

**CRAWFORD CENTRAL SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS**

**SCHEDULE J  
TEXTBOOK ADOPTION**

<b>SCHOOL</b>	<b>DEPT.</b>	<b>COURSE</b>	<b>TITLE</b>	<b>AUTHOR</b>	<b>PUBLISHER</b>	<b>COPY- RIGHT</b>
MASH	Business Ed..	Computer Applications	<i>Office 2016 (MS Office 365)</i>	Beskeen, Cram, Duffy, Friedrichsen & Reding	Cengage	2017

First Reading May 16, 2016

**Crawford Central School District  
Textbook Adoption Recommendations**

The undersigned certify that they have reviewed the textbook recommended below for use in the Crawford Central School District and recommend it for adoption.

School(s): Meadville Area Senior H.S.  
Department: Business Ed.  
Course: Computer Applications  
Textbook Title: Office 2016 (MS office 365)  
Author(s): Beskeen, Cram, Duffy, Friedrichsen & Reding  
Publisher: Cengage  
Copyright Date: 2017  
ISBN#: 978-1-305-87602-6 (Soft cover)  
Recommended by: Lori Dahl Kemper, Patrick Kober, Jennifer Kodrzycki  
Curriculum Director: Jennifer Kodrzycki  
Principal: [Signature]  
Parent(s): [Signature] Jeff Leguard  
Dawn Espy Dawn Espy  
Will W Espy William Espy, III  
Teacher(s): Lori Dahl Kemper & Kelly  
Jennifer Kodrzycki & Jennifer Kodrzycki  
Date: April 13, 2016

All textbooks must be reviewed by the Director of Curriculum and Instruction and adopted by the Crawford Central School Board.

Please attach this form to the book and return it to the Curriculum Office for processing.