

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components)	Copy-Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
ISBN Order # Textbook Title or Component					

I. Middle School

A. Business and Marketing/Careers

South-Western/ITP

Exploring Business and Computer Careers

0-314-20416-4	Exploring Business and Computer Careers	1998	6-9	N/A	\$39.00	Total
0-314-12983-9	Color Transparencies				\$117.00	
0-314-20833-X	Student Activity Workbook (<i>available one free per teacher</i>)				\$19.75	
0-314-21096-2	Teacher's Annotated Edition (<i>available one free per teacher</i>)				\$44.50	
0-314-20832-1	Teacher Resource Binder (<i>available one free per teacher</i>)				\$50.50	

B. Computer Applications

Glencoe/McGraw-Hill

Horizons! Computing Across the Curriculum

0-538-66786-9	Microsoft Works 4.0 Windows Student Edition	1997	6-8	6.0	\$27.69	T
0-538-64175-4	Microsoft Works 3.0 Windows Student Edition	1996	6-8	6.0	\$27.69	T
0-538-64180-0	PerfectWorks 2.1 Windows Student Edition	1996	6-8	6.0	\$27.69	T
0-538-65171-7	ClarisWorks 3.0 Windows Student Edition	1996	6-8	6.0	\$27.69	T
	<i>(Windows Teacher's Manual with Template disk – choice of Microsoft Works 4.0 Windows, Microsoft Works 3.0 Windows, PerfectWorks 2.1 Windows, OR ClarisWorks 3.0 Windows – one free per teacher)</i>					
0-538-63302-6	Microsoft Works 3.0 DOS Student Edition	1995	6-8	6.0	\$27.69	T
0-538-62558-9	Microsoft Works 2.0 DOS Student Edition	1995	6-8	6.0	\$27.69	T
0-538-62575-9	MicroTools 3.0 DOS Student Edition	1995	6-8	6.0	\$27.69	T
0-538-62596-1	Linkway, DOS Student Edition	1995	6-8	6.0	\$27.69	T
0-538-62586-4	The Bank Street Writer, DOS Student Edition	1995	6-8	6.0	\$27.69	T
	<i>(DOS Teacher's Manual with Template disk – choice of Microsoft Works Microsoft Works 3.0 DOS, Microsoft Works 2.0 DOS, MicroTools 3.0 DOS, Linkway DOS, OR The Bank Street Writer DOS – one free per teacher)</i>					
0-538-64585-7	Microsoft Works 4.0 Macintosh	1995	6-8	6.0	\$27.69	
0-538-63307-7	Microsoft Works 3.0 Macintosh	1995	6-8	6.0	\$27.69	T
0-538-62563-5	Microsoft Works 2.0 Macintosh	1995	6-8	6.0	\$27.69	
0-538-66072-4	ClarisWorks 4.0 Macintosh	1997	6-8	6.0	\$27.69	
0-538-65178-4	ClarisWorks 3.0 Macintosh	1996	6-8	6.0	\$27.69	
0-538-62566-X	ClarisWorks 2.0 Macintosh	1995	6-8	6.0	\$27.69	

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Glencoe/McGraw-Hill

Horizons! Computing Across the Curriculum, continued

0-538-62593-7	HyperCard Macintosh (Macintosh Teacher's Manual with Template disk – choice of Microsoft Works 4.0 Macintosh, Microsoft Works 3.0 Macintosh, Microsoft Works 2.0 Macintosh, ClarisWorks 4.0 Macintosh, ClarisWorks 3.0 Macintosh, ClarisWorks 2.0 Macintosh, OR Hypercard Macintosh – one free per teacher)	1995	6-8	6.0	\$27.69	
0-538-62609-7	Social Studies Curriculum Activity Set	1995			\$295.02	
0-538-62630-5	Mathematics Curriculum Activity Set	1995			\$295.02	
0-538-62616-X	Language Arts Curriculum Activity Set	1995			\$295.02	
0-538-62601-1	Science Curriculum Activity Set	1995			\$295.02	
0-538-62782-4	Instructor's CD-ROM is one free per teacher.					

South-Western/ITP

Building Business Skills Through Computer Applications

0-538-71795-5	Building Business Skills Through Computer Applications	1998	6-8	N/A	\$11.00	T
<i>Computer Activities to Build Business Skills</i>						
0-538-71777-7	Computer Activities to Build Business Skills	1998	7-12	7/8	\$11.00	T

C. Keyboarding/Grade 6

EMC/Paradigm

EMC Keyboarding and Applications

0-8219-1011-6	Textbook	1996	6-8	5	\$33.95	T
0-8219-1012-4	Annotated Teacher's Edition				\$44.95	
0-8219-1014-0	Student Software, 3.5" Diskette, Macintosh				\$89.00	
0-8219-1015-9	Student Software, 3.5" Diskette, Windows				\$89.00	
0-8219-1017-5	Teacher's Management Software, 3.5" Diskette, Macintosh				\$79.00	
0-8219-1042-6	Teacher's Management Software, 3.5" Diskette, Windows				\$79.00	
	Student Software Lab Copy (after purchase of one Student Software)				\$8.00	
	Network/Site Software License				\$379.00	

Glencoe/McGraw-Hill

Glencoe Computer Applications and Keyboarding Series

0-02-813777-9	Student Text	1998	6-8	7.6	\$32.58	T
0-02-805412-1	Text w/Student Guide for MS Office 97 (Win 95)				\$33.81	
0-02-803284-5	Text w/Student Guide for MS Works 4.0 (Win 95)				\$34.95	
0-02-803412-0	Text w/Student Guide for MS Works 3.0 (Win 3.1)				\$34.98	
0-02-803413-9	Text w/Student Guide for MS Works 4.0 (Mac)				\$34.98	
0-02-803414-7	Text w/Student Guide for MS ClarisWorks 4.0 (Mac)					\$31.17
0-02-805411-3	Student Guide for MS Office 97 (Win 95)				\$7.86	

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Glencoe/McGraw-Hill

Glencoe Computer Applications and Keyboarding Series, continued

0-02-803426-0	Student Guide for MS Works 4.0 (Win 95)				\$7.86	
0-02-803401-5	Student Guide for MS Works 3.0 (Win 3.1)				\$7.86	
0-02-803398-1	Student Guide for MS Works 4.0 (Mac)				\$7.86	
0-02-803399-X	Student Guide for MS ClarisWorks 4.0 (Mac)				\$7.86	
0-02-803407-4	Multimedia CD-ROM Win/Mac				\$15.98	
0-02-803468-6	MS Works 4.0 (Win 95) Versatile Learning System 1998 (Includes: Glencoe Computer Applications Keyboarding Text (set of 25), Study Guide (set of 25), Teacher's Wraparound Edition, Teacher's Resource Binder, Electronic Teacher's Resource Binder, Transparency w/Wall Charts, Teacher CD Package, CD-ROM Lab Package, Windows Site License, Software Users Guide)		6-8	7.6	\$1,998.00	T
0-02-803420-1	MS Works 3.0 (Win 3.1) Versatile Learning System 1998 (Includes: Glencoe Computer Applications Keyboarding Text (set of 25), Study Guide (set of 25), Teacher's Wraparound Edition, Teacher's Resource Binder, Electronic Teacher's Resource Binder, Transparency w/Wall Charts, Teacher CD Package, CD-ROM Lab Package, Windows Site License, Software Users Guide)		6-8	7.6	\$1,998.00	T
0-02-803421-X	MS Works 4.0 (Mac) Versatile Learning System 1998 (Includes: Glencoe Computer Applications Keyboarding Text (set of 25), Study Guide (set of 25), Teacher's Wraparound Edition, Teacher's Resource Binder, Electronic Teacher's Resource Binder, Transparency w/Wall Charts, Teacher CD Package, CD-ROM Lab Package, Windows Site License, Software Users Guide)		6-8	7.6	\$1,998.00	T
0-02-803422-8	MS ClarisWorks 4.0 (Mac) Versatile Learning System 1998 (Includes: Glencoe Computer Applications Keyboarding Text (set of 25), Study Guide (set of 25), Teacher's Wraparound Edition, Teacher's Resource Binder, Electronic Teacher's Resource Binder, Transparency w/Wall Charts, Teacher CD Package, CD-ROM Lab Package, Windows Site License, Software Users Guide)		6-8	7.6	\$1,945.02	T
0-02-805413-X	Office 97 Windows Versatile Learning System 1998 (Includes: Glencoe Computer Applications Keyboarding Text (set of 25), Study Guide (set of 25), Teacher's Wraparound Edition, Teacher's Resource Binder, Electronic Teacher's Resource Binder, Transparency w/Wall Charts, Teacher CD Package, CD-ROM Lab Package, Windows Site License, Software Users Guide)		6-8	7.6	\$1,936.23	T
<i>The following are available one free per teacher:</i>						
0-02-803403-1	Teacher's Resource Binder					
0-02-803409-0	Electronic Teacher's Resource Binder					
0-02-803405-8	Transparency Binder w/Wall Charts					

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ISBN Order # Textbook Title or Component					

Glencoe/McGraw-Hill

Glencoe Computer Applications and Keyboarding Series, continued

The following are available one free per school:

0-02-803416-3	Teacher's CD-ROM Pkg (Win/Mac)				
0-02-805414-8	MS Office 97 (Win 95) Template/Solution Disk for MS Office Win, MS Works Win/Mac & ClarisWorks Mac				

Micro Mastery: Keyboarding and Word Processing Applications

0-02-644453-4	Student Text	2000	6-8	6.0	\$34.98	T
0-02-644463-1	Desk Mats (individual student)				\$3.00	
0-02-644464-X	Desk Mats (set of 25)				\$75.00	
0-02-644456-9	KeyQuest CD-ROM (Win/Mac) Individual Student				\$29.97	

The following are available one free per teacher:

0-02-644454-2	Teacher's Annotated Edition					
0-02-644461-5	Teacher's Resource Binder					
0-02-644469-0	Electronic Teacher's Resource Binder					
0-02-644455-0	KeyQuest CD-ROM (Win/Mac) Teacher's Package					

D. Keyboarding/Grade 7

EMC/Paradigm

EMC Keyboarding and Applications

0-8219-1011-6	Textbook	1996	6-8	5	\$33.95	T
0-8219-1012-4	Annotated Teacher's Edition				\$44.95	
0-8219-1014-0	Student Software, 3.5" Diskette, Macintosh				\$89.00	
0-8219-1015-9	Student Software, 3.5" Diskette, Windows				\$89.00	
0-8219-1017-5	Teacher's Management Software, 3.5" Diskette, Macintosh				\$79.00	
0-8219-1042-6	Teacher's Management Software, 3.5" Diskette, Windows				\$79.00	
	Student Software Lab Copy (after purchase of one Student Software)				\$8.00	
	Network/Site Software License				\$379.00	

Glencoe/McGraw-Hill

Glencoe Computer Applications and Keyboarding Series

0-02-813777-9	Student Text	1998	6-8	7.6	\$32.58	T
0-02-805412-1	Text w/Student Guide for MS Office 97 (Win 95)				\$33.81	
0-02-803284-5	Text w/Student Guide for MS Works 4.0 (Win 95)				\$34.95	
0-02-803412-0	Text w/Student Guide for MS Works 3.0 (Win 3.1)				\$34.98	
0-02-803413-9	Text w/Student Guide for MS Works 4.0 (Mac)				\$34.98	
0-02-803414-7	Text w/Student Guide for MS ClarisWorks 4.0 (Mac)					\$31.17
0-02-805411-3	Student Guide for MS Office 97 (Win 95)				\$7.86	
0-02-803426-0	Student Guide for MS Works 4.0 (Win 95)				\$7.86	
0-02-803401-5	Student Guide for MS Works 3.0 (Win 3.1)				\$7.86	
0-02-803398-1	Student Guide for MS Works 4.0 (Mac)				\$7.86	

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Glencoe/McGraw-Hill

Glencoe Computer Applications and Keyboarding Series, continued

0-02-803399-X	Student Guide for MS ClarisWorks 4.0 (Mac)				\$7.86	
0-02-803407-4	Multimedia CD-ROM Win/Mac				\$15.98	
0-02-803468-6	MS Works 4.0 (Win 95) Versatile Learning System (Includes: Glencoe Computer Applications Keyboarding Text (set of 25), Study Guide (set of 25), Teacher's Wraparound Edition, Teacher's Resource Binder, Electronic Teacher's Resource Binder, Transparency w/Wall Charts, Teacher CD Package, CD-ROM Lab Package, Windows Site License, Software Users Guide)	1998	6-8	7.6	\$1,998.00	T
0-02-803420-1	MS Works 3.0 (Win 3.1) Versatile Learning System (Includes: Glencoe Computer Applications Keyboarding Text (set of 25), Study Guide (set of 25), Teacher's Wraparound Edition, Teacher's Resource Binder, Electronic Teacher's Resource Binder, Transparency w/Wall Charts, Teacher CD Package, CD-ROM Lab Package, Windows Site License, Software Users Guide)	1998	6-8	7.6	\$1,998.00	T
0-02-803421-X	MS Works 4.0 (Mac) Versatile Learning System (Includes: Glencoe Computer Applications Keyboarding Text (set of 25), Study Guide (set of 25), Teacher's Wraparound Edition, Teacher's Resource Binder, Electronic Teacher's Resource Binder, Transparency w/Wall Charts, Teacher CD Package, CD-ROM Lab Package, Windows Site License, Software Users Guide)	1998	6-8	7.6	\$1,998.00	T
0-02-803422-8	MS ClarisWorks 4.0 (Mac) Versatile Learning System (Includes: Glencoe Computer Applications Keyboarding Text (set of 25), Study Guide (set of 25), Teacher's Wraparound Edition, Teacher's Resource Binder, Electronic Teacher's Resource Binder, Transparency w/Wall Charts, Teacher CD Package, CD-ROM Lab Package, Windows Site License, Software Users Guide)	1998	6-8	7.6	\$1,945.02	T
0-02-805413-X	Office 97 Windows Versatile Learning System (Includes: Glencoe Computer Applications Keyboarding Text (set of 25), Study Guide (set of 25), Teacher's Wraparound Edition, Teacher's Resource Binder, Electronic Teacher's Resource Binder, Transparency w/Wall Charts, Teacher CD Package, CD-ROM Lab Package, Windows Site License, Software Users Guide)	1998	6-8	7.6	\$1,936.23	T
<i>The following are available one free per teacher:</i>						
0-02-803403-1	Teacher's Resource Binder					
0-02-803409-0	Electronic Teacher's Resource Binder					
0-02-803405-8	Transparency Binder w/Wall Charts					

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Glencoe/McGraw-Hill

Glencoe Computer Applications and Keyboarding Series, continued

The following are available one free per school:

0-02-803416-3	Teacher's CD-ROM Pkg (Win/Mac)					
0-02-805414-8	MS Office 97 (Win 95) Template/Solution Disk for MS Office Win, MS Works Win/Mac & ClarisWorks Mac					

Micro Mastery: Keyboarding and Word Processing Applications

0-02-644453-4	Student Text	2000	6-8	6.0	\$34.98	T
0-02-644463-1	Desk Mats (individual student)				\$3.00	
0-02-644464-X	Desk Mats (set of 25)				\$75.00	
0-02-644456-9	KeyQuest CD-ROM (Win/Mac) Individual Student				\$29.97	

The following are available one free per teacher:

0-02-644454-2	Teacher's Annotated Edition					
0-02-644461-5	Teacher's Resource Binder					
0-02-644469-0	Electronic Teacher's Resource Binder					
0-02-644455-0	KeyQuest CD-ROM (Win/Mac) Teacher's Package					

E. Keyboarding/Grade 8

EMC/Paradigm

EMC Keyboarding and Applications

0-8219-1011-6	Textbook	1996	6-8	5	\$33.95	T
0-8219-1012-4	Annotated Teacher's Edition				\$44.95	
0-8219-1014-0	Student Software, 3.5" Diskette, Macintosh				\$89.00	
0-8219-1015-9	Student Software, 3.5" Diskette, Windows				\$89.00	

EMC/Paradigm

EMC Keyboarding and Applications continued

0-8219-1017-5	Teacher's Management Software, 3.5" Diskette, Macintosh				\$79.00	
0-8219-1042-6	Teacher's Management Software, 3.5" Diskette, Windows				\$79.00	
	Student Software Lab Copy (after purchase of one Student Software)				\$8.00	
	Network/Site Software License				\$379.00	

Glencoe/McGraw-Hill

Glencoe Computer Applications and Keyboarding Series

0-02-813777-9	Student Text	1998	6-8	7.6	\$32.58	T
0-02-805412-1	Text w/Student Guide for MS Office 97 (Win 95)				\$33.81	
0-02-803284-5	Text w/Student Guide for MS Works 4.0 (Win 95)				\$34.95	
0-02-803412-0	Text w/Student Guide for MS Works 3.0 (Win 3.1)				\$34.98	
0-02-803413-9	Text w/Student Guide for MS Works 4.0 (Mac)				\$34.98	
0-02-803414-7	Text w/Student Guide for MS ClarisWorks 4.0 (Mac)					\$31.17
0-02-805411-3	Student Guide for MS Office 97 (Win 95)				\$7.86	
0-02-803426-0	Student Guide for MS Works 4.0 (Win 95)				\$7.86	

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Glencoe/McGraw-Hill

Glencoe Computer Applications and Keyboarding Series, continued

0-02-803401-5	Student Guide for MS Works 3.0 (Win 3.1)				\$7.86	
0-02-803398-1	Student Guide for MS Works 4.0 (Mac)				\$7.86	
0-02-803399-X	Student Guide for MS ClarisWorks 4.0 (Mac)				\$7.86	
0-02-803407-4	Multimedia CD-ROM Win/Mac				\$15.98	
0-02-803468-6	MS Works 4.0 (Win 95) Versatile Learning System (Includes: Glencoe Computer Applications Keyboarding Text (set of 25), Study Guide (set of 25), Teacher's Wraparound Edition, Teacher's Resource Binder, Electronic Teacher's Resource Binder, Transparency w/Wall Charts, Teacher CD Package, CD-ROM Lab Package, Windows Site License, Software Users Guide)	1998	6-8	7.6	\$1,998.00	T
0-02-803420-1	MS Works 3.0 (Win 3.1) Versatile Learning System (Includes: Glencoe Computer Applications Keyboarding Text (set of 25), Study Guide (set of 25), Teacher's Wraparound Edition, Teacher's Resource Binder, Electronic Teacher's Resource Binder, Transparency w/Wall Charts, Teacher CD Package, CD-ROM Lab Package, Windows Site License, Software Users Guide)	1998	6-8	7.6	\$1,998.00	T
0-02-803421-X	MS Works 4.0 (Mac) Versatile Learning System (Includes: Glencoe Computer Applications Keyboarding Text (set of 25), Study Guide (set of 25), Teacher's Wraparound Edition, Teacher's Resource Binder, Electronic Teacher's Resource Binder, Transparency w/Wall Charts, Teacher CD Package, CD-ROM Lab Package, Windows Site License, Software Users Guide)	1998	6-8	7.6	\$1,998.00	T
0-02-803422-8	MS ClarisWorks 4.0 (Mac) Versatile Learning System (Includes: Glencoe Computer Applications Keyboarding Text (set of 25), Study Guide (set of 25), Teacher's Wraparound Edition, Teacher's Resource Binder, Electronic Teacher's Resource Binder, Transparency w/Wall Charts, Teacher CD Package, CD-ROM Lab Package, Windows Site License, Software Users Guide)	1998	6-8	7.6	\$1,945.02	T
0-02-805413-X	Office 97 Windows Versatile Learning System (Includes: Glencoe Computer Applications Keyboarding Text (set of 25), Study Guide (set of 25), Teacher's Wraparound Edition, Teacher's Resource Binder, Electronic Teacher's Resource Binder, Transparency w/Wall Charts, Teacher CD Package, CD-ROM Lab Package, Windows Site License, Software Users Guide)	1998	6-8	7.6	\$1,936.23	T
<i>The following are available one free per teacher:</i>						
0-02-803403-1	Teacher's Resource Binder					
0-02-803409-0	Electronic Teacher's Resource Binder					
0-02-803405-8	Transparency Binder w/Wall Charts					

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Glencoe/McGraw-Hill

Glencoe Computer Applications and Keyboarding Series, continued

The following are available one free per school:

0-02-803416-3	Teacher's CD-ROM Package (Win/Mac)				
0-02-805414-8	MS Office 97 (Win 95) Template/Solution Disk for MS Office Win, MS Works Win/Mac & ClarisWorks Mac				

Micro Mastery: Keyboarding and Word Processing Applications

0-02-644453-4	Student Text	2000	6-8	6.0	\$34.98 T
0-02-644463-1	Desk Mats (individual student)				\$3.00
0-02-644464-X	Desk Mats (set of 25)				\$75.00
0-02-644456-9	KeyQuest CD-ROM (Win/Mac) Individual Student				\$29.97

The following are available one free per teacher:

0-02-644454-2	Teacher's Annotated Edition				
0-02-644461-5	Teacher's Resource Binder				
0-02-644469-0	Electronic Teacher's Resource Binder				
0-02-644455-0	KeyQuest CD-ROM (Win/Mac) Teacher's Package				

South-Western/ITP

Applied Computer Keyboarding

0-538-68760-6	Applied Computer Keyboarding	1999	6-9	8	\$25.00 T
0-538-68763-0	Annotated Teacher's Edition (available one free per teacher)				\$29.98
0-538-68983-8	Applied MicroType Pro, Macintosh Site License				\$567.50
0-538-68982-X	Applied MicroType Pro, Windows Site License				\$567.50

Keyboarding for Computer Success

0-538-68584-0	Keyboarding for Computer Success	1999	6-8	8	\$16.00 T
0-538-68586-7	Instructor's Manual (available one free per teacher)				\$10.00

MicroType Pro Windows/Macintosh Site License

0-538-66201-8	MicroType Pro, Windows Site License	1997	9-12	N/A	\$613.00 T
0-538-66202-6	MicroType Pro, Macintosh Site License	1997	6-8	N/A	\$613.00 T

F. Word Processing

South-Western/ITP

ClarisWorks 4.0 Macintosh: Tutorial and Applications

0-538-71501-4	ClarisWorks 4.0 Macintosh: Tutorial & Applications	1997	6-9	8	\$24.00 T
0-538-71609-6	Instructor's Manual/Solutions Disk Package (available one free per teacher)				\$26.75

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II. High School

A. Accounting Principles Principles of Accounting I

Glencoe/McGraw-Hill

Glencoe Accounting: Real World Applications and Connections - First Year Course

0-02-815004-X	Student Text	2000	9-12	7.2	\$36.75	T
0-07-821670-2	Student Text with CD-ROM				\$99.00	
0-02-643970-0	Working Papers, Chapters 1-28				\$19.77	
0-02-643972-7	Working Papers, Chapters 1-13				\$13.23	
0-02-643974-3	Working Papers, Chapters 14-28				\$12.48	
0-02-643976-X	Adventure Travels - Simulation				\$10.29	
0-02-644045-8	Outer Banks Marketplace - Simulation				\$13.95	
0-02-643978-6	Digital Express - Simulation				\$14.25	
0-02-644038-5	School-to-Work Handbook				\$4.17	
0-07-820318-X	Accounting Portfolio, Student Edition				\$4.17	
0-02-643995-6	Versatile Learning System				\$2,952.96	
	(Includes: Glencoe Accounting First Year Student Edition (set of 25), Electronic Learning Center (set of 25), Working Papers 1-28 (set of 25), Outer Banks Marketplace Simulation (set of 25), Performance Assessment, School to Work Handbook Student Edition (set of 25), Portfolio (set of 25), Electronic Teacher's Classroom Resource, Electronic Field Trips VHS, Inservice Classroom Implementation VHS, PowerPoint Presentation Package, Marketing Your Accounting Program, Poster Package, Solutions/Teaching Transparencies, Electronic Learning Center Teacher's Edition, Outer Banks Marketplace Simulation, Portfolio Teacher's Manual, School to Work Handbook Teacher's Manual)					
	<i>The following are available one free per teacher:</i>					
0-02-643969-7	Teacher's Wraparound Edition					
0-02-643993-X	Teacher's Classroom Resources					
	(includes Chapter Review & Working Papers 1-28 Teacher's Annotated Edition, Math Review for Accounting, Internet Resources and Activities Handbook, School-to-Work Handbook SE & TM, Adventure Travels Simulation TM, Outer Banks Simulation TM, Digital Express Simulation TM, Lesson Plans, Block Scheduling, Demonstration Problems, Accounting Competitive Events Review, Accounting Portfolio SE & TM, Strategies for Teaching International Accounting, Strategies for Teaching Ethics in Accounting, Spanish Language Resources)					
0-02-644015-6	Electronic Teacher's Classroom Resources					
0-02-644048-2	Solutions/Teaching Transparencies					
0-02-644025-3	Performance Assessment Binder					
0-02-644017-2	Accounting Mindjogger					
0-02-643996-4	PowerPoint Presentation Package					
0-02-644031-8	Accounting Multimedia User's Guide					

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Glencoe/McGraw-Hill

Glencoe Accounting: Real World Applications and Connections - First Year Course, continued

The following are available one free per school:

0-02-644022-9	Electronic Field Trips in Accounting VHS				
0-02-644016-4	Electronic Learning Center Teacher Software Multimedia Package (includes Electronic Learning Center Student Package, Peachtree Accounting Software and Applications, Spreadsheet Templates for Excel and Lotus 1-2-3, Glencoe Integrated Accounting Software and Templates)				

South-Western/ITP

Automated Accounting 7.0

0-538-66249-2	Automated Accounting 7.0	1998	9-12	9.4	\$26.25 T
0-538-66255-7	Electronic Auditor (<i>available one free per teacher</i>)				\$59.50
0-538-66253-0	Instructor's Manual (<i>available one free per teacher</i>)				\$26.25

Century 21 Accounting: General Journal Approach

0-538-67671-X	Century 21 Accounting, General Journal Approach, 2000 Seventh Edition	9-12	8.5		\$36.75 T
0-538-67672-8	Working Papers, Chapters 1-26 (<i>available one free per teacher</i>)				\$19.25
0-538-67675-2	Study Guide and Recycling Problems Working Papers				\$11.00
0-538-68737-1	Assessment Binder				\$150.00
0-538-67684-1	Full Color Transparencies				\$347.50
0-538-67730-9	Rulings Transparencies				\$138.00
0-538-67685-X	Solutions Transparencies				\$299.75
0-538-69226-X	Teacher CD				\$250.00
<i>The following are available one free per teacher:</i>					
0-538-67676-0	Foreign Exchange Translation Service, Manual Simulation				\$9.25
0-538-67707-4	Foreign Exchange Translation Service, Automated Simulation				\$9.25
0-538-67677-9	Fitness Junction, Manual Simulation				\$14.25
0-538-67710-4	Fitness Junction, Automated Simulation				\$12.75
0-538-67711-2	Putting Green Golf Supply, Manual Simulation				\$14.25
0-538-67712-0	Putting Green Golf Supply, Automated Simulation				\$12.75
0-538-68738-X	Teacher's Wraparound Edition, Chapters 1-17				\$39.25
0-538-68739-8	Teacher's Wraparound Edition, Chapters 18-26				\$39.25

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components) ISBN Order #	Textbook Title or Component	Copy- Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
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South-Western/ITP

Century 21 Accounting: General Journal Approach, continued

0-538-67691-4	Teacher's Resource Guide (includes Working Papers Teacher's Edition for Chapters 1-17, Working Papers Teacher's Edition for Chapters 18-26, Foreign Exchange Translation Service Manual Simulation Key, Foreign Exchange Translation Service Automated Simulation Key, Fitness Junction Manual Simulation Key, Fitness Junction Automated Simulation Key, Putting Green Golf Supply Manual Simulation Key, Putting Green Golf Supply Automated Simulation Key, Chapter and Cycle Tests Teacher's Edition, Study Guide & Recycle Problems Working Papers Teacher's Edition, Transparency Sampler, Automated Accounting 7.0 Windows Sampler, Teacher's Resource Binder, Lesson Plans, Automated Accounting Solutions, Accounting Masters, Career Success, Assessment Resources, Math Worksheets and Solutions, Calculator Drills and Solutions, and Enrichment Topics) <i>Choice of one of the following available one free per school:</i>				\$195.00	
0-538-67720-1	Textbook and Simulation Templates for Use with Automated Accounting 6.0				\$143.00	
0-538-67719-8	Textbook and Simulation Templates for Use with Automated Accounting 7.0, Windows				\$143.00	
0-538-67721-X	Textbook and Simulation Templates for Use with Automated Accounting 6.0, Macintosh <i>Choice of one of the following available one free per teacher:</i>				\$143.00	
0-538-67723-6	Century 21 Electronic Auditor for Use with Automated Accounting 6.0				\$63.25	
0-538-67722-8	Century 21 Electronic Auditor for Use with Automated Accounting 7.0, Windows				\$63.25	
0-538-67724-4	Century 21 Electronic Auditor for Use with Automated Accounting 6.0, Macintosh				\$63.25	

Century 21 Accounting: General Journal Approach Bundle - Macintosh

0-538-69347-9	Century 21 Accounting, General Journal Approach, 2000 Seventh Edition, Bundle - Macintosh (Contains Macintosh versions of the following components: 25 Student Editions, 50 Working Papers, Solutions Transparencies, Color Transparencies, 25 <i>Automated Accounting</i> texts, <i>Automated Accounting</i> Instructor's Manual, 25 <i>Foreign Exchange</i> Automated Simulations, 50 <i>Fitness Junction</i> Automated Simulations, 25 <i>Putting Green Supply</i> Automated Simulations, the <i>Automated Accounting</i> program, <i>CENTURY 21 ACCOUNTING</i> simulation template diskette, <i>Electronic Auditor</i> , Accounting Connection CD, Assessment Binder, CNN Accounting Spreadsheet templates, 2-Volume Teacher's Edition, Teacher's Resource Guide, Teacher CD)	9-12		8.5	\$2,795.00	T
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BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

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South-Western/ITP, continued

Century 21 Accounting: General Journal Approach Bundle - Windows

0-538-69346-0	Century 21 Accounting, General Journal Approach, Seventh Edition, Bundle -Windows (Contains Windows versions of the following components: 25 Student Editions, 50 Working Papers, Solutions Transparencies, Color Transparencies, 25 <i>Automated Accounting</i> texts, <i>Automated Accounting</i> Instructor's Manual, 25 <i>Foreign Exchange</i> Automated Simulations, 50 <i>Fitness Junction</i> Automated Simulations, 25 <i>Putting Green Supply</i> Automated Simulations, the <i>Automated Accounting</i> program, <i>CENTURY 21 ACCOUNTING</i> simulation template diskette, <i>Electronic Auditor</i> , Accounting Connection CD, Assessment Binder, CNN Accounting Spreadsheet templates, 2-Volume Teacher's Edition, Teacher's Resource Guide, Teacher CD)	2000	9-12	8.5	\$2,795.00	T
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Century 21 Accounting: Multi-Column Journal Approach

0-538-67694-9	Century 21 Accounting, Multicolumn Journal Approach, Seventh Edition	2000	9-12	8.5	\$36.75	T
0-538-67699-X	Working Papers, Chapters 1-26 (<i>available one free per teacher</i>)				\$19.25	
0-538-67702-3	Study Guide and Recycling Problems Working Papers				\$11.00	
0-538-68732-0	Assessment Binder				\$150.00	
0-538-67729-5	Full Color Transparencies				\$347.50	
0-538-67730-9	Rulings Transparencies				\$138.00	
0-538-67731-7	Solutions Transparencies				\$299.75	
0-538-69226-X	Teacher CD				\$250.00	
	<i>The following are available one free per teacher:</i>					
0-538-67706-6	Foreign Exchange Translation Service, Manual Simulation				\$9.25	
0-538-67707-4	Foreign Exchange Translation Service, Automated Simulation					\$9.25
0-538-67709-0	Fitness Junction, Manual Simulation				\$14.25	
0-538-67710-4	Fitness Junction, Automated Simulation				\$12.75	
0-538-67711-2	Putting Green Golf Supply, Manual Simulation				\$14.25	
0-538-67712-0	Putting Green Golf Supply, Automated Simulation				\$12.75	
0-538-68733-9	Teacher's Wraparound Edition, Chapters 1-17				\$39.25	
0-538-68734-7	Teacher's Wraparound Edition, Chapters 18-26				\$39.25	
0-538-67739-2	Teacher's Resource Guide (includes: Working Papers Teacher's Edition for Chapters 1-17, Working Papers Teacher's Edition for Chapters 18-26, Foreign Exchange Translation Service Manual Simulation Key, Foreign Exchange Translation Service Automated Simulation Key, Fitness Junction Manual Simulation Key, Fitness Junction Automated Simulation Key, Putting Green Golf Supply Manual Simulation Key, Putting Green Golf Supply Automated Simulation Key, Chapter and Cycle Tests Teacher's Edition, Study Guide & Recycle Problems Working Papers Teacher's Edition, Transparency Sampler, Automated Accounting 7.0 Windows Sampler, Teacher's Resource Binder, Lesson Plans, Automated Accounting Solutions, Accounting Masters, Career Success, Assessment Resources, Math Worksheets and Solutions, Calculator Drills and Solutions, and Enrichment Topics)				\$195.00	

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

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South-Western/ITP, continued

Century 21 Accounting: Multi-Column Journal Approach, continued

Choice of one of the following available one free per school:

0-538-67720-1	Textbook and Simulation Templates for Use with Automated Accounting 6.0				\$143.00	
0-538-67719-8	Textbook and Simulation Templates for Use with Automated Accounting 7.0, Windows				\$143.00	
0-538-67721-X	Textbook and Simulation Templates for Use with Automated Accounting 6.0, Macintosh				\$143.00	
<i>Choice of one of the following available one free per teacher:</i>						
0-538-67723-6	Century 21 Electronic Auditor for Use with Automated Accounting 6.0				\$63.25	
0-538-67722-8	Century 21 Electronic Auditor for Use with Automated Accounting 7.0, Windows				\$63.25	
0-538-67724-4	Century 21 Electronic Auditor for Use with Automated Accounting 6.0, Macintosh				\$63.25	

Century 21 Accounting: Multi-Column Journal Approach: Introductory Course

0-538-67695-7	Century 21 Accounting, Multicolumn Journal Approach, Seventh Edition, Introductory Course, Chapters 1-17	2000	9-12	8.5	\$29.75	T
0-538-67700-7	Working Papers, Chapters 1-17 <i>(available one free per teacher)</i>				\$11.75	
0-538-67702-3	Study Guide and Recycling Problems Working Papers				\$11.00	
0-538-68732-0	Assessment Binder				\$150.00	
0-538-67729-5	Full Color Transparencies				\$347.50	
0-538-67730-9	Rulings Transparencies				\$138.00	
0-538-67731-7	Solutions Transparencies				\$299.75	
0-538-69226-X	Teacher CD				\$250.00	
<i>The following are available one free per teacher:</i>						
0-538-67706-6	Foreign Exchange Translation Service, Manual Simulation				\$9.25	
0-538-67707-4	Foreign Exchange Translation Service, Automated Simulation				\$9.25	
0-538-67709-0	Fitness Junction, Manual Simulation				\$14.25	
0-538-67710-4	Fitness Junction, Automated Simulation				\$12.75	
0-538-68733-9	Teacher's Wraparound Edition, Chapters 1-17				39.25	
<i>Choice of one of the following available one free per school:</i>						
0-538-67720-1	Textbook and Simulation Templates for Use with Automated Accounting 6.0				\$143.00	
0-538-67719-8	Textbook and Simulation Templates for Use with Automated Accounting 7.0, Windows				\$143.00	
0-538-67721-X	Textbook and Simulation Templates for Use with Automated Accounting 6.0, Macintosh				\$143.00	
<i>Choice of one of the following available one free per teacher:</i>						
0-538-67723-6	Century 21 Electronic Auditor for Use with Automated Accounting 6.0				\$63.25	
0-538-67722-8	Century 21 Electronic Auditor for Use with Automated Accounting 7.0, Windows				\$63.25	
0-538-67724-4	Century 21 Electronic Auditor for Use with Automated Accounting 6.0, Macintosh				\$63.25	

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components) ISBN Order #	Textbook Title or Component	Copy- Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
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South-Western/ITP, continued

Century 21 Accounting: Multi-Column Journal Approach Bundle - Macintosh

0-538-69345-2	Century 21 Accounting, Multicolumn Journal Approach, Seventh Edition, Bundle - Macintosh (Includes: 25 student editions, 50 Working Papers, Solutions Transparencies, Color Transparencies, 25 <i>Automated Accounting</i> texts, <i>Automated Accounting</i> Instructor's Manual, 25 <i>Foreign Exchange Automated Simulations</i> , 50 <i>Fitness Junction Automated Simulations</i> , 25 <i>Putting Green Automated Simulations</i> , the <i>Automated Accounting Program</i> , <i>CENTURY 21 ACCOUNTING</i> simulation template diskette, <i>Electronic Auditor</i> , Accounting Connection CD, Assessment binder, CNN Accounting, spreadsheet templates, 2-volume Teacher's Edition, Teacher's Resource Guide, Teacher CD)	2000	9-12		\$2,795.00	
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Century 21 Accounting: Multi-Column Journal Approach Bundle - Windows

0-538-69344-4	Century 21 Accounting, Multicolumn Journal Approach, Seventh Edition, Bundle -Windows (Includes: 25 student editions, 50 Working Papers, Solutions Transparencies, Color Transparencies, 25 <i>Automated Accounting</i> texts, <i>Automated Accounting</i> Instructor's Manual, 25 <i>Foreign Exchange Automated Simulations</i> , 50 <i>Fitness Junction Automated Simulations</i> , 25 <i>Putting Green Automated Simulations</i> , <i>Automated Accounting Program</i> , <i>CENTURY 21 ACCOUNTING</i> simulation template diskette, <i>Electronic Auditor</i> , Accounting Connection CD, Assessment binder, CNN Accounting, spreadsheet templates, 2-volume Teacher's Edition, Teacher's Resource Guide, Teacher CD)	2000	9-12	8.5	\$2,795.00	T
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Principles of Accounting II

Glencoe/McGraw-Hill

Glencoe Accounting: Real World Applications and Connections - Advanced Course

0-02-815005-8	Student Text	2000	9-12	7.2	\$39.75	T
0-02-643988-3	Working Papers				\$19.74	
0-02-643990-5	Import Express! Simulation				\$15.96	
<i>The following are available one free per teacher:</i>						
0-02-643987-5	Teacher's Annotated Edition					
0-07-820447-X	Teacher's Classroom Resources (includes Chapter Review & Working Papers Teacher's Annotated Edition, Demonstration Problems, Blackline Master Booklet, Strategies for Teaching Ethics in Accounting, Lesson Plans, Import Expressions Simulation TAE, Chapter Tests, Chapter Quizzes, Unit Tests, Audit Tests)					
0-02-644011-3	Solution & Teaching Transparencies					
0-02-644043-1	Bulletin Board Poster Package					
0-02-644010-5	Performance Assessment Binder The following are available one free per school:					
0-02-644008-3	Advanced Accounting Teacher's Software Package					
0-02-644006-7	AICPA RoomZoom: A Guide to Career Information CD-ROM					

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components) ISBN Order #	Textbook Title or Component	Copy- Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
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South-Western/ITP

Century 21 Accounting, Advanced Course

0-538-67746-5	Century 21 Accounting, Seventh Edition: Advanced Course	2000	10-12	8.5	\$36.75	T
0-538-68741-X	Assessment Binder				\$150.00	
0-538-69266-X	Teacher CD				\$250.00	
<i>The following are available one free per teacher:</i>						
0-538-67747-3	Working Papers Chapters 1-24				\$17.25	
0-538-67750-3	Blue Skies Outfitters, Inc., Manual Simulation				\$16.50	
0-538-67751-1	Blue Skies Outfitters, Inc., Automated Simulation				\$16.00	
0-538-67752-X	Southgate Hardware, Inc., Manual Simulation				\$16.50	
0-538-67753-8	Southgate Hardware, Inc., Automated Simulation				\$16.00	
0-538-67754-6	Valley Fun Center, Inc., Manual Simulation				\$16.50	
0-538-68742-8	Wraparound Teacher's Edition, Volume I, Chapters 1-10				\$39.25	
0-538-68743-6	Wraparound Teacher's Edition, Volume II, Chapters 11-24				\$39.25	
0-538-67771-6	Teacher's Resource Guide				\$195.00	
(includes Working Papers Teacher's Edition Chapters 1-10, Working Papers Teacher's Edition Chapters 11-24, Blue Skies Outfitters Manual Simulation Key, Blue Skies Outfitters Automated Simulation Key, Southgate Hardware Manual Simulation Key, Southgate Hardware Automated Simulation Key, Valley Fun Center Manual Simulation Key, Chapter and Cycle Tests Teacher's Edition, Study Guide & Recycling Problem Working Papers, Study Guide & Recycling Problem Working Papers Teacher's Edition, Automated Accounting 7.0 Windows Sampler, Teacher's Resource Binder, Lesson Plans, Automated Accounting Solutions, Accounting Masters, Career Success, Assessment Resources, and Enrichment Topics)						
<i>Choice of one of the following available one free per school:</i>						
0-538-67762-7	Advanced Textbook & Simulation Template for Use with Automated Accounting 6.0				\$143.00	
0-538-67761-9	Advanced Textbook & Simulation Template for Use with Automated Accounting 7.0, Windows				\$143.00	
0-538-67763-5	Advanced Textbook & Simulation Template for Use with Automated Accounting 6.0, Macintosh				\$143.00	
<i>Choice of one of the following available one free per teacher:</i>						
0-538-67764-3	Advanced Course Electronic Auditor for Use with Automated Accounting 7.0				\$63.25	
0-538-67765-1	Advanced Course Electronic Auditor for Use with Automated Accounting 6.0, Windows				\$63.25	
0-538-67777-5	Advanced Course Electronic Auditor for Use with Automated Accounting 6.0, Macintosh				\$63.25	

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components) ISBN Order #	Textbook Title or Component	Copy- Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
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B. Banking and Finance

South-Western/ITP

Managing Your Personal Finances

0-538-62896-0	Managing Your Personal Finances	1997	9-12	8	\$38.50	T
0-538-62897-9	Student Activity Guide				\$14.00	
0-538-62899-5	Tests				\$3.25	
0-538-66214-X	Video Disc Package				\$116.50	
0-538-66213-1	Videotape Package, VHS				\$116.50	
<i>The following are available one free per teacher:</i>						
0-538-62902-9	Teacher's Annotated Edition				\$77.75	
0-538-62900-2	Teacher's Resource Manual				\$14.75	
<i>Choice of one version of the following available one free per teacher:</i>						
0-538-62905-3	Template Diskette, DOS				\$80.75	
0-538-62906-1	Template Diskette, Macintosh				\$80.75	
<i>Choice of one version of the following available one free per teacher:</i>						
0-538-62898-7	MicroExam, DOS				\$153.75	
0-538-62904-5	MicroExam, Macintosh				\$153.75	

C. Business Law

Glencoe/McGraw-Hill

Understanding Business and Personal Law Series

0-02-814636-0	Student Text	1998	9-12	7.0	\$39.69	T
0-02-814638-7	Student Activity Guide				\$10.56	
0-02-814643-3	Court TV Class Action: Conducting a Mock Trial Video 1				\$119.61	
0-02-814644-1	Court TV Class Action: Conducting a Mock Trial Video 2				\$119.61	
0-02-814645-X	Court TV Class Action: Conducting a Mock Trial Videos 1 and 2				\$208.02	
0-02-814647-6	Court TV Trial Stories Video Package 1				\$296.43	
0-02-814648-4	Court TV Trial Stories Video Package 2				\$296.43	
0-02-800645-3	Cases from the People's Court Video 1				\$121.32	
0-02-800643-7	Cases from the People's Court Video 2				\$121.32	
0-02-636124-8	Versatile Learning System	1998	9-12	7.0	\$2,562.36	
(Includes: Student Text (set of 25), Student Activity Guide (set of 25), Transparency Package, Teacher's Classroom Resources, Conducting a Mock Trial Video 1, Conducting a Mock Trial Video 2, Court TV Trial Stories Package 1, Court TV Trial Stories Package 2, People's Court Video 1, People's Court Video 2)						

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components)	Copy- Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
ISBN Order # Textbook Title or Component					

Glencoe/McGraw-Hill

Understanding Business and Personal Law Series, continued

The following are available one free per teacher:

0-02-814637-9	Teacher's Wraparound Edition				
0-02-814649-2	Teacher's Classroom Resources (includes Teacher's Wraparound Edition, Student Activity Guide Teacher's Annotated Edition, Lesson Plans, Competitive Events in Business Law, Enrichment Masters, Block Scheduling, Business Ethics Law Activities, International Business Law Activities, Supplemental Cases, Spanish Resources for Law, Assessment Binder)				
0-02-814642-5	Transparency Binder				
0-02-814641-7	Assessment Binder				

South-Western/ITP

Law for Business and Personal Use

0-538-68353-8	Law for Business and Personal Use	2000	9-12	9.2	\$44.25	T
0-538-68354-6	Student Activities & Study Guide				\$12.75	
0-538-68792-4	Color Transparencies				\$86.50	
<i>The following are available one free per teacher:</i>						
0-538-68358-9	Teacher's Wraparound Edition				\$60.00	
0-538-68794-0	Teacher's Resource Box (includes Printed Achievement Tests, Resource Books – Units 1-7, Activities and Study Guide Teacher's Edition, Lesson Plans, Spanish Resources, Competitive Business Guide, Communications Activity Masters, Ethics Activity Masters, Alternative Assessment, Using Technology and the Internet, Distance Learning, Diverse Populations and Learning Styles, Involving Parents and the Community, Test Preparation and Study Skills, Strategies and Block Scheduling)				\$216.00	
<i>Choice of one of the following platforms is available one free per teacher:</i>						
0-538-68356-2	WESTest, Macintosh and Windows, Dual Platform CD				\$130.00	

D. Business Procedures

South-Western/ITP

Introduction to Business

0-538-69146-8	Introduction to Business, Fourth Edition	2000	9-12	8.3	\$40.00	T
0-538-69298-7	Activities and Projects, Units 1-12				\$25.00	
0-538-69206-5	Activities and Projects, Units 1-6				\$15.00	
0-538-69207-3	Activities and Projects, Units 7-12				\$15.00	

South-Western/ITP

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components) ISBN Order #	Textbook Title or Component	Copy- Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
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Introduction to Business, continued

The following are available one free per teacher:

0-538-69216-2	Teacher's Wraparound Edition				\$60.00	
0-538-69205-7	Teacher's Resource Guide				\$200.00	
	(includes Activities and Projects Teacher's Edition – Units 1-6, Activities and Projects Teacher's Edition – Units 7-12, School-to-Work/SCANS Activity Masters, Business Math Activity Masters, Communications Activity Masters, International Business Activity Masters, Ethics Activity Masters, Chapter and Unit Tests Teacher's Edition, Alternative Assessment, Test Preparation and Study Skills, Spanish Resources, Transparency Sampler, Technology Application Template Disk Solutions, Distance Learning, Using Technology and the Internet, Internet Activity Masters, Teacher's Resources CD, Lesson Plans, Diverse Populations and Learning Styles, Involving Parents and the Community, Strategies for Block Scheduling)					
0-538-69217-0	Assessment Resource Binder					

E. Communications/Business and Marketing Communications

American Guidance Service

AGS English for the World of Work

0-7854-0859-2	Student Edition	1997	9-12	3.6	\$29.95	T
0-7854-0862-2	Student Workbook	1997	9-12		\$7.95	
0-7854-0864-9	Self-Study Guide	1997	9-12		\$4.95	
0-7854-0863-0	Workbook Answer Key	1997	9-12		\$4.95	
0-7854-2069-X	Teacher's Resource Library CD-ROM	1997	9-12		\$159.95	

(Additional Teacher's Edition available for \$39.95.

One Teacher's Resource Library CD-ROM is free per 25 student texts.)

AGS English to Use

0-7854-1450-9	Student Edition	1998	9-12	3.3	\$33.95	T
0-7854-1002-3	Student Workbook	1998	9-12		\$9.95	
0-7854-1004-X	Self-Study Guide	1998	9-12		\$4.95	
0-7854-1003-1	Workbook Answer Key	1998	9-12		\$4.95	
0-7854-1778-8	Teacher's Resource Library CD-ROM	1998	9-12		\$159.95	

(Additional Teacher's Edition available for \$54.95.

One Teacher's Resource Library CD-ROM is free per 25 student texts.)

AGS Grammar and Composition Skills Series

0-7854-0945-9	Writing Sentences and Paragraphs Worktext	1997	9-12	4.0	\$7.50	E
	Writing Sentences and Paragraphs Worktext (10 copies)				\$5.50	
0-7854-0947-5	Using Parts of Speech Worktext	1997	9-12		\$7.50	
	Using Parts of Speech Worktext (10 copies)				\$5.50	
0-7854-0944-0	Building Vocabulary Skills Worktext	1997	9-12		\$7.50	
	Building Vocabulary Skills Worktext (10 copies)				\$5.50	

American Guidance Service

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components) ISBN Order #	Textbook Title or Component	Copy- Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
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AGS Grammar and Composition Skills Series, continued

0-7854-0946-7	Punctuation, Capitalization, and Spelling Worktext	1997	9-12		\$7.50	
	Punctuation, Capitalization, and Spelling Worktext (10 copies)				\$5.50	
0-7854-0948-3	Answer Key	1997	9-12		\$4.95	
	<i>*Answer Key is 1 free per 10.</i>					

AGS Practical English Skills Series

0-7854-0965-3	Filling Out Forms Worktext	1997	9-12	3.6	\$7.50	E
	Filling Out Forms Worktext (10 copies)				\$5.50	
0-7854-0966-1	Everyday Writing Worktext	1997	9-12	3.2	\$7.50	
	Everyday Writing Worktext (10 copies)				\$5.50	
0-7854-0967-X	Writing Letters Worktext	1997	9-12	4.2	\$7.50	
	Writing Letters Worktext (10 copies)				\$5.50	
0-7854-0968-8	Answer Key	1997	9-12		\$4.95	
	<i>*Answer Key is 1 free per 10.</i>					

AGS Practical Guide to Better English, Level 1

0-7854-1788-5	Student Workbook	1999	9-12	3.5-7.0	\$10.95	E
0-7854-1792-3	Answer Key (in Teacher's Edition)	1999	9-12		\$4.95	
	<i>*Additional Teacher's Edition available for \$14.95.</i>					

AGS Practical Guide to Better English, Level 2

0-7854-1789-3	Student Workbook	1999	9-12		\$10.95	E
0-7854-1793-1	Answer Key (in Teacher's Edition)	1999	9-12		\$4.95	
	<i>*Additional Teacher's Edition available for \$14.95.</i>					

AGS Practical Guide to Better English, Level 3

0-7854-1790-7	Student Workbook	1999	9-12		\$10.95	E
0-7854-1794-X	Answer Key (in Teacher's Edition)	1999	9-12		\$4.95	
	<i>*Additional Teacher's Edition available for \$14.95.</i>					

AGS Practical Guide to Better English, Level 4

0-7854-1791-5	Student Workbook	1999	9-12		\$10.95	E
0-7854-1795-8	Answer Key (in Teacher's Edition)	1999	9-12		\$4.95	
	<i>*Additional Teacher's Edition available for \$14.95.</i>					

South-Western/ITP

Communication 2000, Module 13, Technical Communication

0-538-68192-6	Communication 2000, Module 13: Technical Communication (Laserdisc/VHS included)	1999	9-12	9	\$349.95	T
0-538-68198-5	Set of 15 Learner Guides				\$116.00	
0-538-68193-4	Learner Guide (<i>available one free per teacher</i>)				\$8.50	

South-Western/ITP, continued

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components) ISBN Order #	Textbook Title or Component	Copy- Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
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Communication 2000, Module 14, Effective Presentations

0-538-68201-9	Communication 2000, Module 14: Effective Presentations (Laserdisc/VHS included)	1999	9-12	9	\$349.95	T
0-538-68207-8	Set of 15 Learner Guides				\$116.00	
0-538-68202-7	Learner Guide (<i>available one free per teacher</i>)				\$8.50	

Communication for Careers, Module B, Communication for Business and Marketing Careers

0-538-67149-1	Communication for Careers, Module B - Communication for Business and Marketing Careers (Laserdisc/VHS included)	1998	9-12	9	\$369.00	T
0-538-68207-8	Set of 15 Learner Guides				\$116.00	
0-538-67148-3	Learner Guide (<i>available one free per teacher</i>)				\$8.50	

Speaking for Success

0-538-68655-3	Speaking for Success	1999	9-12	9	\$23.75	T
0-538-68658-8	Instructor's Manual (<i>available one free per teacher</i>)				\$14.25	
0-538-68657-X	PowerPoint Disk				\$58.00	
0-538-68656-1	Video				\$60.00	

F. Computer Applications

Course Technology

Microsoft Office 97 Enhanced Course Kit

0-7895-5794-0	Microsoft Office 97 Enhanced Course Kit (Includes: Microsoft Windows 98 Essentials Concept and Techniques, Microsoft Office 97 Introduction Concepts and Techniques, Microsoft Office 97 Introduction Concepts and Techniques Workbook, Computer Concepts Illustrated Brief, The Internet Illustrated Introductory)	1999	9-12	8.5	\$50.75	T
0-7895-1334-X	Microsoft Office 97, Instructor's Resource Kit (<i>One free per teacher</i>)				\$18.50	
0-7600-5489-4	Computer Concepts, Illustrated Brief, 2e, IRK (<i>One free per teacher</i>)				\$18.50	
0-7600-6161-0	The Internet Illustrated Introductory, IRK (<i>One free per teacher</i>)				\$18.50	
0-7895-4301-X	Windows 98 Essentials Concepts & Techniques, IRK (<i>One free per teacher</i>)				\$18.50	

Microsoft Office 97 Essentials Course Kit

0-7895-5795-9	Microsoft Office 97 Essentials Course Kit (Includes: Microsoft Windows 98 Essentials Concepts and Techniques, Microsoft Office 97 Introduction Concepts and Techniques, Microsoft Office 97 Introduction Concepts and Techniques Workbook)	1999	9-12	8.5	\$38.40	T
0-7895-1334-X	Microsoft Office 97, Instructor's Resource Kit				\$18.50	
0-7895-4301-X	Microsoft Windows 98 Essentials Concepts and Techniques, \$18.50 Instructor's Resource Kit					

DDC Publishing, Inc.

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

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Computer Applications, Projects and Exercises

1-56243-750-X	Computer Applications, Projects & Exercises *Teacher's Manual is one free per teacher.	1999	9-12	11	\$28.00	T
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Learning Computer Literacy with Office 97

1-56243-656-2	Learning Computer Literacy with Office 97 *Teacher's Manual is one free per teacher.	1998	9-12	9	\$26.00	T
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Learning Microsoft Windows 95

1-56243-233-8	Learning Microsoft Windows 95 *Teacher's Manual is one free per teacher.	1995	9-12	9	\$23.00	T
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Learning Microsoft Windows 98

1-56243-487-X	Learning Microsoft Windows 98 *Teacher's Manual is one free per teacher.	1998	9-12	10	\$26.00	T
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EMC/Paradigm

Introduction to Computers and Technology

1-56118-897-2	Textbook	1998	9-12	8	\$24.95	T
1-56118-898-0	Instructor's Guide				\$19.00	
1-56118-900-6	Instructor's CD-ROM Package				\$75.00	
1-56118-936-7	Computerized Testbank, 3.5" Diskette				\$78.95	

Paradigm Visual Series: Internet with Explorer 4.0

0-7638-0019-8	Textbook with Data Disk, 3.5" Diskette	1999	9-12	8	\$14.95	T
0-7638-0092-9	Instructor's Disk Package, 3.5" Diskette				\$24.00	

Paradigm Visual Series: Microsoft Access 97

0-7638-0085-6	Textbook with Data Disk, 3.5" Diskette	1998	9-12	8	\$14.95	T
0-7638-0092-9	Instructor's Disk Package, 3.5" Diskette				\$24.00	

Paradigm Visual Series: Microsoft Excel 97

0-7638-0091-0	Textbook with Data Disk, 3.5" Diskette	1998	9-12	8	\$14.95	T
0-7638-0092-9	Instructor's Disk Package, 3.5" Diskette				\$24.00	

Paradigm Visual Series: Microsoft PowerPoint 97

0-7638-0089-9	Textbook with Data Disk, 3.5" Diskette	1999	9-12	8	\$14.95	T
0-7638-0092-9	Instructor's Disk Package, 3.5" Diskette				\$24.00	

Paradigm Visual Series: Windows 98

0-7638-0191-7	Textbook with Data Disk, 3.5" Diskette	1999	9-12	8	\$14.95	T
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Glencoe/McGraw-Hill

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

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Glencoe Comprehensive Approach Series for Office 2000

Word 2000

0-02-805594-2	Student Text	2000	9-12	7-8	\$33.99	T
0-02-805713-9	Classroom PowerPoint Slide Show				\$99.00	
<i>The following are available free one per teacher:</i>						
0-02-805708-2	Teacher's Annotated Edition					
0-07-820826-2	Teacher's Classroom Resources (includes School-to-Work Strategies, Spanish Glossary, Portfolio Builder, Projects Manual, Certification Procedures, Cross-Curricular Guide, Solutions Manual, Video Presentation VHS, Midterm Exam, Alternate Assessment)					
0-02-805719-8	Assessment Binder					
0-02-805613-2	Internet Booklet					
0-07-820422-4	Electronic Teacher's Classroom Resources					

Excel 2000

0-02-805595-0	Student Text	2000	9-12	7-8	\$33.99	T
0-02-805673-6	Classroom PowerPoint Slide Show				\$99.00	
<i>The following are available one free per teacher:</i>						
0-02-805669-8	Teacher's Annotated Edition					
0-07-820827-0	Teacher's Classroom Resources (includes School-to-Work Strategies, Spanish Glossary, Portfolio Builder, Projects Manual, Certification Procedures, Cross-Curricular Guide, Solutions Manual, Video Presentation VHS, Midterm Exam, Alternate Assessment)					
0-02-805679-5	Assessment Binder					
0-02-805613-2	Internet Booklet					
0-07-820423-2	Electronic Teacher's Classroom Resources					

Glencoe Visual Series - Excel 7 for Windows 95

0-02-813974-7	Text and Applications Workbook	1997	9-12	7-8	\$28.08	E
0-02-813973-9	Instructor's Manual & Key w/3.5 Template Disk (available one free per teacher)					

Glencoe Visual Series - Microsoft Office 97

0-02-803944-0	Text and Applications Workbook	1998	9-12	7-8	\$35.91	E
0-02-803946-7	Teacher's Manual & Key w/3.5 Template Disk (available one free per teacher)					

Glencoe Visual Series - Windows 95

0-02-814046-X	Text and Applications Workbook	1997	9-12	7-8	\$31.17	E
0-02-814045-1	Instructor's Manual & Key w/3.5 Template Disk (available one free per teacher)					

Glencoe/McGraw-Hill, continued

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components)	Copy-Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
ISBN Order #	Textbook Title or Component				

Glencoe Visual Series - Word 7 for Windows 95

0-02-813944-5	Text and Applications Workbook	1997	9-12	7-8	\$28.08	E
0-02-813943-7	Instructor's Manual & Key w/3.5 Template Disk (available one free per teacher)					

Labyrinth Publications

Off to Work Series

1-887281-39-8	Office 97	1997	6-12	8	\$25.95	T
1-887281-33-9	Word 97	1997	6-12	8	\$22.95	T
1-887281-32-0	Excel 97	1997	6-12	8	\$22.95	T
1-887281-43-6	Access 97	1997	6-12	8	\$22.95	T
1-887281-41-X	Power Point 97	1998	6-12	8	\$16.95	T
1-887281-83-5	Office 2000 - Essentials Course	1999	6-12	8	\$25.95	T
1-887281-84-3	Office 2000 - Expanded Edition	1999	6-12	8	\$34.95	T
1-887281-71-1	Word 2000 - Essentials Course	1999	6-12	8	\$22.95	T
1-887281-73-8	Excel 2000 - Essentials Course	1999	6-12	8	\$22.95	T
1-887281-75-4	Access 2000 - Essentials Course	1999	6-12	8	\$22.95	T
1-887281-77-0	Power Point 2000 - Essentials Course	1999	6-12	8	\$22.95	T
1-887281-87-8	Internet Explorer 5.0	1999	6-12	8	\$18.95	T

**Teacher's Editions include outlines of each lesson with estimated time of completion, a solutions diskette for all exercises, and a hard copy solution for each exercise. The Office 2000 component of the series also includes transparencies and PowerPoint presentations. Test generating software and Test Writer for Windows are also included in instructor's materials.*

South-Western/ITP

A+ Certification

0-538-68669-3	A+ Certification	1999	9-12	9	\$25.50	T
0-538-68670-7	Study Guide (available one free per teacher)				\$9.95	

Activities for the Internet: A Mastery Course

0-538-71830-7	Activities for the Internet: A Mastery Course	1998	9-12	9	\$8.00	T
0-538-71831-5	Instructor's Manual (available one free per teacher)				\$8.00	

Activities for the Internet: An Introduction

0-538-71828-5	Activities for the Internet: An Introduction	1998	9-12	9	\$8.00	T
0-538-71829-3	Instructor's Manual (available one free per teacher)				\$8.00	

Building Business Skills Through Computer Applications

0-538-71795-5	Building Business Skills Through Computer Applications	1998	6-8	N/A	\$11.00	T
0-538-71802-1	Instructor's Manual/Macintosh and IBM Solutions Disk Package (available one free per teacher)				\$12.50	

South-Western/ITP, continued

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components) ISBN Order #	Textbook Title or Component	Copy- Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
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Business Computer Applications for Reinforcement

0-538-71737-8	Business Computer Applications for Reinforcement	1998	9-12	N/A	\$23.50	
0-538-71742-4	Instructor's Manual/Macintosh and Windows Solutions Disk Package (<i>available one free per teacher</i>)				\$21.00	

ClarisWorks 5.0 for Macintosh and Windows 95: Tutorial

0-538-72075-1	ClarisWorks 5.0 for Macintosh and Windows 95: Tutorial	1998	9-12	8	\$28.50	T
0-538-72150-2	Electronic Instructor CD-ROM Package (<i>available one free per teacher</i>)				\$99.00	

Computer Activities to Build Business Skills

0-538-71777-7	Computer Activities to Build Business Skills	1998	9-12	N/A	\$11.00	
0-538-71784-X	Instructor's Manual/ Solutions Disk Package (<i>available one free per teacher</i>)				\$12.50	

Computer Concepts: Systems, Applications and Design: A Brief Course

0-538-67526-8	Computer Concepts: Systems, Applications, and Design, A Brief Course	1998	9-12	8-9	\$16.25	T
0-538-67920-4	Workbook				\$11.00	
0-538-67532-2	Instructor's Manual <i>Choice of one version of the following free per teacher:</i>				\$18.25	
0-538-64987-9	Data Disk, IBM				\$69.75	
0-538-64989-5	Data Disk, Macintosh <i>Choice of one version of the following free per teacher</i>				\$69.75	
0-538-68093-8	MicroExam, Macintosh				\$102.00	
0-538-68094-6	MicroExam, Windows				\$102.00	

COREL WordPerfect Suite 8 Integrated Course

0-538-68527-1	COREL WordPerfect Suite 8 Integrated Course	1999	9-12	9	\$40.25	T
0-538-68529-8	Electronic Instructor CD-ROM (<i>available one free per teacher</i>)				\$99.00	

COREL WordPerfect Suite 8 Introductory Course - Bundle

0-538-69323-1	COREL WordPerfect Suite 8 Introductory Course, Bundle (Includes: COREL WordPerfect Suite 8: Integrated Course, Student Text (set of 55), COREL WordPerfect Suite 8 Electronic Instructor, Computer Concepts: Systems, Applications and Design: A Brief Course, Student Text (set of 25), Computer Concepts Electronic Instructor, Using HyperStudio, Student Text (set of 25))	1999	9-12	9	\$2,850.00	
0-538-68529-8	Electronic Instructor CD-ROM (<i>available one free per teacher</i>)					

South-Western/ITP, continued

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components) ISBN Order #	Textbook Title or Component	Copy- Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
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Internet Concepts and Activities

0-538-72088-3	Internet Concepts & Activities	1999	9-12	9	\$25.00	T
0-538-72131-6	Electronic Instructor's CD-ROM (<i>available one free per teacher</i>)				\$99.00	

Mastering and Using Microsoft Excel 97

0-7600-5024-4	Mastering & Using Microsoft Excel 97	1997	9-12	10	\$32.50	T
0-7600-5025-2	Instructor's Resource Kit (<i>available one free per teacher</i>)				\$1.00	

Mastering and Using Microsoft Office 97 Professional

0-7600-5020-1	Mastering & Using Microsoft Office 97 Professional	1997	9-12	10	\$43.25	T
0-7600-5021-X	Instructor's Resource Kit (<i>available one free per teacher</i>)				\$1.00	

Microsoft Access 2000, Complete Tutorial

0-538-68841-6	Microsoft Access 2000, Complete Tutorial	2000	9-12	9	\$27.50	T
0-538-68843-2	Activities Workbook (<i>available one free per teacher</i>)				\$12.95	
0-538-68844-0	Instructor's Manual Package				\$99.00	

Microsoft Access 97 for Windows: Tutorial and Applications

0-538-67925-5	Microsoft Access 97 for Windows: Tutorial & Applications	1998	9-12	9	\$24.25	T
0-538-67928-X	Instructor's Manual/Student Disk/Solutions CD-ROM Package (<i>available one free per teacher</i>)				\$40.75	

Microsoft Excel 2000, Complete Tutorial

0-538-68836-X	Microsoft Excel 2000, Complete Tutorial	2000	9-12	9	\$27.50	T
0-538-68838-6	Activity Workbook (<i>available one free per teacher</i>)				\$17.95	
0-538-68839-4	Instructor's Manual Package (<i>available one free per teacher</i>)				\$13.95	

Microsoft Excel for Windows 95: Tutorial and Applications

0-538-71508-1	Microsoft Excel for Windows 95: Tutorial and Applications	1997	9-12	9	\$27.00	T
0-538-71510-3	Data/Disk Package (<i>available one free per teacher</i>)				\$68.00	
0-538-71611-8	Manual/Solutions Disk Package (<i>available one free per teacher</i>)				\$26.75	

Microsoft Office 2000, Introductory Course

0-538-68824-6	Microsoft Office 2000, Introductory Course	2000	9-12	9	\$38.95	T
0-538-68826-2	Activities Workbook				\$12.95	
0-538-68827-0	Instructor's Manual Package (<i>available one free per teacher</i>)				\$133.95	

South-Western/ITP, continued

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

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Microsoft Office 2000, Introductory Course - Bundle

0-538-69324-X	Microsoft Office 2000, Introductory Course, Bundle (Includes: <i>Microsoft Office 2000: Introductory Course</i> , Student Text (set of 25), Activities Workbook (set of 25), Testing Software and Electronic Instructor, Computer Concepts: Systems, Applications and Design, A Brief Course, Student Text (set of 25), Electronic Instructor)	2000	9-12	9	\$3,500.00	T
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Microsoft Office 97 for Windows 95: Tutorial and Applications

0-538-71919-2	Microsoft Office 97 for Windows 95: Tutorial & Applications	1998	9-12	9	\$29.75	T
0-538-71922-2	Instructor's Guide/Data Disk/Solutions Disk Package (available one free per teacher)				\$99.00	

Microsoft Office 97 & 95 for Windows: Advanced Applications for Reinforcement

0-538-71945-1	Microsoft Office 97 & 95 for Windows: Advanced Applications for Reinforcement	1998	9-12	9	\$23.50	T
0-538-71947-8	Instructor's Manual/Student Data/Solutions CD-ROM Package (available one free per teacher)				\$99.00	

Microsoft Office 97, Advanced Course - Bundle

0-538-69321-5	Microsoft Office 97, Advanced Course, Bundle [Includes: Microsoft Office 97 & 95: Advanced Applications for Reinforcement, Student Text (set of 25) and Electronic Instructor, E-Commerce Business on the Internet, Student Text (set of 25) and Electronic Instructor, Westwind Properties, Simulation (set of 25) and Manual]	1998	9-12	9	\$1,785.00	
0-538-71947-8	Instructor's Manual/Student Data/Solutions CD-ROM Package (available one free per teacher)				\$99.00	

Microsoft Office 97, Introductory Course - Bundle

0-538-69320-1	Microsoft Office 97, Introductory Course, Bundle [Includes: Microsoft Office 97 for Windows 95: Tutorial and Applications, Student Text (set of 25) and Electronic Instructor; Computer Concepts: Systems, Applications and Design, A Brief Course, Student Text (set of 25) and Electronic Instructor; Using HyperStudio, Student Text (set of 25), and Electronic Instructor (1); Excursions International, Simulation (25) and Manual (1); Internet Concepts, Student Text (25) and Electronic Instructor (1); <i>Publisher 98</i> , Student Text (25) and Electronic Instructor (1); Computer Concepts Student Interactive CD-ROM (1); and <i>Microsoft Office 97</i> Certification guide]	1997	9-12	9	\$2,870.00	T
0-538-71922-2	Instructor's Guide/Data Disk/Solutions Disk Package (available one free per teacher)				\$99.00	

South-Western/ITP, continued

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

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Microsoft Office for Windows 3.1, Windows 95, and Macintosh, Applications for Reinforcement

0-538-71484-0	Microsoft Office for Windows 3.1, Windows 95, and Macintosh: Applications for Reinforcement	1997	9-12	9	\$23.50	T
0-538-71486-7	Instructor's Manual (<i>available one free per teacher</i>)				\$25.25	
<i>Choice of one version of the following free per teacher:</i>						
0-538-71485-9	Solutions Disk for Windows 95				\$34.75	
0-538-71537-5	Solutions Disk for Macintosh				\$34.75	
0-538-71701-7	Solutions Disk for Windows 3.1				\$34.75	

Microsoft Office for Windows 95: Tutorial and Applications

0-538-71490-5	Microsoft Office for Windows 95: Tutorial and Applications	1997	9-12	9	\$30.75	T
0-538-71492-1	Data Disk Package (<i>available one free per teacher</i>)				\$64.25	
0-538-71605-3	Manual/Solutions Disk Package (<i>available one free per teacher</i>)				\$99.00	

Microsoft Word 2000, Complete Tutorial

0-538-68832-7	Microsoft Word 2000, Complete Tutorial	2000	9-12	9	\$38.95	T
0-538-68834-3	Activities Workbook				\$12.95	
0-538-68835-1	Instructor's Manual Package (<i>available one free per teacher</i>)				\$13.95	

Microsoft Works 4.0 Macintosh: Tutorial and Applications

0-538-64727-2	Microsoft Works 4.0 Macintosh: Tutorial and Applications	1996	9-12	6	\$25.25	T
0-538-64730-2	Instructor's Manual (<i>available one free per teacher</i>)				\$17.50	
0-538-64729-9	Data/Solutions Disk Package (<i>available one free per teacher</i>)				\$69.75	

Microsoft Works 4.5 for Windows 95: Tutorial and Applications

0-538-72158-8	Microsoft Works 4.5 for Windows 95: Tutorial and Applications	1999	9-12	9	\$31.25	
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Microsoft Works 4.5 for Windows 95: Tutorial and Applications - Bundle

0-538-69322-3	Microsoft Works 4.5 for Windows: Tutorial and Applications, Bundle [Contains Microsoft Works 4.5 for Windows 95: Tutorial and Applications, Student Text (25) and Electronic Instructor (1); Computer Concepts: Systems, Applications, and Design, A Brief Course, Student Text (25) and Electronic Instructor (1); Using HyperStudio, Student Text (25), and Electronic Instructor (1); Excursions International, Simulation (25) and Manual (1); Internet Concepts, Student Text (25) and Electronic Instructor (1); Microsoft Front Page 98, Student Text (25) and Electronic Instructor (1); Computer Concepts Student Interactive CD-ROM (1).]	1999	9-12	9	\$2,960.00	T
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G. Computer Programming

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components)	Copy-Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
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Course Technology

Visual Basic 6 Course Kit

0-7895-5789-4	Visual Basic 6 Course Kit (Includes: Visual Basic 6 Complete Concepts and Techniques, Developing Projects Using Microsoft Visual Basic 5/6)	1999	9-12	8.5	\$38.00	T
0-7895-4655-8	Instructor's Resource Kit (Available one free per teacher.)				\$18.50	

Glencoe/McGraw-Hill

Mastering Qbasic and QuickBasic

0-02-802581-4	Student Text with IBM 3.5" and 5.25" Student Data Disks	1995	9-12	9-10	\$43.20	T
0-02-802582-2	Instructor's Manual & Key w/3.5 & 5.25 Disks (available one free per teacher)					

Visual Basic 5.0 Complete Course

0-02-803063-X	Student Text with 3.5" Student Template Disk	1999	9-12	9-10	\$40.02	T
0-02-803064-8	Instructor's Manual & Key with CD-ROM (available one free per teacher)					

Visual Dbase 5.5 for Windows

0-02-802618-7	Student Text with 3.5" & 5.25" Student Data Disks	1997	9-12	9-10	\$31.89	T
0-02-802619-5	Instructor's Manual & Key (available one free per teacher)					

South-Western/ITP

Using Visual Basic

0-538-67886-0	Using Visual Basic, Second Edition	1998	9-12	9	\$37.25	T
0-538-67887-9	Workbook				\$12.75	
0-538-67893-3	Instructor's Manual/Solutions Disk/Data Disk Package (available one free per teacher)				\$34.50	

H. Computer Technology

Course Technology

Microsoft Office 97 Advanced Concepts and Techniques Course Kit

0-7895-5787-8	Microsoft Office 97 Advanced Concepts & Techniques Course (Includes: Textbook, Projects)	1999	9-12	8.3	\$43.95	T
0-7895-1334-X	Microsoft Office 97 Advanced Concepts & Techniques, Instructor's Resource Kit (Available one free per teacher.)				\$18.50	
0-7600-5134-8	Microsoft Office 97 Illustrated Projects Instructor's Resource Kit (Available one free per teacher.)				\$18.50	

DDC Publishing, Inc.

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components)	Copy-Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
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<i>Learning Corel Office Professional 7</i> 1-56243-334-2 Learning Corel Office Professional 7 *Teacher's Manual is one free per teacher.	1997	9-12	9	\$23.00	T
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<i>Learning Corel WordPerfect Suite 8</i> 1-56243-590-6 Learning Corel WordPerfect Suite 8 *Teacher's Manual is one free per teacher.	1998	9 to 12	10	\$26.00	T
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<i>Learning Microsoft Office 2000</i> 1-56243-638-4 Learning Microsoft Office 2000	1999	9-12	10	\$27.00	T
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<i>Learning Microsoft Office 97</i> 1-56243-439-X Learning Microsoft Office 97 *Teacher's Manual is one free per teacher. <i>Blackline Masters is one free set per school.</i>	1998	9-12	9	\$26.00	T
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<i>Learning Microsoft Office for Windows 95</i> 1-56243-294-X Learning Microsoft Office for Windows 95 *Teacher's Manual is one free per teacher. <i>Blackline Masters is one free set per school.</i>	1996	9-12	9	\$26.00	T
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EMC/Paradigm

Advanced Microsoft Office 2000

0-7638-0265-4 Textbook with CD-ROM	2000	9-12	8	\$44.95	T
0-7638-0266-2 Instructor's Guide/CD-ROM Package				\$69.00	
0-7638-0268-9 Computerized Testbank, 3.5				\$78.95	

Microsoft Office 2000

0-7638-0255-7 Textbook with CD-ROM	2000	9-12	8	\$44.95	T
0-7638-0256-5 Instructor's Guide/CD-ROM Package				\$69.00	
0-7638-0258-1 Computerized Testbank (3.5" Diskette)				\$78.95	

Microsoft Office 97 Professional

0-7638-0065-1 Textbook with Data Disk, 3.5" Diskette	1998	9-12	8	\$44.00	T
0-7638-0066-X Instructor's Guide				\$24.00	
0-7638-0131-3 Instructor's CD-ROM package w/Power Point slides (One free per teacher)				\$69.00	
0-7638-0067-8 Instructor's Disk Package (3.5" Diskette) (One free per teacher)				\$69.00	
0-7638-0153-4 Computerized Testbank (3.5" Diskette) (One free per teacher)				\$78.95	

South-Western/ITP

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components) ISBN Order #	Textbook Title or Component	Copy- Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
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Dynamic Presentation Strategies for Computer Slide Shows

0-538-71615-0	Dynamic Presentations Strategies for Computer Slide Shows	1998	9-12	9	\$35.00	T
0-538-71454-9	Instructor's Manual (<i>available one free per teacher</i>)				\$24.50	

Mastering and Using Microsoft PowerPoint 2000

0-538-42616-0	Mastering and Using Microsoft PowerPoint 2000	2000	9-12	9	\$27.95	T
0-538-42625-X	Activities Workbook				\$12.95	
0-538-42618-7	Electronic Instructor CD-ROM(<i>available one free per teacher</i>)				\$99.00	

Mastering and Using PowerPoint 97 for Business Presentations

0-7600-5026-0	Mastering and Using PowerPoint 97 for Business Presentations	1997	9-12	10	\$29.75	T
0-7600-5027-9	Instructor's Resource Kit (<i>available one free per teacher</i>)				\$1.00	

Microsoft Office 2000, Advanced Course

0-538-68828-9	Microsoft Office 2000, Advanced Course	2000	9-12	9	\$38.95	T
0-538-68830-0	Activities Workbook				\$12.95	
0-538-68831-9	Electronic Instructor's CD-ROM (<i>available one free per teacher</i>)				\$99.00	

Microsoft Office 2000, Advanced Course - Bundle

0-538-69325-8	Microsoft Office 2000, Advanced Course, Bundle (Includes: Microsoft Office 2000: Advanced Course, Student Text (set of 25), Activities Workbook (set of 25), Testing Software, and Electronic Instructor; E-Commerce Business on the Internet, Student Text (set of 25) and Electronic Instructor; Westwind Properties, Simulation)	2000	9-12	9	\$2,470.00	T
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I. Cooperative Business Education Cooperative Business Education I

AGC/United Learning

The World of Work Video Series

1-56007-696-8	The World of Work Series Text (This series contains 4 Facilitator's Guides and 4 sets of Blackline Masters.)	1998	9-UP		\$359.00	
1-56007-700-X	Getting a Good Job (Contains 12 Blackline Masters)	1998	9-UP		\$125.00	
1-56007-697-6	Getting a Good Start (Contains 4 Blackline Masters)	1998	9-UP		\$99.00	
1-56007-698-4	Getting Along with Your Co-Workers (Contains 6 Blackline Masters)	1998	9-UP		\$99.00	
1-56007-699-2	Getting Along with Your Supervisor (Contains 6 Blackline Masters)	1998	9-UP		\$99.00	

*A facilitator's guide accompanies individual video titles.

Career Solutions Training Group

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

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Textbook Title (if multiple components) ISBN Order #	Textbook Title or Component	Copy- Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
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Real Life Workplace Ethics, Series I

RL-1	Real Life Workplace Ethics, Series I (Includes: Teacher's Guide, 30 copies each of 16 newspaper issues) {What's the Big Deal; Work, on a Day Like This; Was It My Fault; What's a Few Minutes; Did I Talk That Long; Who Does He Think He Is; Why Today; Don't Work So Hard; This Isn't a Sports Car; I Did Exactly What She Told Me; I Can't Serve Pizza; Why Didn't I Get That Promotion; We're in This Together; It Was Just a Little Lie; That's Confidential; Oh No, He Overheard Me} <i>*The Teacher's Guide includes Summary of the Real Life Issue, Student's Challenge, The Teacher's Corner, Performance Standards and Suggested Evaluation of Each Activity, Teaching Suggestions, and three supplemental activities.</i>	1996	6-12	7	\$475.00	E
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Real Life Workplace Ethics, Series II

RL-2	Real Life Workplace Ethics, Series II (Includes: Teacher's Guide, 30 copies each of 16 newspaper issues) {I Quit; That's Not My Job; No One Will Ever Know; I'm Afraid to say Anything; You Didn't See That; Who's He Talking about Today; It's for a Good Cause; Were You About to say Something; I Need That Chart; You Forgot the Red Peppers; She Wouldn't Help Me; You Made Me Miss My Shot; This Is an Emergency; Stop Right This Minute; That Doesn't Sound Innocent; Those Aren't My Words} <i>*The Teacher's Guide includes Summary of the Real Life Issue, Student's Challenge, The Teacher's Corner, Performance Standards and Suggested Evaluation of Each Activity, Teaching Suggestions, and three supplemental activities.</i>	1997	6-12	7	\$475.00	E
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Glencoe/McGraw-Hill

Succeeding in the World of Work

0-02-814219-5	Student Text	1998	9-12	9	\$37.38	T
0-02-814222-5	Student Activity Workbook				\$7.98	
0-02-814233-0	Workforce 2000 Video Library VHS English				\$225.00	
0-02-814232-2	Workforce 2000 Video Library Videodisc				\$299.97	
<i>The following are available one free per teacher:</i>						
0-02-814221-7	Teacher's Wraparound Edition					
0-02-675294-8	Teacher's Classroom Resources (includes Teacher's Wraparound Edition, Student Activity Workbook- Teacher's Annotated Edition, Lesson Plans, Implementing Block Scheduling Print-Media and Internet Handbook, School-to-Work Activity Handbook-Teacher's Manual, Strategies for Implementing Connecting Activities, Strategies for Implementing Work-Based Learning, Mini Quizzes, Reproducible Tests)					
0-02-675285-9	Performance Assessment Binder					
0-02-675288-3	Spanish Resources					
0-02-675291-3	Transparency Package					

South-Western/ITP

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components)	Copy-Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
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Office Skills: The Finishing Touch					
0-314-20550-0	Office Skills: The Finishing Touch	1998	9-12	10	\$39.75 T
<i>The following are available one free per teacher:</i>					
0-314-12986-3	Annotated Teacher's Edition				\$53.50
0-314-14187-1	Computer Applications Supplement				\$21.75
0-314-12989-8	Data Disk				\$59.50
0-314-12988-X	Student Activity Guide				\$18.25
0-314-12987-1	Teacher's Resource Binder				\$65.50
<i>Choice of one of the following available per teacher:</i>					
0-314-12991-X	WESTest, Macintosh				\$75.75
0-314-12992-8	WESTest, Windows				\$75.75

Cooperative Business Education II

Career Solutions Training Group

Real Life Workplace Ethics, Series I

RL-1	Real Life Workplace Ethics, Series I (Includes: Teacher's Guide, 30 copies each of 16 newspaper issues) {What's the Big Deal; Work, on a Day Like This; Was It My Fault; What's a Few Minutes; Did I Talk That Long; Who Does He Think He Is; Why Today; Don't Work So Hard; This Isn't a Sports Car; I Did Exactly What She Told Me; I Can't Serve Pizza; Why Didn't I Get That Promotion; We're in This Together; It Was Just a Little Lie; That's Confidential; Oh No, He Overheard Me} <i>*The Teacher's Guide includes Summary of the Real Life Issue, Student's Challenge, The Teacher's Corner, Performance Standards and Suggested Evaluation of Each Activity, Teaching Suggestions, and three supplemental activities.</i>	1996	6-12	7	\$475.00 E
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Real Life Workplace Ethics, Series II

RL-2	Real Life Workplace Ethics, Series II (Includes: Teacher's Guide, 30 copies each of 16 newspaper issues) {I Quit; That's Not My Job; No One Will Ever Know; I'm Afraid to say Anything; You Didn't See That; Who's He Talking about Today; It's for a Good Cause; Were You About to say Something; I Need That Chart; You Forgot the Red Peppers; She Wouldn't Help Me; You Made Me Miss My Shot; This Is an Emergency; Stop Right This Minute; That Doesn't Sound Innocent; Those Aren't My Words} <i>*The Teacher's Guide includes Summary of the Real Life Issue, Student's Challenge, The Teacher's Corner, Performance Standards and Suggested Evaluation of Each Activity, Teaching Suggestions, and three supplemental activities.</i>	1997	6-12	7	\$475.00 E
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Cooperative Business Education III

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components) ISBN Order #	Textbook Title or Component	Copy- Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
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Career Solutions Training Group

Real Life Workplace Ethics, Series I

RL-1	Real Life Workplace Ethics, Series I (Includes: Teacher's Guide, 30 copies each of 16 newspaper issues) {What's the Big Deal; Work, on a Day Like This; Was It My Fault; What's a Few Minutes; Did I Talk That Long; Who Does He Think He Is; Why Today; Don't Work So Hard; This Isn't a Sports Car; I Did Exactly What She Told Me; I Can't Serve Pizza; Why Didn't I Get That Promotion; We're in This Together; It Was Just a Little Lie; That's Confidential; Oh No, He Overheard Me} <i>*The Teacher's Guide includes Summary of the Real Life Issue, Student's Challenge, The Teacher's Corner, Performance Standards and Suggested Evaluation of Each Activity, Teaching Suggestions, and three supplemental activities.</i>	1996	6-12	7	\$475.00	E
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Real Life Workplace Ethics, Series II

RL-2	Real Life Workplace Ethics, Series II (Includes: Teacher's Guide, 30 copies each of 16 newspaper issues) {I Quit; That's Not My Job; No One Will Ever Know; I'm Afraid to say Anything; You Didn't See That; Who's He Talking about Today; It's for a Good Cause; Were You About to say Something; I Need That Chart; You Forgot the Red Peppers; She Wouldn't Help Me; You Made Me Miss My Shot; This Is an Emergency; Stop Right This Minute; That Doesn't Sound Innocent; Those Aren't My Words} <i>*The Teacher's Guide includes Summary of the Real Life Issue, Student's Challenge, The Teacher's Corner, Performance Standards and Suggested Evaluation of Each Activity, Teaching Suggestions, and three supplemental activities.</i>	1997	6-12	7	\$475.00	E
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Cooperative Business Education IV

Career Solutions Training Group

Real Life Workplace Ethics, Series I

RL-1	Real Life Workplace Ethics, Series I (Includes: Teacher's Guide, 30 copies each of 16 newspaper issues) {What's the Big Deal; Work, on a Day Like This; Was It My Fault; What's a Few Minutes; Did I Talk That Long; Who Does He Think He Is; Why Today; Don't Work So Hard; This Isn't a Sports Car; I Did Exactly What She Told Me; I Can't Serve Pizza; Why Didn't I Get That Promotion; We're in This Together; It Was Just a Little Lie; That's Confidential; Oh No, He Overheard Me} <i>*The Teacher's Guide includes Summary of the Real Life Issue, Student's Challenge, The Teacher's Corner, Performance Standards and Suggested Evaluation of Each Activity, Teaching Suggestions, and three supplemental activities.</i>	1996	6-12	7	\$475.00	E
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Career Solutions Training Group, continued

Real Life Workplace Ethics, Series II

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components) ISBN Order #	Textbook Title or Component	Copy- Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
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RL-2	Real Life Workplace Ethics, Series II (Includes: Teacher's Guide, 30 copies each of 16 newspaper issues) {I Quit; That's Not My Job; No One Will Ever Know; I'm Afraid to say Anything; You Didn't See That; Who's He Talking about Today; It's for a Good Cause; Were You About to say Something; I Need That Chart; You Forgot the Red Peppers; She Wouldn't Help Me; You Made Me Miss My Shot; This Is an Emergency; Stop Right This Minute; That Doesn't Sound Innocent; Those Aren't My Words} <i>*The Teacher's Guide includes Summary of the Real Life Issue, Student's Challenge, The Teacher's Corner, Performance Standards and Suggested Evaluation of Each Activity, Teaching Suggestions, and three supplemental activities.</i>	1997	6-12	7	\$475.00	E
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J. Desktop Publishing

Course Technology

Adobe PageMaker 6.5 Illustrated Course Kit

0-7600-1437-X	Adobe PageMaker 6.5 Illustrated Course Kit (Includes: Textbook, Projects)	1998	9-12	8.6	\$24.75	T
0-7600-5570-X	Adobe PageMaker 6.5 Illustrated, Instructor's Resource Kit (Available one free per teacher.)				\$18.50	
0-7600-5955-1	Adobe PageMaker 6.5 Illustrated Projects, Instructor's Resource Kit (Available one free per teacher.)				\$18.50	

EMC/Paradigm

Advanced Microsoft Word 97: Desktop Publishing

0-7638-0106-2	Textbook with 3.5" Data Disk	1998	9-12	8	\$41.00	T
0-7638-0107-0	Instructor's Guide				\$24.00	
0-7638-0130-5	Instructor's Software Package CD-ROM				\$69.00	
0-7638-0108-9	Instructor's Software Package (3.5" Diskette)				\$69.00	

PageMaker 6.5: Design and Applications

1-56118-802-6	Textbook with 3.5" diskette (Windows)	1998	9-12	8	\$34.95	T
1-56118-801-8	Textbook with 3.5" diskette (Macintosh)	1998	9-12	8	\$34.95	
1-56118-804-2	Instructor's Guide and CD-ROM Package				\$69.00	

K. Entrepreneurship

American Institute of Small Business

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components) ISBN Order #	Textbook Title or Component	Copy- Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
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How to Set Up Your Own Small Business, Volumes 1 & 2

0-939069-64-4	How To Set Up Your Own Small Business, Volumes I & II	1999	9-12	9	\$72.50	T
0-939069-62-8	Business Plan Example	1998	9-12	9	\$11.95	E
0-939069-57-1	Student Study Guide	1997	9-12	9	\$11.95	E
0-939069-52-0	3 Case Studies - Retailing Firm, Service Company, Manufacturing Firm	1997	9-12	9	\$11.95	E

(One free copy per 10 texts ordered. One free answer key per classroom using text.)

Glencoe/McGraw-Hill

Entrepreneurship and Small Business Management

0-02-644068-7	Student Text	2000	9-12	7.2	\$38.49	T
0-02-644070-9	Student Activity Workbook				\$9.99	
0-02-644081-4	Entrepreneurial Simulation - "WebWorks"				\$12.99	
<i>The following are available one free per teacher:</i>						
0-02-644069-5	Teacher's Annotated Edition					
0-02-644072-5	Teacher's Classroom Resources (includes Student Activity Workbook Teacher's Annotated Edition, Lesson Plans, Competitive Events Review Book, Block Scheduling, Internet User's Guide and Activities Handbook, Reproducible Tests, The Best of Young Entrepreneur magazine)					
0-02-814177-6	Where's the Dough? Board Game <i>The following are available one free per school:</i>					
0-02-644079-2	Software Applications Binder, WIN/MAC					
0-02-644077-6	PowerPoint Presentation w/User's Guide					

South-Western/ITP

Entrepreneurship: Ideas in Action

0-538-68268-X	Entrepreneurship: Ideas in Action	2000	9-12	8.7	\$37.75	T
0-538-68270-1	Student Workbook				\$11.00	
<i>The following are available one free per teacher:</i>						
0-538-68269-8	Teacher's Annotated Edition				\$50.00	
0-538-69237-5	Teacher's Resource Box (includes Workbook Teacher's Edition, Chapter Tests Teacher's Edition, Transparency Masters, Activity Masters, Lesson Plans, CNN Video Discussion Guide, Business Math Activity Masters, Communications Activity Masters, Ethics Activity Masters, International Business Activity Masters, Alternative Assessment Using Technology and the Internet, Diverse Populations and Learning Styles, Involving Parents and the Community, Test Preparation and Study Skills, Strategies for Block Scheduling, Distance Learning)					

L. Fashion Marketing Principles and Applications

Goodheart-Willcox Company

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components)	Copy-Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
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<i>The World of Fashion Merchandising</i>					
1-56637-451-0	The World of Fashion Merchandising	1998	9-12	9.2	\$35.97 T
1-56637-452-9	Student Activity Guide <i>(one free per class set)</i>				\$9.45 E
Choice of one:					
1-56637-453-7	Instructor's Manual <i>(one free per class set of 24 or less)</i>				\$31.98
1-56637-454-5	Teacher's Resource Binder <i>(one free per class set of 25 or more)</i>				\$84.00

M. Hospitality, Travel, and Tourism

American Hotel and Motel Association Education Institute

Lodging Management Series, Year 1

0-86612-214-1	Student Textbook, Year 1	1999	11	10.5	\$57.00 T
0-86612-215-X	Student Workbook, Year 1	1999			\$27.00 E
	Teacher Resource Package, Year 1 <i>(Includes: Lesson Plans, Transparency Masters, Teacher Edition - Workbook, Student Textbook, Student Competency Checklist, Year 1)</i>	1999			\$400.00 E
	Video Package, Year 1	1999			\$1,500.00 E
	"Upfront" CD-ROM Training, Year 1	1999			\$99.00 E
	Guest Service of This World CD-ROM Training, Year 1	1999			\$99.00 E

Lodging Management Series, Year 2

0-86612-216-8	Student Textbook, Year 2	1999	12	10.5	\$57.00 T
0-86612-217-6	Student Workbook, Year 2	1999			\$27.00 E
	Teacher Resource Package, Year 2 <i>(Includes: Lesson Plans, Transparency Masters, Teacher Edition - Workbook, Student Textbook, Student Competency Checklist, Year 2)</i>	1999			\$400.00 E
	Video Package, Year 2	1999			\$800.00 E
	"Check Please" CD-ROM Training, Year 2	1999			\$99.00 E

N. Integrated Business Integrated Business Program I

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components) ISBN Order #	Textbook Title or Component	Copy- Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
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Glencoe/McGraw-Hill

Glencoe Comprehensive Approach Series for Office 97

Word 97: A Comprehensive Approach

0-02-803352-3	Student Text	1998	9-12	7-8	\$33.81	T
0-02-803577-1	PowerPoint Slide Show				\$99.00	

The following are available one free per teacher:

0-02-803355-8	Teacher's Annotated Edition w/Data Disk					
0-02-803444-9	Teacher's Classroom Resources (includes School-to-Work Strategies, Spanish Glossary, Portfolio Builder, Projects Manual, Certification Procedures, Cross-Curricular Guide, Solutions Manual, Assessment Binder, Teacher's Annotated Edition w/Data Disk)					

Excel 97: A Comprehensive Approach

0-02-803354-X	Student Text	1998	9-12	7-8	\$33.81	T
0-02-803587-9	Classroom PowerPoint Slide Show	1998	9-12	7-8	\$99.00	

The following are available one free per teacher:

0-02-803356-6	Teacher's Annotated Edition w/Data Disk					
0-02-803445-7	Teacher's Classroom Resources (includes School-to-Work Strategies, Spanish Glossary, Portfolio Builder, Projects Manual, Certification Procedures, Cross-Curricular Guide, Solutions Manual, Assessment Binder, Teacher's Annotated Edition w/Data Disk)					

PowerPoint 97: A Comprehensive Approach

0-02-803351-5	Student Text	1999	9-12	7-8	\$33.99	T
0-02-803607-7	PowerPoint Slide Show				\$99.00	

The following are available one free per teacher:

0-02-803358-2	Teacher's Annotated Edition w/Data Disk					
0-02-803447-3	Teacher's Classroom Resources (includes School-to-Work Strategies, Spanish Glossary, Portfolio Builder, Projects Manual, Certification Procedures, Cross-Curricular Guide, Solutions Manual, Assessment Binder, Teacher's Annotated Edition w/Data Disk)					

Access 97: A Comprehensive Approach

0-02-803353-1	Student Text	1999	9-12	7-8	\$33.81	T
0-02-803597-6	Classroom PowerPoint Slide Show				\$99.00	

The following are available one free per teacher:

0-02-803357-4	Teacher's Annotated Edition w/Data Disk					
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Glencoe/McGraw-Hill

Access 97: A Comprehensive Approach, continued

0-02-803446-5	Teacher's Classroom Resources					
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BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

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(includes School-to-Work Strategies, Spanish Glossary, Portfolio Builder, Projects Manual, Certification Procedures, Cross-Curricular Guide, Solutions Manual, Assessment Binder, Teacher's Annotated Edition w/Data Disk)

Glencoe Comprehensive Approach Series for Windows 95

Word 7: A Comprehensive Approach for Windows 95

0-02-803338-8	Student Text	1998	9-12	7-8	\$33.81	T
0-02-814429-5	PowerPoint Slide Show				\$99.00	

The following are available one free per teacher:

0-02-803339-6	Teacher's Annotated Edition w/Data Disk					
0-02-803439-2	Teacher's Classroom Resources					

(includes School-to-Work Strategies, Spanish Glossary, Portfolio Builder, Projects Manual, Certification Procedures, Cross-Curricular Guide, Solutions Manual, Assessment Binder, Teacher's Annotated Edition w/Data Disk)

Excel 7: A Comprehensive Approach for Windows 95

0-02-803340-X	Student Text	1998	9-12	7-8	\$33.81	T
0-02-814437-6	Classroom PowerPoint Slide Show				\$99.00	

The following are available one free per teacher:

0-02-803341-8	Teacher's Annotated Edition w/Data Disk					
0-02-803440-6	Teacher's Classroom Resources					

(includes School-to-Work Strategies, Spanish Glossary, Portfolio Builder, Projects Manual, Certification Procedures, Cross-Curricular Guide, Solutions Manual, Assessment Binder, Teacher's Annotated Edition w/Data Disk)

PowerPoint 7: A Comprehensive Approach for Windows 95

0-02-803344-2	Student Text	1998	9-12	7-8	\$33.99	T
0-02-814461-9	PowerPoint Slide Show				\$99.00	

The following are available one free per teacher:

0-02-803345-0	Teacher's Annotated Edition w/Data Disk					
0-02-803441-4	Teacher's Classroom Resources					

(includes School-to-Work Strategies, Spanish Glossary, Portfolio Builder, Projects Manual, Certification Procedures, Cross-Curricular Guide, Solutions Manual, Assessment Binder, Teacher's Annotated Edition w/Data Disk)

Access 7: A Comprehensive Approach for Windows 95

0-02-803342-6	Student Text	1998	9-12	7-8	\$33.81	
0-02-814453-8	Classroom PowerPoint Slide Show				\$99.00	

The following are available one free per teacher:

0-02-803343-4	Teacher's Annotated Edition w/Data Disk					
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Glencoe/McGraw-Hill

Access 7: A Comprehensive Approach for Windows 95, continued

0-02-803442-2	Teacher's Classroom Resources					
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BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

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(includes School-to-Work Strategies, Spanish Glossary, Portfolio Builder, Projects Manual, Certification Procedures, Cross-Curricular Guide, Solutions Manual, Assessment Binder, Teacher's Annotated Edition w/Data Disk)

South-Western/ITP

The Office: Procedures and Technology

0-538-66736-2	The Office: Procedures and Technology	1998	9-12	10	\$35.50	T
<i>The following are available free one per teacher:</i>						
0-538-66739-7	Annotated Teacher's Edition				\$57.25	
0-538-68260-4	MicroExam II Testing Software				\$65.25	
0-538-66743-5	Presentation Software				\$108.00	
0-538-66737-0	Student Activities and Projects				\$16.50	
0-538-66740-0	Teacher's Resource Guide				\$14.00	
0-538-66738-9	Test				\$4.00	
<i>Choice of one version of the following is available one per teacher:</i>						
0-538-66742-7	Template Diskette, ClarisWorks 4.0 or higher & Microsoft Works 4.0 or higher, Macintosh				\$67.50	
0-538-68259-0	Template Diskette, Microsoft Word 6.0 or higher & Excel 5.0 or higher, Windows				\$65.25	

Integrated Business Program II

South-Western/ITP

The Corporate View

0-538-68471-2	The Corporate View	1999	9-12	5	\$28.50	T
0-538-68476-3	Teacher's Manual (<i>available one free per teacher</i>)				\$10.00	
0-538-68472-0	Intranet Individual CD (Requires Site License)				\$5.00	
0-538-68473-9	Intranet Site License CD				\$100.00	

O. International Business/Marketing and Management

South-Western/ITP

Business in a Global Economy

0-538-62290-3	Business in a Global Economy	1996	9-12	11	\$33.50	T
0-538-62292-X	Workbook				\$10.50	
0-538-62374-8	Tests				\$5.25	
0-538-62293-8	Instructor's Resource Book (<i>available one free per teacher</i>)				\$17.25	
<i>Choice of one version of the following available one free per teacher:</i>						
0-538-62371-3	MicroExam II, Mac				\$154.75	
0-538-62372-1	MicroExam, Apple				\$154.75	
0-538-65242-X	MicroExam IBM 3				\$154.75	

P. Keyboarding

DDC Publishing, Inc.

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components)	Copy-Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
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Learning Keyboarding and Word Processing with Microsoft Word 97

1-56243-551-5	Learning Keyboarding and Word Processing with Microsoft Word 97	1998	9-12	8	\$26.00	T
	*Teacher's Manual is one free per teacher.					

EMC/Paradigm

Paradigm Keyboarding and Applications

0-7638-0124-0	Textbook	1999	9-12	8	\$39.95	T
0-7638-0125-9	Instructor's Guide				\$24.00	
0-7638-0126-7	Instructor's CD-ROM Package				\$340.00	

Glencoe/McGraw-Hill

Cortez Peters' Championship Keyboarding Drills

0-02-801199-6	Student Text	1997	9-12	9-10	\$18.48	E
0-02-801209-7	Text w/3.5" Data Disk, CD-ROM & Instruction Sheet				\$36.00	
0-02-801207-0	Upgrade for Instructor's Package, CD-ROM and Disk format				\$159.99	
0-02-801204-6	Rhythm-Development Tape Package				\$195.00	
	<i>The following is available one free per teacher:</i>					
0-02-801201-1	Instructor's Manual for Text & Software					
	<i>The following is available one free per school:</i>					
0-02-801202-X	Instructor's Software Package, CD-ROM Disk Format					

Glencoe Keyboarding with Computer Applications Series

Complete Course

0-02-804171-2	Student Edition, Lessons 1-150	2000	9-12	7-8	\$39.00	T
0-02-804298-0	Student Edition w/Office 97 Student Guide				\$44.97	
0-02-644284-1	Student Edition w/Office 2000 Student Guide				\$44.97	
0-02-804299-9	Student Edition w/Microsoft Works 4.5 Student Guide				\$44.97	
0-02-804301-4	Student Edition w/Corel 8 Student Guide				\$44.97	

Short Course

0-02-804172-0	Student Edition, Lessons 1-80	2000	9-12	7-8	\$34.98	T
0-02-804302-2	Student Edition w/Office 97 Student Guide				\$37.98	
0-02-644285-X	Student Edition w/Office 2000 Student Guide				\$37.98	
0-02-804303-0	Student Edition w/Microsoft Works 4.5 Student Guide				\$37.98	
0-02-804304-9	Student Edition w/Corel 8 Student Guide				\$37.98	

Glencoe/McGraw-Hill

Glencoe Keyboarding with Computer Applications Series, continued

Student Guides

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components) ISBN Order #	Textbook Title or Component	Copy- Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
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0-02-804173-9	Microsoft Office 97 Student Guide	2000	9-12	7-8	\$9.99	
0-02-644283-3	Microsoft Office 2000 Student Guide				\$9.99	
0-02-804174-7	Microsoft Office 4.5 Student Guide				\$9.99	
0-02-804175-5	Corel 8 Student Guide				\$9.99	

0-02-804193-3	MLA Report Guide	2000	9-12		\$8.49	
0-02-804180-1	Desktop Simulation	2000	9-12		\$8.49	
0-02-804183-6	Integrated Office Simulation				\$8.49	

The following are available one free per teacher:

0-02-804184-4	Teacher's Wraparound Edition					
0-02-804192-5	Teacher's Classroom Resources (includes Lesson Plans Booklet & Disk, Supplemental Production Activities & Solutions, Reteaching and Reinforcement, Block Scheduling, Strategies for School-to-Career Transition, Cross-Curricular Applications & Solutions, Multicultural Applications & Solutions, Language Link Worksheets & Solutions, Wall Charts, Program Overview Video, Grading & Evaluation, Textbook Production Solutions, Tests & B75Test Solutions)					

0-02-804185-2	Electronic Teacher's Classroom Resources <i>The following are available one free per school:</i>					
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0-02-804242-5	PowerPoint Slide Show					
0-02-804186-0	Courseware CD-ROM					
0-02-804187-9	Site License Courseware (3.5" disk)					
0-02-804177-1	Student Data Disk Package					

Keyboarding and Document Processing for Windows

0-02-813881-3	Student Text	1997	9-12	7-8	\$33.99	T
0-02-803207-1	Text w/Word for Windows Processing Guide				\$36.18	
0-02-803208-X	Text w/WordPerfect for Windows Processing Guide				\$36.18	
0-02-803205-5	Word 6.0 for Windows Guide				\$9.99	
0-02-803206-3	WordPerfect 6.1 for Windows Guide				\$9.99	
0-02-803210-1	Set of 10 Data Disks (total of 20 Disks)				\$27.51	

The following is available one free per teacher:

0-02-803211-X	Teacher's Classroom Resources (includes Word 6.0 for Windows Guide, WordPerfect 6.1 for Windows Guide, Courseware Users Guide, Supplemental Resource Package)					
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The following is available one free per school:

0-02-803209-8	Courseware Package					
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Microcomputer Keyboarding and Document Processing

0-02-814096-6	Student Text	1996	9-12	7-8	\$31.37	T
0-02-814064-8	Student Data Disk Lessons 1-75 for IBM (set of 10)				\$21.06	
0-02-814065-6	Student Data Disk Lessons 76-150 for IBM (set of 10)				\$21.06	

Glencoe/McGraw-Hill

Microcomputer Keyboarding and Document Processing, continued

0-02-814066-4	Student Data Disk Lessons 1-75 for Macintosh				\$21.06	
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BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components) ISBN Order #	Textbook Title or Component	Copy- Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
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	(set of 10)					
0-02-814067-2	Student Data Disk Lessons 76-150 for Macintosh				\$21.06	
	(set of 10)					
	<i>The following are available one free per teacher:</i>					
0-02-814097-4	Teacher's Annotated Edition					
0-02-814075-3	Teacher's Classroom Resources					
	(includes Teacher's Annotated Edition, WordPerfect 6.0 DOS Guide, Lesson Plans, Test Masters, Test Solutions, Grading and Evaluation, Textbook Production Solutions, Keyboard Wall Charts, Transparency Masters, Cross-Curricular Solutions, Strategies for Tech Prep, Multicultural Timings, Supplemental Production Activities & Solutions, LAB Worksheets & Solutions, Learning Guides)					
0-02-814132-6	Keyboarding Transparencies					
	<i>Choice of the following Courseware Instructions Guides is available one free per teacher:</i>					
0-02-814098-2	WordPerfect 6.0 DOS (in Classroom Resources)					
0-02-814099-0	WordPerfect 5.1 DOS					
0-02-814101-6	Dolphin Write DOS					
0-02-814102-4	Dolphin Write MAC					
	<i>Choice of the following is available one free per school:</i>					
0-02-814133-4	Lessons 1-150, WordPerfect 6.0 DOS					
0-02-814134-2	Lessons 1-150, WordPerfect 5.1 DOS & Int WP DOS Dolphin Write					
0-02-800364-0	Lessons 1-150, Internal Word Processor MAC Dolphin Write					

South-Western/ITP

Century 21 Keyboarding and Information Processing - Book 1

0-538-69156-5	Century 21 Keyboarding & Information Processing, 2000 Sixth Edition, Book 1		9-12	9	\$35.00	T
	<i>The following are available one free per teacher:</i>					
0-538-64919-4	Activity Pak 1				\$6.25	
0-538-64920-8	Activity Pak 2				\$6.25	
0-538-64921-6	Activity Pak 3				\$6.25	
0-538-69287-1	Teacher's Edition Semester 1				\$33.00	
0-538-69288-X	Teacher's Edition Semester 2				\$33.00	
0-538-69280-8	Teacher's Edition Semester 3				\$33.00	
0-538-69282-0	Teacher's Resource Kit				\$65.00	
0-538-64933-X	Transparency Masters, Volume I				\$216.75	
	<i>Choice of one version of the following available one free per teacher:</i>					
0-538-64928-3	Century 21 Keyboarding, MicroPace Template for Macintosh				\$80.50	
0-538-64926-7	Century 21 Keyboarding, MicroPace Template for Windows				\$80.50	

South-Western/ITP, continued

Century 21 Keyboarding and Information Processing - Complete Course

0-538-69155-7	Century 21 Keyboarding & Information	2000	9-12	9	\$44.00	T
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BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

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Processing, Sixth Edition, Complete Course

The following are available one free per teacher:

0-538-64919-4	Activity Pak 1				\$6.25	
0-538-64920-8	Activity Pak 2				\$6.25	
0-538-64921-6	Activity Pak 3				\$6.25	
0-538-69287-1	Teacher's Edition Semester 1				\$33.00	
0-538-69288-X	Teacher's Edition Semester 2				\$33.00	
0-538-69289-8	Teacher's Edition Semester 3				\$33.00	
0-538-69282-0	Teacher's Resource Kit				\$65.00	
0-538-64933-X	Transparency Masters, Volume 1				\$216.75	
<i>Choice of one version of the following available one free per teacher:</i>						
0-538-64928-3	Century 21 Keyboarding, MicroPace Template for Macintosh				\$80.50	
0-538-64926-7	Century 21 Keyboarding, MicroPace Template for Windows				\$80.50	

Century 21 Keyboarding and Information Processing - Complete Course - Macintosh

0-538-69305-3	Century 21 Keyboarding & Information Processing, 2000 Sixth Edition, Complete Course Bundle-Mac		9-12	9	\$1,950.00	T
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Century 21 Keyboarding and Information Processing - Complete Course - Windows

0-538-69304-5	Century 21 Keyboarding & Information Processing, Sixth Edition, Complete Course Bundle-Windows		9-12	9	\$1,950.00	T
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KeyChamp Software

0-538-66063-5	KeyChamp Software, Windows	1999	9-12	7	\$450.00	T
0-538-66064-3	KeyChamp Software, Macintosh	1999	9-12	7	\$450.00	T
0-538-66061-9	User's Guide (<i>available one free per teacher</i>)				\$11.50	

MicroPace Pro Windows/Macintosh Site License

0-538-71704-1	MicroPace Pro, Windows Site License	1998	9-12	N/A	\$440.00	T
0-538-71705-X	MicroPace Pro, Macintosh Site License	1998	9-12	N/A	\$440.00	T

MicroType Multimedia CD-ROM Network Windows/Macintosh Site License

0-538-68374-0	MicroType, Multimedia CD-ROM Network: Windows Site License	1999	9-12	N/A	\$725.00	T
0-538-68866-1	MicroType, Multimedia CD-ROM Network: Macintosh Site License	1999	9-12	N/A	\$725.00	T

MicroType Pro Windows/Macintosh Site License

0-538-66201-8	MicroType Pro, Windows Site License	1997	9-12	N/A	\$613.00	T
0-538-66202-6	MicroType Pro, Macintosh Site License	1997	9-12	N/A	\$613.00	T

South-Western/ITP, continued

Skill Busters: Mystery Mansion Windows/Macintosh Site License

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components) ISBN Order #	Textbook Title or Component	Copy- Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
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0-538-68343-0	Skill Busters: Mystery Mansion, Windows/ Macintosh Site License	1999	9-12	N/A	\$895.00	T
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Q. Marketing/Introduction to Marketing

Glencoe/McGraw-Hill

Marketing Essentials

0-02-640601-2	Student Text	1997	9-12	7.3	\$40.62	T
0-02-640603-9	Student Activity Workbook				\$7.98	
0-02-640605-5	Marketing Math Workbook				\$5.97	
0-02-640607-1	School-to-Work Handbook				\$5.97	
0-02-640614-4	Marketing Career Portfolio				\$28.77	
0-02-640636-5	Impact!, Inc. (Simulation)				\$13.98	
0-02-640621-7	Multimedia Yearbook: An Entrepreneurial Marketing Simulation				\$13.50	
<i>The following are available one free per teacher:</i>						
0-02-640602-0	Teacher's Wraparound Edition					
0-02-640632-2	Teacher's Classroom Resources (includes Teacher's Wraparound Edition, Student Activity Workbook-Teacher's Annotated Edition, Lesson Plans, Marketing Math Workbook TAE, School-to-Work Activity Handbook-Teacher's Manual, International Case Studies, Marketing Career Portfolio, Block Scheduling Implementation Guide, Multimedia Yearbook Simulation Student Edition, Impact!, Inc. Simulation Student Edition, Assessment Binder, Reproducible Tests)					
0-02-640612-8	Teaching Transparency Binder					
0-02-640622-5	Teacher's Manual w/Template Disk for Multimedia Yearbook Simulation					
0-02-640637-3	Teacher's Manual w/Template Disk for Impact! Simulation <i>Choice of the following is available one free per school:</i>					
0-02-640616-0	Assessment Binder DOS/Windows					
0-02-640618-7	Assessment Binder Macintosh <i>Choice of the following is available one free per school:</i>					
0-02-640626-8	Marketing Software DOS/Windows					
0-02-640625-X	Marketing Software Macintosh					

R. Marketing/Principles and Applications

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components) ISBN Order #	Textbook Title or Component	Copy- Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
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Glencoe/McGraw-Hill

Marketing Practices and Principles

0-02-635601-5	Student Text	1995	9-12	11.6	\$39.78	T
0-02-635603-1	Student Project Guide				\$11.97	
<i>The following are available one free per teacher:</i>						
0-02-635602-3	Teacher's Annotated Edition					
0-02-635604-X	Teacher's Resource Binder					
<i>Choice of the following is available one free per school:</i>						
0-02-635606-6	Testmaker Software, IBM					
0-02-635607-4	Testmaker Software, Macintosh					

S. Marketing/Retail Marketing

Delmar Publishers

Visual Merchandising, The Business of Merchandise Presentation

0-8273-5759-1	Visual Merchandising, The Business of Merchandise Presentation	1996	9-12	10.4	\$32.75	T
0-8273-5760-5	Instructor's Manual <i>(Instructor's Manual is available one free per teacher.)</i>				\$15.25	

T. Management/Business and Marketing Management

Glencoe/McGraw-Hill

Introduction to Business: Our Business and Economic World Series

0-02-814149-0	Student Text	1997	9-12	7-8	\$36.93	T
0-02-814151-2	Student Activity Guide 1				\$13.32	
0-02-814152-0	Student Activity Guide 2				\$13.32	
0-02-814192-X	Student Activity Guides 1 and 2				\$22.62	
0-02-814199-7	Versatile Learning System w/VHS Introduction to Business Video Library <i>(Includes: Student Text (set of 25), Student Activity Guide 1 (set of 25), Student Activity Guide 2 (set of 25), Teacher's Wraparound Edition, Teacher's Classroom Resources, Teaching Transparency Binder, Video Series, Stocktracker Software IBM & Mac, Computer Applications Simulation Student Edition (set of 25), Computer Applications Simulation Teacher's Manual)</i>	1997	9-12	7-8	\$1,899.99	T

Glencoe/McGraw-Hill

Introduction to Business: Our Business and Economic World Series, continued

0-02-814200-4	Versatile Learning System w/Videodisc	1997	9-12	7-8	\$1,903.23	T
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BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components) ISBN Order #	Textbook Title or Component	Copy- Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
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Introduction to Business Video Library
(Includes: Student Text (set of 25), Student Activity Guide 1 (set of 25), Student Activity Guide 2 (set of 25), Teacher's Wraparound Edition, Teacher's Classroom Resources, Teaching Transparency Binder, Video Series, Stocktracker Software IBM & Mac, Computer Applications Simulation Student Edition (set of 25), Computer Applications Simulation Teacher's Manual)
The following are available one free per teacher:

0-02-814150-4 Teacher's Wraparound Edition

0-02-814183-0 Teacher's Classroom Resources

(includes Teacher's Wraparound Edition, Student Activity Guide 1 Teacher's Annotated Edition, Student Activity Guide 2 Teacher's Annotated Edition, Lesson Plans, Enrichment Masters, Math Skills Review, Communication Skills Review, School-to-Work/Tech Prep Strategies, Cooperative Learning Strategies, Ethics in Business Strategies, International Business Strategies, Professional Resources Guide, Distance Learning Guide, Technology Resource Guide, Internet Resource Guide, Spanish Resources, Instructional Poster, Assessment Binder)

0-02-814170-9 Teaching Transparency Binder

Business Marketing/Computer Applications

The following are available one free per teacher:

0-02-814173-3 Student Text

0-02-814174-1 Teacher's Manual with Template Disk

0-02-814177-6 Where's the Dough Board Game

The following is available one free per school:

0-02-814178-4 Video Library VHS from Wall Street Journal

Choice of the following is available one free per school:

0-02-823082-5 Stocktracker Simulation, IBM

0-02-823555-X Stocktracker Simulation, MAC

South-Western/ITP

Business Principles and Management

0-538-62466-3 Business Principles and Management 1996 9-12 10 \$40.25 T

0-538-62468-X Student Activities Guide \$14.00

0-538-62469-8 Tests \$3.75

The following are available free one per teacher:

0-538-62472-8 Teacher's Annotated Edition \$77.75

0-538-62467-1 Teacher's Resource Manual \$22.75

Choice of one version of the following available one free per teacher:

0-538-65994-7 MicroExam II, DOS \$153.75

0-538-64834-1 MicroExam II, Macintosh \$153.75

U. Multimedia Applications

Glencoe/McGraw-Hill

BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components)	Copy-Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
ISBN Order # Textbook Title or Component					

HyperCard: Flying Solo

0-538-62812-X	Student Text	1995	9-12	6-7	\$23.67	E
0-538-63285-2	Student Text with HyperCard Program				\$40.98	
0-538-62816-2	Mac Template Diskette & Teacher's Resource Guide (available one free per teacher)					

HyperStudio Express 1.0 for Windows

0-538-66692-7	Student Text	1997	9-12	6.0	\$18.99	E
0-538-66693-5	Student Text with Resource/Solutions Disk				\$26.97	

HyperStudio Express 3.1 (Windows/Macintosh)

0-02-654033-9	Student Text	2000	9-12	6.0	\$19.74	E
0-02-654632-0	Teacher's Manual and Key (available one free per teacher)					

HyperStudio Express Macintosh 3.0

0-538-65817-7	Student Text	1997	9-12	6.0	\$18.99	E
0-538-66558-0	Student Text with Resource/Solutions Disk				\$26.97	

HyperStudio Garden: 101 Things to Grow

0-538-65814-2	Student Projects Book	1994	9-12	6.0	\$23.97	E
0-538-66070-8	Student Projects Book with CD-ROM				\$27.48	

Multimedia Flying Solo: Featuring HyperCard 2.3

0-538-65105-9	Student Text with CD-ROM	1996	9-12	6-7	\$23.88	E
0-538-65106-7	Instructor's Guide (available one free per teacher)					

V. Web Site Design and Maintenance

Course Technology

Microsoft FrontPage 98: Complete Concepts and Techniques

0-7895-4640-X	Microsoft FrontPage 98: Complete Concepts and Techniques	1999	9-12	8.6	\$25.00	T
0-7895-4637-X	Microsoft FrontPage 98: Complete Concepts and Techniques, Instructor's Resource Kit (Available one free per teacher.)				\$18.50	

South-Western/ITP

E-Commerce Business on the Internet

0-538-68918-8	E-Commerce Business on the Internet	2000	9-12	9	\$26.00	T
0-538-68919-6	Electronic Instructor Pkg. (available one free per teacher)				\$99.00	

South-Western/ITP, continued

HTML and JavaScript: Programming Concepts

0-538-68822-X	HTML and Javascript: Programming Concepts	2000	9-12	9	\$24.00	T
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BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

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0-538-68823-8	Electronic Instructor CD-ROM (<i>available one free per teacher</i>)				\$99.00	
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Java Programming Basics for the Internet

0-538-68012-1	Java Programming Basics for the Internet	1998	9-12	9	\$21.50	T
0-538-68013-X	Instructor's Manual (<i>available one free per teacher</i>)				\$16.25	

Java: Complete Course in Programming and Problem Solving

0-538-68707-X	Java: Complete Course in Programming and Problem Solving	2000	9-12	9	\$21.50	T
<i>The following are available one free per teacher:</i>						
0-538-68710-X	Activities Workbook				\$12.95	
0-538-68709-6	Electronic Instructor's CD-ROM				\$99.00	

Mastering and Using Microsoft Word 97 to Create Web Pages

0-7600-7347-3	Mastering and Using Microsoft Word 97 to Create Web Pages	1998	9-12	10	\$10.75	T
0-7600-7348-1	Instructor's Resource Kit (<i>available one free per teacher</i>)					

Microsoft FrontPage 98

0-538-68601-4	Microsoft FrontPage 98	1999	9-12	9	\$19.95	T
0-538-68602-2	Electronic Instructor's CD-ROM (<i>available one free per teacher</i>)				\$99.00	

Web Page Design

0-538-68997-8	Web Page Design	2000	9-12	9	\$23.50	T
0-538-68998-6	Electronic Instructor's CD-ROM (<i>available one free per teacher</i>)				\$99.00	

W. Word Processing

Course Technology

New Perspectives on Microsoft Word 97 Comprehensive Enhanced

0-7600-7308-2	New Perspectives on Microsoft Word 97 Comprehensive Enhanced	1998	9-12	9.3	\$28.50	T
0-7600-7313-9	New Perspectives on Microsoft Word 97 Comprehensive Enhanced, Instructor's Resource Kit (<i>Available one free per teacher.</i>)				\$18.50	

DDC Publishing, Inc.

Learning Corel WordPerfect 7

1-56243-432-2	Learning Corel WordPerfect 7	1998	9-12	10	\$23.00	T
*Teacher's Manual is one free per teacher.						

DDC Publishing, Inc., continued

Learning Corel WordPerfect 8

1-56243-621-X	Learning Corel WordPerfect 8	1998	9-12	9	\$23.00	T
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BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

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*Teacher's Manual is one free per teacher. .

Learning Microsoft Word 7 for Windows 95

1-56243-316-4	Learning Microsoft Word 7 for Windows 95 *Teacher's Manual is one free per teacher. <i>Blackline Masters is one free set per school.</i>	1996	9-12	9	\$23.00	T
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Learning Microsoft Word 97

1-56243-440-3	Learning Microsoft Word 97 *Teacher's Manual is one free per teacher. <i>Blackline Masters is one free set per school.</i>	1998	9-12	11	\$26.00	T
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Learning WordPerfect 6.0 for Windows

1-56243-125-0	Learning WordPerfect 6.0 for Windows *Teacher's Manual is one free per teacher. <i>Blackline Masters is one free set per school.</i>	1994	9-12	9	\$23.00	T
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Learning WordPerfect 6.1 for Windows

1-56243-256-7	Learning WordPerfect 6.1 for Windows *Teacher's Manual is one free per teacher. <i>Blackline Masters is one free set per school.</i>	1995	9-12	9	\$23.00	T
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EMC/Paradigm

Microsoft Word 2000

0-7638-0250-6	Textbook with CD-ROM	2000	9-12	8	\$44.95	T
0-7638-0251-4	Instructor's Guide/CD-ROM Package				\$69.00	
0-7638-0253-0	Computerized Test Generator				\$78.95	

Microsoft Word 97

0-7638-0070-8	Textbook with Data Disk, 3.5" Diskette	1998	9-12	8	\$44.00	T
0-7638-0071-6	Instructor's Guide				\$24.00	
0-7638-0072-4	Instructor's Disk Package (3.5" Diskette)				\$69.00	
0-7638-0148-8	Instructor's Software Package (CD-ROM)				\$69.00	

Paradigm Visual Series: Microsoft Word 97

0-7638-0087-2	Textbook Data Disk (3.5" Diskette)	1999	9-12		\$14.95	T
0-7638-0092-9	Instructor's Disk Package (3.5" Diskette)				\$24.00	

WordPerfect 8

0-7638-0135-6	Textbook with Data Disk, 3.5" Diskette	1998	9-12	8	\$44.00	T
0-7638-0136-4	Instructor's Guide				\$19.00	
0-7638-0137-2	Instructor's Disk Package, 3.5" Diskette				\$69.00	
0-7638-0158-5	Computerized Testbank, 3.5" Diskette				\$78.95	

South-Western/ITP

COREL WordPerfect 8, Complete Course

0-538-68291-4	COREL WordPerfect 8, Complete Course	1999	9-12		\$40.25	T
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BUSINESS, MARKETING, AND INFORMATION MANAGEMENT

Publisher

Series Title

Textbook Title (if multiple components)	Copy- Right	Grade Level	Reading Level	Price	Program Type (Total/Enhance)
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0-538-68545-X	Electronic Instructor's CD-ROM <i>(available one free per teacher)</i>			\$99.00	
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Microsoft Word 97 (8.0) for Windows 95: Tutorial and Applications

0-538-71923-0	Microsoft Word 97 (8.0) for Windows 95: Tutorial & Applications	1998	9-12	9	\$29.75 T
0-538-71926-5	Instructor's Manual/Data Disk/Solutions Disk Package <i>(available one free per teacher)</i>			\$27.50	