



## CTP+ Coursebook Features

All CTP+ Instructor Guides map page-for-page to the corresponding Student Guides, yet include many additional instructional tools not found in the Student Guides.

## CTP+ Instructor Guides vs. Student Guides

The following table compares the Instructor Guide features to the Student Guide features.

Coursebook Feature	CTP+ Instructor Guide	CTP+ Student Guide
<b>Book Format</b>	Hole-punched pages, ready to insert into binder; instructors can insert supplementary materials and easily update manual sections instead of entire manual	Spiral-bound book, which can lay flat or open 360 degrees, taking less room on a desk while students complete labs
<b>Front Matter</b>	Title, table of contents and introduction to the course	Title, table of contents and introduction to the course
<b>Classroom Setup Guide</b>	Step-by-step instructions for instructors on how to set up the classroom before teaching the course	Not available in Student Guide
<b>Lessons</b>	Match Student Guide lessons page-for-page; Instructor Guide lessons also include margin Instructor Notes and post-lesson Instructor Sections	Complete with lesson objectives, pre-assessment questions, narrative text, diagrams, graphics, screen shots, tables, margin tech terms, hands-on labs and lesson summaries
<b>Lesson Objectives</b>	Clearly stated learning objectives that instructors can use to preview learning outcomes	Clearly stated learning objectives previewing learning outcomes for students
<b>Pre-Assessment Questions</b>	Instructors can preview the lesson and/or pre-assess student skill level for customized instruction. Answers are included	Learning Center Students can find the Answers in Supplemental Files. Answers are not provided for Academic Students
<b>Instructor Margin Notes</b>	Detailed notes for instructors that provide additional implementation ideas, resources and background to enrich the teaching experience	Not available in Student Guide
<b>Narrative Text</b>	Background, context and technology information with additional information for instructors in margin notes	Background, context and technology information for students learning a new technology
<b>Margin Tech Terms</b>	Technology terms called out from the narrative text in the margin for quick access (terms also included in the index and glossary)	Technology terms called out from the narrative text in the margin for quick access (terms also included in the index and glossary)
<b>Figures</b>	Diagrams, graphics and screen shots provide visual examples of concepts or lab steps	Diagrams, graphics and screen shots provide visual examples of concepts or lab steps
<b>Tables</b>	Detailed information presented in a condensed, easy-to-understand format for quick comprehension	Detailed information presented in a condensed, easy-to-understand format for quick comprehension
<b>Tech Notes, Tech Tips, and Warnings</b>	Alerts, exceptions or special interest information	Alerts, exceptions or special interest information

Coursebook Feature	CTP+ Instructor Guide	CTP+ Student Guide
<b>Movies</b>	Movie clips provide supplementary instruction in a multimedia format, and enhance the coursebook narrative and labs. Instructors can present movies and discuss them with the entire class	Movie clips provide supplementary instruction in a multimedia format, and enhance the coursebook narrative and labs. Students can watch the movie clips in class or on their own
<b>Hands-on Labs</b>	Step-by-step exercises ensure student's success in understanding the technology. Instructor margin notes and any answers are also included	Learning Center Students can find the Answers in Supplemental Files. Answers are not provided for Academic Students
<b>Case Studies</b>	Real-world application and examples of skills taught in the lesson	Real-world application and examples of skills taught in the lesson
<b>Lesson Summaries</b>	Review and reinforcement activities that instructors can assign to students as homework or class activity	Review and reinforcement activities that students can complete in class or on their own
<b>Application Projects</b>	Additional activities designed to provoke interest and real-world application of skill as well as reinforce lesson content. Instructors can assign to students as homework or class activity	Additional activities designed to provoke student interest and real-world application of skills. Students can complete these activities on their own time if not assigned
<b>Skills Reviews</b>	Instructors can reinforce the lesson's learning outcomes as a study tool for course and/or certification assessment	Students can review their knowledge of the content as a study tool for course and/or certification assessment
<b>Lesson Review Questions</b>	Open-ended questions for instant assessment; can also be used for review and reinforcement of lesson content, or assigned as homework. Answers included	Learning Center Students can find the Answers in Supplemental Files. Answers are not provided for Academic Students
<b>Instructor Sections</b>	Supplemental material including Activities, Optional Labs and Quizzes; can be used as homework or class activity	Learning Center Students can find the Answers in Supplemental Files. Answers are not provided for Academic Students
<b>Activities</b>	Additional pen-and-paper activities for instructors to assign as homework or class activities. Answers included. Student handouts (without answers) provided with the Supplemental Files for instructors to print	Learning Center Students can find the Answers in Supplemental Files. Answers are not provided for Academic Students
<b>Optional Labs</b>	Additional computer-based step-by-step labs (with instructor margin notes) for instructors to assign as homework or class activities. Student handouts (without answers) provided with the Supplemental Files for instructors to print	Learning Center Students can find the Answers in Supplemental Files. Answers are not provided for Academic Students

Coursebook Feature	CTP+ Instructor Guide	CTP+ Student Guide
<b>Quizzes</b>	End-of-lesson quizzes for instructors to test and reinforce learning objectives lesson by lesson. Answers included. Student handouts (without answers) provided with the Supplemental Files for instructors to print	Learning Center Students can find the Answers in Supplemental Files. Answers are not provided for Academic Students
<b>Course Assessment</b>	Post-course multiple-choice exam to evaluate course outcomes (final exam) or provide to students as a study tool for certification assessment. Answers included. Student handouts (without answers) provided with the Supplemental Files for instructors to print	Learning Center Students can find the Answers in Supplemental Files. Answers are not provided for Academic Students
<b>Appendix List</b>	Identifies the ancillary materials available for instructors and students in the Supplemental Files	Identifies the ancillary materials available for instructors and students in the Supplemental Files
<b>Glossary</b>	Alphabetical listing of the technology terms used in the course	Alphabetical listing of the technology terms used in the course
<b>Index</b>	Alphabetical listing of key terms and acronyms used in the course, with corresponding page numbers	Alphabetical listing of key terms and acronyms used in the course, with corresponding page numbers
<b>Supplemental Files Contents Page</b>	Complete listing of all instructor and student files provided online that accompanies the course, including appendixes, lab files and handouts.	Complete listing of all student files provided online that accompanies the course, including appendixes and lab files