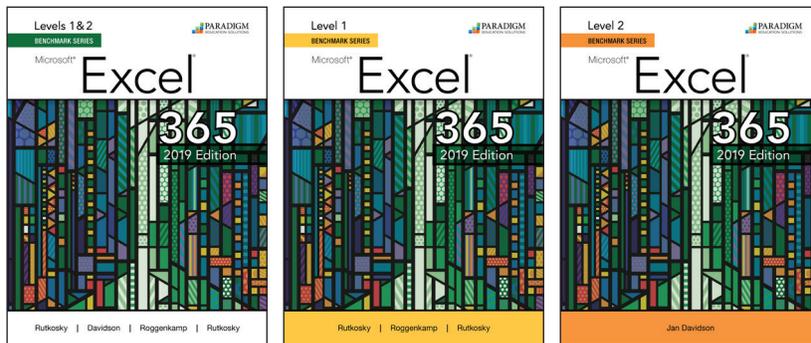
##### Unit 1. Formatting with Special Features

1. Designing with Styles
2. Managing Merge Options
3. Managing Macros
4. Creating Forms

##### Unit 2. Customizing Word and Word Elements

5. Creating a Table of Authorities and Index
6. Using Outline View
7. Integrating and Sharing Documents and Data
8. Customizing Word

# Spreadsheets



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© 2020 | 272 pages

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Nita Rutkosky; Jan Davidson,  
Lambton College; Audrey  
Roggenkamp, Pierce College  
Puyallup; and Ian Rutkosky, Pierce  
College Puyallup

The *Benchmark Series* teaches students the key features and functionalities of Microsoft® Excel®. Two levels of coverage allow students to use the powerful spreadsheet program to organize and manipulate numerical data in a variety of workplace scenarios, resolving issues related to finances and other numbers-based information. Students build a mastery skill level in Excel through *Benchmark's* graduated, three-level instructional approach, learning to analyze, synthesize, and evaluate information to create materials that achieve course goals.

## Contents

### Getting Started

#### Microsoft® Excel® Level 1

##### Unit 1. Preparing and Formatting Worksheets

1. Preparing an Excel Workbook
2. Inserting Formulas in a Worksheet
3. Formatting a Worksheet
4. Enhancing a Worksheet

##### Unit 2. Enhancing the Display of Workbooks

5. Moving Data within and between Workbooks
6. Maintaining Workbooks
7. Creating Charts and Inserting Formulas
8. Adding Visual Interest to Workbooks

#### Microsoft® Excel® Level 2

##### Unit 1. Advanced Formatting, Formulas, and Data Management

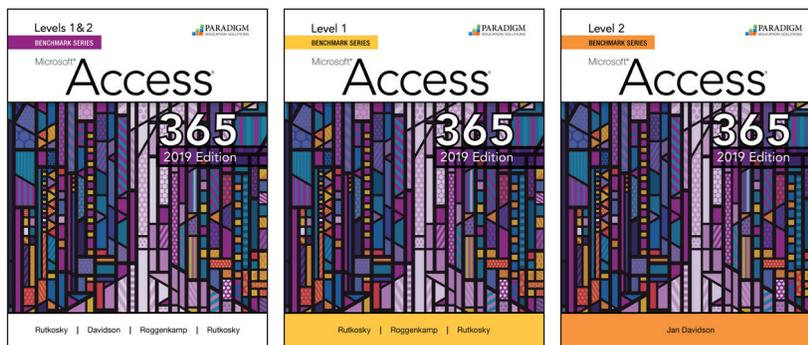
1. Advanced Formatting Techniques
2. Advanced Functions and Formulas
3. Working with Tables and Data Features
4. Summarizing and Consolidating Data

##### Unit 2. Managing and Integrating Data and the Excel Environment

5. Using Data Analysis Features
6. Exporting, Importing, and Transforming Data
7. Automating Repetitive Tasks and Customizing Excel
8. Protecting and Distributing a Workbook

For packaging and order information, see p. 18.

# Databases



© 2020 | 568 pages

© 2020 | 280 pages

© 2020 | 304 pages

Nita Rutkosky; Jan Davidson,  
Lambton College; Audrey  
Roggenkamp, Pierce College  
Puyallup; and Ian Rutkosky,  
Pierce College Puyallup

With the *Benchmark Series*, students learn Microsoft® Access®, including how to use the feature-rich data management software to track, report, and share information. This courseware, offered in two levels of instruction, teaches students how to create and modify tables, perform queries, and plan and publish database information on the way to achieving a mastery skill level in Access. A hierarchy of learning assessments tests students' problem-solving and analyzing skills.

## Contents

### Getting Started

#### Microsoft® Access® Level 1

##### Unit 1. Creating Tables and Queries

1. Managing and Creating Access Tables
2. Creating Relationships between Tables
3. Performing Queries
4. Creating and Modifying Tables in Design View

##### Unit 2. Creating Forms and Reports

5. Creating Forms
6. Creating Reports and Mailing Labels
7. Modifying, Filtering, and Viewing Data
8. Exporting and Importing Data

#### Microsoft® Access® Level 2

##### Unit 1. Advanced Tables, Relationships, Queries, and Forms

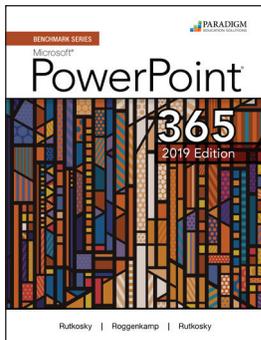
1. Designing the Structure of Tables
2. Building Relationships and Lookup Fields
3. Advanced Query Techniques
4. Creating and Using Custom Forms

##### Unit 2. Advanced Reports, Access Tools, and Customizing Access

5. Creating and Using Custom Reports
6. Using Access Tools and Managing Objects
7. Automating, Customizing, and Securing Access
8. Integrating Access Data

For packaging and order information, see p. 18.

# Presentations



Nita Rutkosky; Audrey Roggenkamp, Pierce College Puyallup; and Ian Rutkosky, Pierce College Puyallup  
© 2020 | 342 pages

Using *Benchmark Series: Microsoft® PowerPoint® 365, 2019 Edition*, students can build mastery skills in the presentation software. They will become proficient using PowerPoint to organize, analyze, and present eye-catching presentations that inform and motivate audiences.

Through *Benchmark's* multi-part projects and hierarchy of assessments, students are required to think critically and independently to execute strategies they would implement in today's workplace.

## Contents

### Getting Started

#### Unit 1. Creating and Formatting Presentations

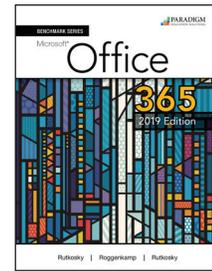
1. Preparing a PowerPoint Presentation
2. Modifying a Presentation and Using Help and Tell Me
3. Formatting Slides
4. Inserting Elements in Slides

#### Unit 2. Customizing and Enhancing Presentations

5. Creating Tables, SmartArt Graphics, Charts, and Photo Albums
6. Using Slide Masters and Action Buttons
7. Applying Custom Animation and Setting Up Shows
8. Integrating, Sharing, and Protecting Presentations

For packaging and order information, see p. 18.



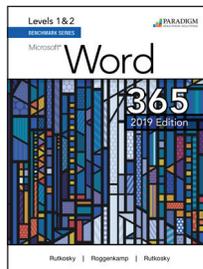


**Cirrus for Benchmark Series: Microsoft® Office 365, 2019 Edition**

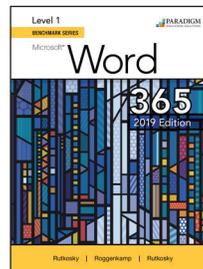
Access code, digitally delivered	978-0-76388-778-0
Bundle: Access code + print text	978-0-76388-802-2

**Instructor Resources**

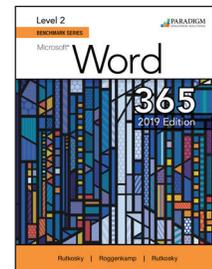
Accessible within Cirrus



Levels 1 & 2



Level 1



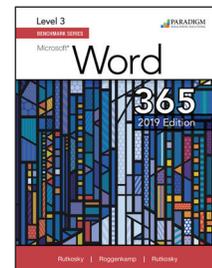
Level 2

**Cirrus for Benchmark Series: Microsoft® Word 365, 2019 Edition**

Access code, digitally delivered	978-0-76388-782-7	978-0-76388-784-1	978-0-76388-786-5
Bundle: Access code + print text	978-0-76388-803-9	978-0-76388-804-6	978-0-76388-805-3

**Instructor Resources**

Accessible within Cirrus



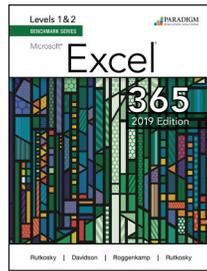
Level 3

**Cirrus for Benchmark Series: Microsoft® Word 365, 2019 Edition**

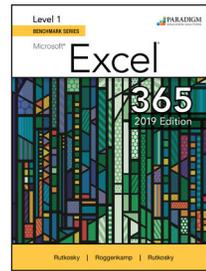
Access code, digitally delivered	978-0-76388-920-3
Bundle: Access code + print text	978-0-76388-922-7

**Instructor Resources**

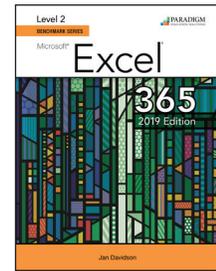
Accessible within Cirrus



Levels 1 & 2



Level 1



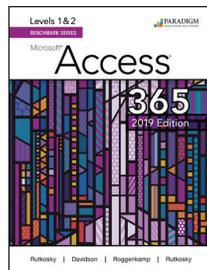
Level 2

**Cirrus for Benchmark Series: Microsoft® Excel® 365, 2019 Edition**

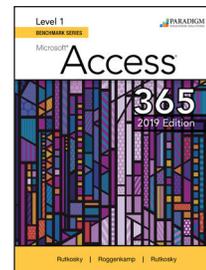
Access code, digitally delivered	978-0-76388-788-9	978-0-76388-790-2	978-0-76388-793-3
Bundle: Access code + print text	978-0-76388-806-0	978-0-76388-807-7	978-0-76388-808-4

**Instructor Resources**

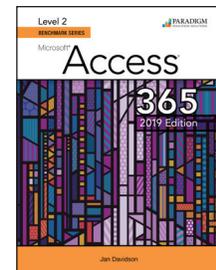
Accessible within Cirrus



Levels 1 & 2



Level 1



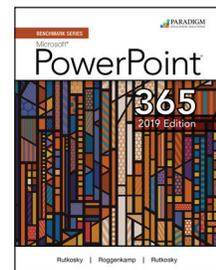
Level 2

**Cirrus for Benchmark Series: Microsoft® Access® 365, 2019 Edition**

Access code, digitally delivered	978-0-76388-794-0	978-0-76388-795-7	978-0-76388-796-4
Bundle: Access code + print text	978-0-76388-809-1	978-0-76388-810-7	978-0-76388-811-4

**Instructor Resources**

Accessible within Cirrus



**Cirrus for Benchmark Series: Microsoft® PowerPoint® 365, 2019 Edition**

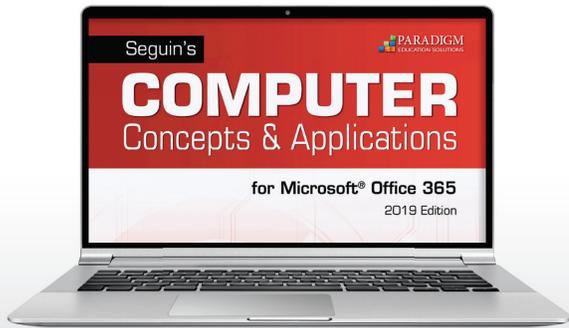
Access code card, digitally delivered	978-0-76388-801-5
Bundle: Access code + print text	978-0-76388-812-1

**Instructor Resources**

Accessible within Cirrus

# Seguin's COMPUTER Concepts & Applications for Microsoft® Office 365, 2019 Edition

Denise Seguin, Fanshawe College



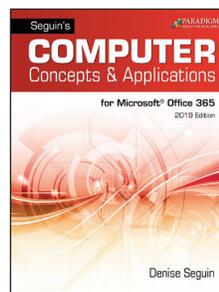
Highly visual and logically organized, this comprehensive program gives instructors and learners a seamless transition from concepts to applications coverage. Students will learn Microsoft® Office applications in a way that saves time and makes the best use of the available feature set, while learning the latest computer concepts. This solution has been designed and organized to provide a fresh look at the skills a student should know to be successful in today's world.

Complete course content is delivered in the Cirrus learning environment through a series of scheduled assignments and activities that report to a grade book to track student progress and achievements.

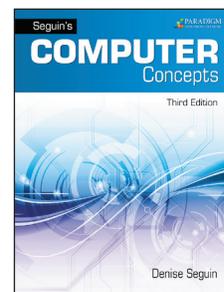
Seguin's versatile content can be split for concepts-only or applications-only coverage!

In *COMPUTER Concepts*, Third Edition, students learn the essentials of computer hardware, systems software, internet connectivity, social media, and security and privacy issues related to technology.

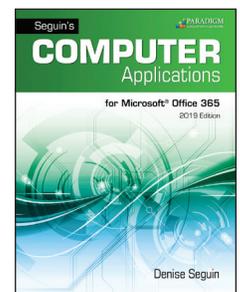
*COMPUTER Applications for Microsoft Office 365*, 2019 Edition, teaches Microsoft® Windows, web browsers, and the Office productivity suite, as well as cloud computing alternatives to the traditional desktop suite.



© 2020 | 600 pages



© 2020 | 208 pages



© 2020 | 400 pages



## Courseware Features

**Watch and Learn Lessons** include video and text content explaining how to perform the chapter activities, and a short quiz allows students to check their understanding of the content.

**Guide and Practice Tutorials** provide interactive, guided training and measured practice for skills taught in the Microsoft applications chapters.

**Hands On Activities** enable students to complete the activities for the Microsoft applications chapters in provided data files, compare their solutions against a model answer image, and submit their work for instructor review.

**Infographics** show key concepts visually to aid in student learning and are followed by a short quiz.

**Review Quizzes** and a **Crossword Puzzle** provide additional activities to reinforce understanding of skills, concepts, and topics in a fun, visual, and game-like way.

**Skills Check Exams** evaluate students' ability to complete specific tasks covered in the Microsoft applications chapters. Skills Exams are completed live in the Office application and are automatically scored by Cirrus.

**Exercises and Project Exams** provide opportunities for students to further develop and demonstrate skills taught in the Microsoft applications chapters. Exercises and Project Exams are completed live in the Office application and are automatically scored. Detailed feedback and how-to videos help students evaluate and improve their performance.

**Chapter Exams** assess student understanding of the chapter content.

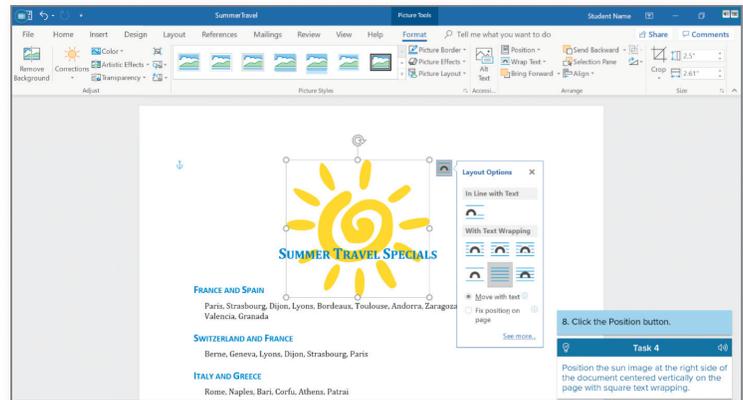
## Contents

### Seguin's COMPUTER Concepts, Third Edition

1. Living in a Digital World
2. Exploring the World Using the Internet
3. Computer Hardware
4. The Operating System and Utility Programs
5. Application Software
6. Using Social Media to Connect and Communicate
7. Computer Security and Privacy

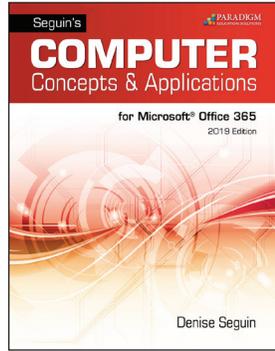
### Seguin's COMPUTER Applications for Microsoft® Office 365, 2019 Edition

1. Using Windows 10 and Managing Files
2. Navigating and Searching the Web
3. Exploring Office 2019 Essentials
4. Using OneNote for Windows 10
5. Communicating and Scheduling Using Outlook

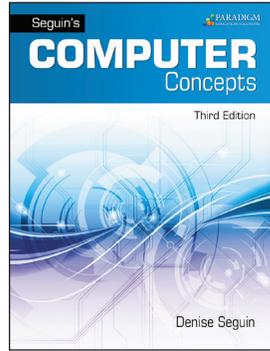


Guide and Practice Tutorial

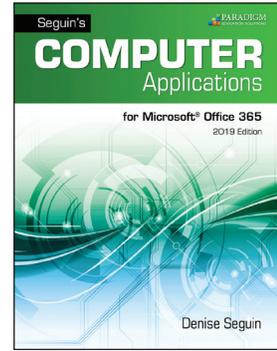
6. Creating, Editing, and Formatting Word Documents
7. Enhancing a Word Document with Special Features
8. Creating, Editing, and Formatting Excel Worksheets
9. Inserting Functions and Enhancing an Excel Worksheet
10. Creating, Editing, and Formatting a PowerPoint Presentation
11. Enhancing a Presentation with Multimedia and Animation Effects
12. Using and Querying an Access Database
13. Creating a Table, Form, and Report in Access
14. Integrating Word, Excel, PowerPoint, and Access Content
15. Using Office Online and OneDrive



Concepts & Applications



Concepts only



Applications only

**Cirrus for Seguin's COMPUTER Concepts & Applications**

Access code, digitally delivered	978-0-76388-843-5	978-0-76388-848-0	978-0-76388-849-7
Bundle: Access code + print text	978-0-76388-847-3	978-0-76388-887-9	978-0-76388-888-6

**Instructor Resources**

Accessible within Cirrus



# Computers: Understanding Technology, Seventh Edition

Lisa A. Bucki; Faithe Wempen; Floyd Fuller; and Brian Larson  
 © 2020 | Comprehensive: 680 pages | Brief: 288 pages



*Computers: Understanding Technology* is a competency-based, objective-driven program that challenges students to develop the tech skills needed for job survival and career growth. It introduces basic concepts in computer and information technology, including hardware, software, networks, and the internet. Its embedded interactivity and responsive design helps students become active learners. From quizzes that test students' competency on a learning objective, to diverse digital learning resources, this courseware prepares students for today's workplace.

This courseware is available in comprehensive and brief versions.

Complete course content is delivered in the Cirrus learning environment through a series of scheduled assignments that report to a grade book to track student progress and achievements.

## Courseware Features

**Tracking Down Tech activities** introduce each chapter by challenging students to get off the computer and out of the study lab—to explore on campus and beyond to learn about technology while completing a scavenger hunt.

**Watch and Learn Lessons** offer opportunities to view section content in a video presentation, read the content, and check comprehension of the key concepts.

**Video activities** highlight interesting tech topics directly related to section content.

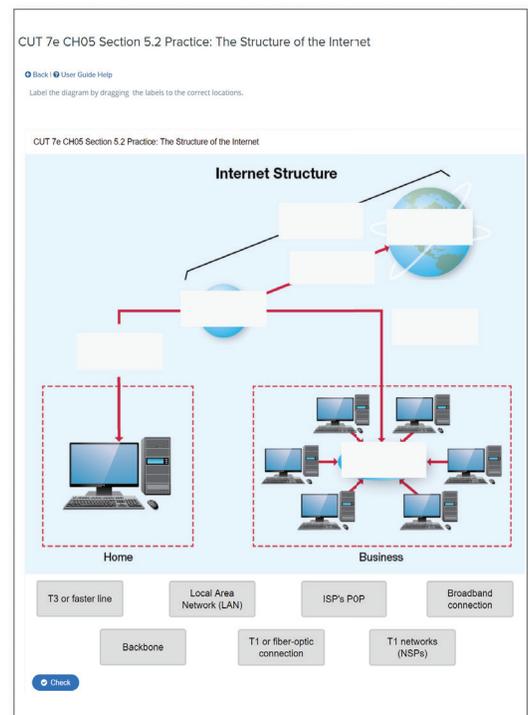
**Practice activities** engage students in with drag-and-drop interactive figures to reinforce and test their understanding of key figures in the section content.

**Tech Career Explorer activities** help students explore a wide variety of tech career options and opportunities. Action steps range from completing interactive tutorials to researching and writing.

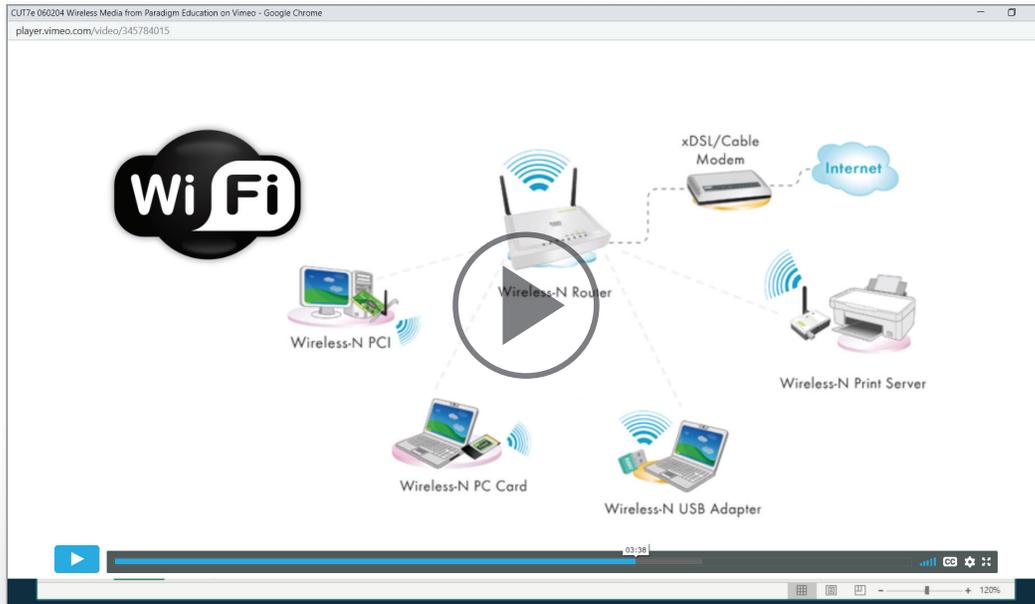
**Hands On activities** provide step-by-step instructions for specific tech tasks that are directly related to the section content.

**Article activities** expand section content with relevant and interesting topics.

**Article Bonus Exercises** challenge students to dig deeper into article topics, using open-ended questions to prompt critical thinking.



Practice Activity



Watch and Learn Lesson

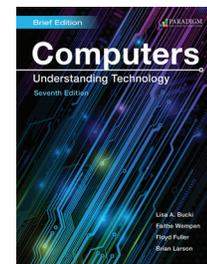
## Contents

**Comprehensive Edition: Chapters 1–13**  
**Brief Edition: Chapters 1–5**

1. Touring Our Digital World
2. Sizing Up Computer and Device Hardware
3. Working with System Software and File Storage
4. Using Applications to Tackle Tasks
5. Plugging In to the Internet and All Its Resources
6. Networking and Communicating between Devices
7. Taking Advantage of the Cloud: Teamwork, Apps, and Storage
8. Purchasing, Maintaining, and Using Computing Devices
9. Understanding Your Role as a Digital Citizen: Security, Privacy, and Ethics
10. Leveraging Technology in Business
11. Using Programming Concepts and Languages
12. Changing Everything with Big Data
13. Exploring Emerging Technologies



Comprehensive



Brief

### Cirrus for Computers: Understanding Technology

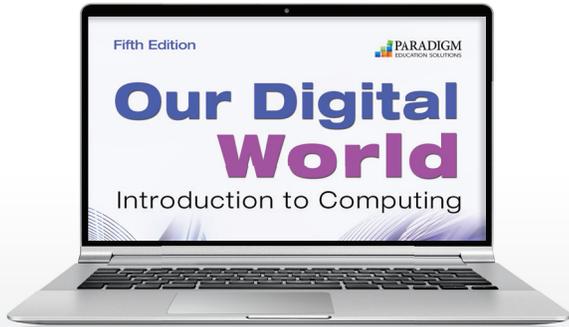
Access code, digitally delivered	978-0-76388-813-8	978-0-76388-814-5
Bundle: Access code + print text	978-0-76388-838-1	978-0-76388-839-8

### Instructor Resources

Accessible within Cirrus

# Our Digital World, Fifth Edition

Karen Lankisch, University of Cincinnati; Nancy Muir; Denise Seguin, Fanshawe College; and Anita Verno, Bergen County Community College  
© 2020 | 296 pages



*Our Digital World* uses a contemporary approach to traditional computer concepts learning by integrating text and engaging technologies. It connects concepts learning with the way individuals use today's various online technology through a web-centric experience. Students view videos, play with interactive hands-on tools, connect with their classmates through blogs, and discover where technology is headed by watching videos online.

Complete course content is delivered in the Cirrus learning environment through a series of scheduled activities and assignments that report to a grade book to track student progress and achievements.

## Courseware Features

**Take a Survey** activities invite students to answer a few questions on a topic related to the chapter.

**Technology in Your Future Videos** explore cutting edge technologies and computing concepts in videos followed by short comprehension quizzes.

**Watch and Learn Lessons** offer opportunities to view the content for each chapter in a video presentation, read the content for each section, and complete a short multiple-choice quiz for each section.

**Ethics and Technology Blog activities** prompt students to blog about some of the ethical questions related to living and working with technology.

**Arrange It activities** prompt students to organize a series of images such as a sequence of events.

**Label It activities** ask students to identify different parts of an image, such as a motherboard or a URL.

**Additional review activities** include a multiple-choice quiz and a matching quiz.

**ODW 5e CH08 Label the Website**

Use the interactive tool to label features of a trusted website.

ODW 5e CH08 Label the Website

1. Login

2. Step

3. Step

4. Review & Place Order

Checkout: Login (Step 1 of 4)

Returning Customers

Log in with your Office Depot account

Log in with email

Log in with phone

Forgot your login information?

Sign in

Continue as Guest

You are not logged in. Make an Office Depot account to shop with us. Click button below to proceed.

Create a New Account

If you'd like to set up an account, we'll show you how at the end of the checkout process.

Sign up

Help? Need Help?

Customer Service

Log in with a Social Account

Shop with Confidence

Privacy

Office Depot is a trusted member of the Office Depot family.

Get it faster

Shop with confidence

Not what you thought?

Please review our Return Policy

Verify Secure

Your information is protected by SSL encryption.

secure transactions

privacy statement

secure password

secure technology protocol

digital certificate

**Label It Activity**

The screenshot shows a Vimeo player interface. The video title is "2.1 The World Goes Online". The learning objective is: "Describe how the Internet and the web have changed the ways in which people interact with each other." Below the video, there is a quiz question: "True or false: Online simulations can help professionals, such as airplane pilots and surgeons, train for unique situations." The question is currently unanswered, and the user is to select one of the options: True or False.

Watch and Learn Lesson

## Contents

1. Digital Technologies: Exploring a Wealth of Possibilities
2. The Internet: Gateway to a World of Resources
3. Computer Hardware and Peripherals: Your Digital Toolbox
4. System Software: The Control Center of Your Computer
5. Applications Software: The Key to Digital Productivity
6. Communications and Network Technologies: Connecting through Computers
7. The Social Web: Opportunities for Learning, Working, and Communicating
8. Digital Defense: Securing Your Data and Privacy



### Cirrus for Our Digital World

Access code, digitally delivered 978-0-76388-817-6

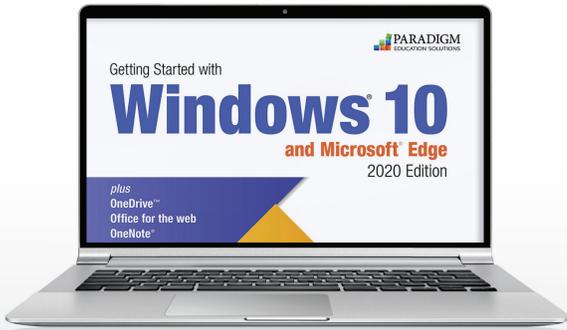
Bundle: Access code + print text 978-0-76388-837-4

### Instructor Resources

Accessible within Cirrus

# Getting Started with Windows® 10 and Microsoft® Edge, 2020 Edition

Faith Wempen and Lisa A. Bucki  
 © 2020 | 120 pages



*Getting Started with Windows® 10 and Microsoft® Edge, 2020 Edition*, uses a simple, visual approach to teach students the essentials of the operating system and web browser. To become proficient users at school and in the workplace, students must understand the new features and functionalities of Windows 10. Using this courseware, students learn basic tasks such as running programs and managing files, as well as how to customize and maintain the Windows operating system. They are introduced to the Microsoft® Edge web browser, learn how to access and sync to OneDrive, and find out how to use Office Online apps. Plus, they learn how to take screenshots and how to collect, organize, and share research data using OneNote.

Complete course content is delivered in the Cirrus learning environment through a series of scheduled assignments that report to a grade book to track student progress and achievements.

## Courseware Features

**Watch and Learn Lessons** include video and text content explaining how to perform the chapter activities, and a short quiz that allows students to check their understanding of the content.

Multiple-choice **Knowledge Check** exercises assess student comprehension and recall of program features, terminology, and functions.

**Skills Review** exercises offer practice completing the skills.

**Skills Application** exercises provide more challenging practice, combining actions in a different order and applying them in a slightly different context, with less direction.

**Skills Assessment** offers an opportunity to apply skills in an engaging, real-world scenario without step-by-step guidance. Each assessment includes an image showing how the student's screen should look.



## Contents

### Getting Started

1. Introducing Windows 10
2. Managing Files
3. Getting Information from the Internet
4. Using OneDrive and Office for the Web
5. Taking Screenshots and Using OneNote
6. Customizing and Maintaining Windows

### Cirrus for *Getting Started with Windows® 10 and Microsoft® Edge, 2020 Edition*

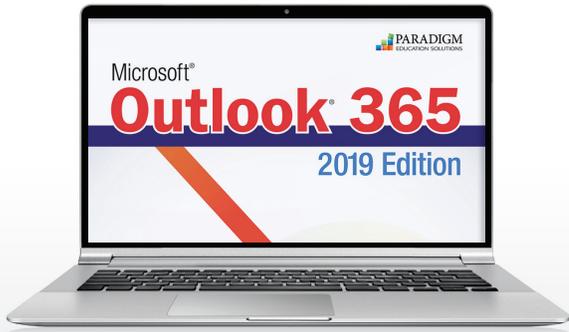
Access code, digitally delivered	978-1-79243-658-1
Bundle: Access code + print text	978-1-79243-661-1

### Instructor Resources

Accessible within Cirrus

# Microsoft® Outlook® 365, 2019 Edition

Denise Seguin, Fanshawe College  
© 2020 | 160 pages



The structure and content of *Microsoft® Outlook® 365, 2019 Edition*, offers an interactive, read-and-do approach to learning to manage four main Outlook components: Email, Calendar, People, and Tasks.

The ability to organize and manage information related to personal and professional activities is essential in today's fast-paced world. This courseware helps students build information management skills along with confidence using Outlook, and review and assessment activities at the end of each chapter ensure they master the chapter topics.

Complete course content is delivered in the Cirrus learning environment through a series of scheduled assignments that report to a grade book to track student progress and achievements.

## Courseware Features

**Activities** allow students to apply the skills being taught with special notes, clearly numbered activity steps, and large screen visuals.

**Check Your Work** images show students what the completed activity should look like.

**Interactive tutorials** guide students through the steps in a skill and allow students to practice on their own with optional help.

**Outlook.com** feature boxes detail how to complete activities in the online version of Outlook and include images that showcase differences from the desktop software.



## Contents

1. Communicating with Email
2. Managing and Archiving Email Messages
3. Using Calendar for Scheduling
4. Managing Contacts and Creating Tasks

### Cirrus for Microsoft® Outlook® 365, 2019 Edition

Access code, digitally delivered	978-0-76389-516-7
Bundle: Access code + print text	978-0-76389-518-1

### Instructor Resources

Accessible within Cirrus

# Paradigm Keyboarding, Seventh Edition, Using Microsoft® Word 2019 & Online Lab

Audrey Roggenkamp



*Paradigm Keyboarding, Seventh Edition, and Online Lab* teaches students the fundamental skills to work in any type of business environment. This courseware emphasizes speed and accuracy, a firm command of Word features, and the ability to prepare documents quickly, accurately, and with correct formatting.

By using embedded tools like key-reach videos, drills, and timings and by preparing business documents, students learn to master lifelong keyboarding and word processing skills through a contemporary and streamlined approach.

## Online Lab Keyboarding Software

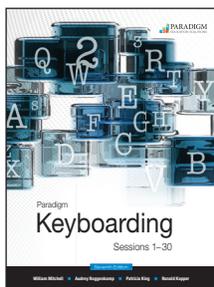
The Online Lab is a learning management system that easily delivers keyboarding courses, tracks student performance, and allows for communication with students.

- Features live-in-the-application word processing using Microsoft® Word 2019.
- Enables instructors to customize timing and error goals to cater to classes or individual students.
- Provides instructors with additional feedback on student speed in production document activities.
- Includes videos and images that demonstrate proper finger positioning.
- Incorporates diagnostic analysis that identifies keys that students struggle with and provides the student with practice resources for those keys.

Online Lab for Paradigm Keyboarding, includes eBook with 1-year access	Sessions 1-30	Sessions 1-60	Sessions 61-120
Access codes, digitally delivered	978-0-76389-487-0	978-0-76388-905-0	978-0-76388-906-7
Bundle: Access code + print text	978-0-76389-485-6	978-0-76388-901-2	978-0-76388-902-9

### Instructor Resources eBook, with 2-year access

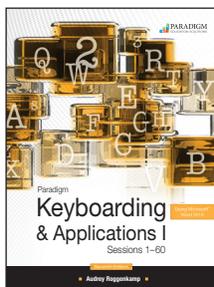
Accessible through the Online Lab



### *Paradigm Keyboarding: Sessions 1–30*

© 2018 | 167 pages

Students are drilled on keys and move from keying letters to words to sentences. 10-second, 30-second, 1-minute, 3-minute, and 5-minute timings build speed and assess student progress.



### *Paradigm Keyboarding and Applications I Using Microsoft® Word 2019: Sessions 1–60*

© 2020 | 522 pages

Students are not only drilled on keys, but Sessions 34-60 teach students how to create memos, emails, letters, reports, manuscripts, and tables using Microsoft's word processing program. In doing so, they produce documents that combine keying and critical-thinking.



### *Paradigm Keyboarding and Applications II Using Microsoft® Word 2019: Sessions 61–120*

© 2020 | 480 pages

As students continue to master their skills, simulated workplace exercises are also provided for practice working in real-world environments. They apply their skills and knowledge in special projects where they develop skills in decision-making, prioritization of activities, and information gathering.

## Contents

### Sessions 1–30

#### Introduction

#### Unit 1. Alphabetic Keys

#### Unit 2. Number Row Keys

#### Unit 3. Punctuation and Symbol Keys

#### Unit 4. Numeric Keypad Keys

#### Unit 5. Thinking and Composing at the Keyboard

### Sessions 1–60

#### Unit 1. Alphabetic Keys

#### Unit 2. Number Row Keys

#### Unit 3. Punctuation and Symbol Keys

#### Unit 4. Numeric Keypad Keys

#### Unit 5. Thinking and Composing at the Keyboard

#### Unit 6. Alphabet Reinforcement

#### Unit 7. Email and Memos Part I

#### Unit 8. Business Correspondence Part I

#### Unit 9. Tables Part I

#### Unit 10. Business Reports Part I

#### Unit 11. Manuscripts and Research Papers Part I

#### Unit 12. Productivity Measurement Part I

### Sessions 61–120

#### Unit 13. Email and Memos Part II

#### Unit 14. Business Correspondence Part II

#### Unit 15. Tables Part II

#### Unit 16. Business Reports Part II

#### Unit 17. Manuscripts and Research Papers Part II

#### Unit 18. Graphics and Imagery

#### Unit 19. Business Publications

#### Unit 20. Legal Documents and Legal Office Project

#### Unit 21. Medical Documents and Medical Center Project

#### Unit 22. Productivity Measurement Part II

# Engagement Tool

Whether you teach online, hybrid, or face-to-face courses, it can be challenging to know if your students are engaged and grasping key concepts.

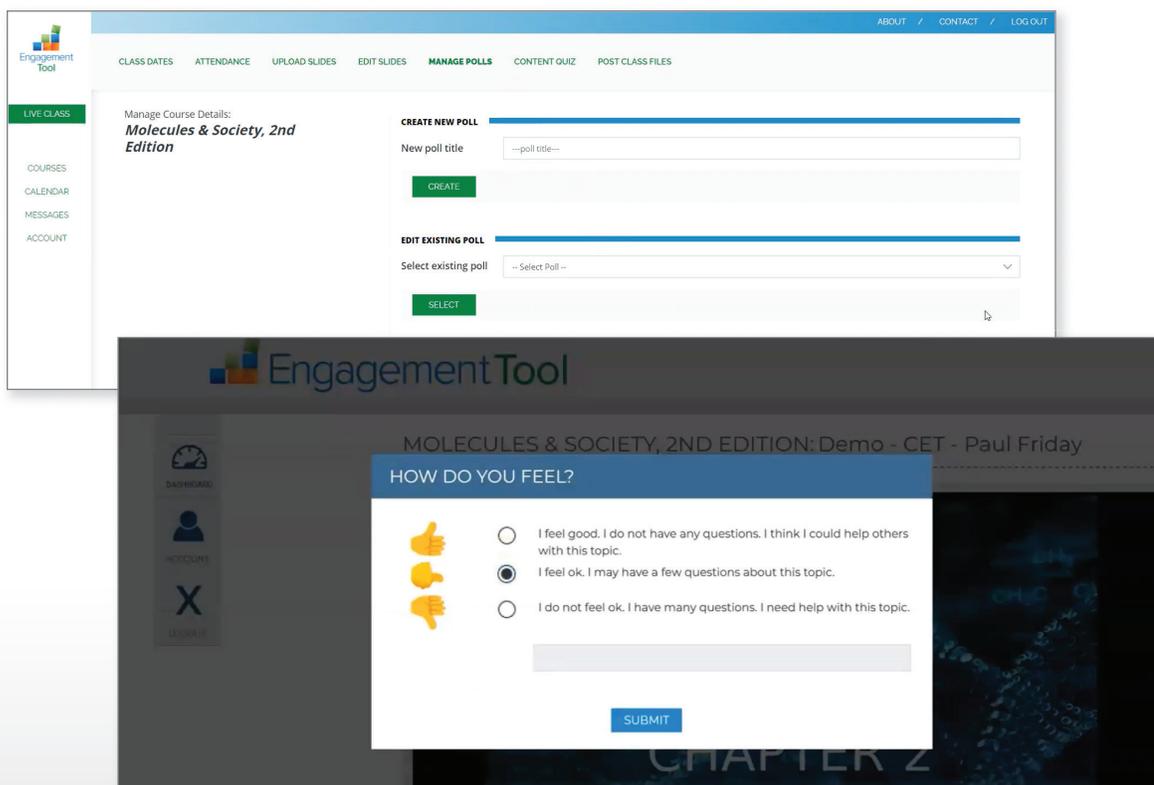
With Paradigm's new Engagement Tool, you can win students' attention, check their understanding on the spot, and so much more. The Engagement Tool transforms students' smart devices into a multi-purpose course companion that lets students view lecture slides and videos, tracking their retention as they go.

More secure, cost-effective, and reliable than other tools in the market, Paradigm's Engagement Tool provides live quizzes, class polls, opportunities to ask questions in real time, and more.



Interested in seeing a demo?  
Contact your Paradigm account manager.  
Visit <https://paradigmeducation.com/account-managers> to find yours.





## Engagement Tool Features

- Cast dynamic lectures, polls, surveys, comprehension checks, and quizzes onto students' devices.
- Provide students with video and/or audio overlays to presentation slides.
- Get instant access to students' questions and use that information to curate content in post-lecture messages to students.
- Integrate the Engagement Tool with Paradigm's Cirrus learning environment or learning management systems, such as Canvas, Blackboard, D2L, and Moodle.
- Close attendance loopholes and more effectively track attendance through a combination of GPS and wi-fi technology.
- Experience unparalleled technical support and onboarding preparation.

# Our course content. *Your* learning management system.

Canvas, Blackboard, D2L, and Moodle users can deliver and access our complete course content in their preferred learning management system.

Our onboarding team works closely with IT professionals and instructors to ensure a seamless integration that allows students to be fully prepared for the first day of class.



## Ensure every student has complete course content on the first day of class with **Inclusive Access**.



Too many students struggle to purchase and access required courseware, putting them at an immediate disadvantage the first few weeks of class. With Paradigm's **Inclusive Access**, you have the power to eliminate that learning barrier.

We'll work directly with your institution and campus store to implement an affordable, streamlined solution that ensures every student gets code-free access to essential course content the first day of class.

# How to Order

## Phone

800-228-0810  
Phone lines are open Monday through Friday from 7:30 a.m. to 5:00 p.m. (Central Time).

## Email

Scan your purchase order form and email it to [customerservice@paradigmeducation.com](mailto:customerservice@paradigmeducation.com)

## Mail

Kendall Hunt Publishing Company  
Attention: Customer Solutions Team  
PO Box 1840  
Dubuque, Iowa 52004-1840

## Online

[ParadigmEducation.com](http://ParadigmEducation.com)

## For Each Order

Please prepare a list of the items you wish to order, with the prices and ISBNs.

### Each order must include:

1. Purchase order number
2. Billing and shipping name
3. Billing and shipping address (needed even if paying by credit card)
4. Name and position of person ordering
5. Address, email, and phone number for order contact
6. Product titles and ISBNs
7. Quantity
8. Prices and totals (including sales tax, when applicable)
9. If prepaying, include a copy of the PO with the check
10. If paying by credit card, include a phone number we can contact for credit card payment (we accept Visa, Mastercard, American Express, and Discover)

## Terms

Terms are net 30 days from invoice date for qualified accounts. A shipping charge will be applied to all invoices within the continental United States. Method of shipment is at Paradigm's discretion. If you wish to specify particular directions, an additional charge may be required. The shipping charge is billed as a separate item on the invoice.

## Returns Policy

Paradigm strives to ensure customer satisfaction with our products and services. Should it become necessary for you to return products, the following guidelines must be followed:

### Product Specific:

Returns and refunds on digital offerings, including electronic codes and software, are limited to those that have not been activated or used and must be requested within seven days of purchase. No returns or refunds will be given for any electronic code that has been activated or for software that has been downloaded. For other non-returnable items, please refer to your original purchase invoice. Printed product must be unmarked, unstamped, un-stickered, unscratched, with no bent corners or torn covers. Pre-packaged bundles must be in original and unbroken shrink wrap. Electronic access cards are not returnable.

### Customer Specific:

Six months from invoice date for the following customers:

- Bookstores, schools, associations, professional organizations, college departments
- Professors/educators

One month from invoice date for the following customers:

- Individual/student purchasers, home schools, libraries

### Shipping Instructions:

All returned product must be carefully packaged and arrive in resalable condition. Paradigm is not responsible for any return shipping charges including duties, custom fees, and taxes where applicable.

### Send Returns To:

Kendall Hunt Publishing Company  
c/o IPS  
1250 Ingram Drive  
Chambersburg, PA 17202-2987

A copy of the original invoice, packing slip, or chargeback with the ISBN and quantity being returned must be in each box. If the returns instructions are not followed, credit will not be issued and we will discard the product that does not meet the requirements of our return policy. Questions regarding returns should be directed to [returns@kendallhunt.com](mailto:returns@kendallhunt.com) or 800-344-9301.

## Damaged Product, Defective Product, or Missing Product

- All claims must be reported within 30 days or less by contacting the Customer Solutions Team at 800-228-0810 or email claims to [orders@kendallhunt.com](mailto:orders@kendallhunt.com).
- Save the shipping carton. This is necessary to facilitate a claim.
- Do not return merchandise until you receive our instructions to do so.

## Digital Samples and Demos

Contact your Paradigm account manager to request digital samples and demos. Visit <https://paradigmeducation.com/account-managers> to find yours.



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[See pages 1–3 to learn more!](#)