TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Business
Consensus Review

Book Code: CENG-6501170-APTP-5 **Category:** 6501170

Area Business Technology **Cluster** Business Technology **Subject:** Administrative

Publisher:
Cengage Learning

Title:
The Administrative Professional: Technology & Procedures

Author: Fulton-Calkins/Rankin/ Schumack

Edition: 14 **Copyright:** 2011 **ISBN:** 9780538729482

Grade: 09-12

Publisher's Bid Information	Reviewer Analysis	Recommended:
Bid Level	**Level**	◉ YES
Basal	Basal	○ NO
Delivery Method	**Delivery Method:**	○ WITHDRAWN
T	Traditional-T	

Committee Members:	Signature of Reviewers
Charlene Wooldridge	_____
John D. Nicholson	_____
M. Susanne Smith	_____
	_____
	_____

Signature of Commission Member _____

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Business
Consensus Review

I. Tennessee Framework

Documentation

STRENGTHS: This program addresses the appropriate number of the state of Tennessee standards, learning expectations and performance indicators for Administrative Management Course.

MATTERS OF FACT: Standard 1 Learning Expectation and Performance Indicators were mostly addressed in chapters 4, 6, 15, and 16. The majority of them were not addressed adequately in the text.
Standard 2 Learning Expectation and Performance Indicators are addressed in chapters 1 and 2.
Standard 3 Learning Expectation and Performance Indicators are partially addressed in chapters 3 and 4.
Standard 4 Learning Expectation and Performance Indicators are partially addressed throughout the textbook.
Standard 5 Learning Expectation and Performance Indicators are addressed in chapters 6, 8, 9, and 12.
Standard 6 Learning Expectation and Performance Indicators are addressed in chapter 11.
Standard 7 Learning Expectation and Performance Indicators are addressed in chapter 14.
Standard 8 Learning Expectation and Performance Indicators are addressed in chapters 10 and 13.
Standard 9 Learning Expectation and Performance Indicators are addressed in chapters 1 and 15.
Standard 10 Learning Expectation and Performance Indicators are addressed in chapters 1, 2, and 3.
Standard 11 Learning Expectation and Performance Indicators are addressed in chapters 1, 2, 3, 4, 9, and 10.
Standard 12 Learning Expectation and Performance Indicators are addressed in chapter(s) 15 and 16.
Standard 13 Learning Expectation and Performance Indicators are addressed in chapter(s) 1, 5, 7, 8, 13, and 15.

CONCERNS: Standards 3.3-3.4, 4.6-4.7, and 7.1 will require the instructor to use additional resources or other material in order to meet the standards at the appropriate level for student mastery.
Publisher Response: Standards 3.3 and 3.4 are addressed on pp. 41-49. Students are provided with content for the importance of setting up their workstation, setting a good professional look, and recognizing the importance of safety standards. It is difficult to know the level of mastery desired, as that context would be reflective of individual office conditions.

4.6 Apply information processing systems hardware and software appropriately to accomplish tasks across the curriculum.

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Business
Consensus Review

Students are asked to utilize their software skills in the Build Workplace Skills activities at the end of the chapter (p. 17 uses Word, p. 69 uses the Internet for research; p. 85 uses concept mapping, p. 235 requires the use of Excel, etc.) Perhaps this is not reflective enough of curriculum usage as desired.

4.7 Demonstrate the ability to access reference materials in a variety of locations.

Model documents are appropriately located within chapters and students utilize these resources for completion of chapter work. In addition, a thorough Reference Guide covering Grammar and document formats is located on pages 320-344.

7.1 Analyze procedures for effective professional money management and budgeting. Professional financial document examples are provided on pages 258-260, there are no activities related to analyzing information. Budgeting is briefly discussed on p. 261.

CENG-6501170-APTP-5-376-6501-1127-YES-Basal9780538729482--------1/21/2012 @ 8:05:52 PM

II. National Standards or Industry Standards

Documentation

STRENGTHS: The national standards for the Administrative Management course are included within the state of Tennessee standards.

MATTERS OF FACT: No comment.

CONCERNS: No comment.

CENG-6501170-APTP-5-377-6501-1128-YES-Basal9780538729482--------8/8/2011 @ 2:01:43 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Business
Consensus Review

III. Program Design

Documentation

STRENGTHS: The textbook focuses on skills that would be beneficial to all students. Many of the skills are 21st Century Employability Skills based in areas such as communication and technology. The teacher resource CD has a number of good resources to help the instructor in teaching the standards including PowerPoint presentations, chapter outlines, key terms, and text banks. The textbook is organized in a logical order as the skills and concepts presented complement each other.

MATTERS OF FACT: 1. Evidence of a clear purpose and direction is stated in chapter learning objectives at the beginning of each chapter, and key terms are placed at the end of each chapter.
2. Evidence of engaging and interactive learning strategies is provided throughout the textbook within features called "Build Workplace Skills" and "People Work", which deals with personal interactions in the workplace. "Engagement Tracker" enables the instructor to map student participation in the web resources. The methodology is appropriate for instructional content area, and assignments are problem-based and student directed.
3. Evidence of critical thinking is included at the end of each chapter using chapter features called " Critical Thinking", which presents in-depth scenarios related to the chapter content and then asks students to analyze cases using critical thinking. "Technology Work" addresses new technologies and issues such as security updates.
4. Knowledge and skill proficiencies for individual assessments are included in the chapter "Summary" and "Discussion Questions" at the end of each chapter.
5. Evidence of academic integration is provided through textbook features called "Communicate Clearly" and "Use Technology".
6. Evidence of literacy and numeracy is evident in the textbook features "Communicate Clearly" and "Use Technology".

CONCERNS: There is a lack of activities that relate background schema to current situations.
Publisher Response: It is difficult to determine what is desired; activities in text are current and reflect professional offices and current practices.

CENG-6501170-APTP-5-378-6501-1129-YES-Basal9780538729482--------1/21/2012 @ 8:05:52 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Business
Consensus Review

IV. Assessment

Documentation

STRENGTHS: The "Instructor Resource CD" features activities which could be used for summative or formative assessments. There is an "ExamView" test question bank is included. Throughout the textbook there are a variety of types of questions and projects for the students. The textbook has many assessments which are multiple choice or short answer to evaluate key concepts. It also includes various projects enabling students to demonstrate mastery of multiple concepts and standards. These projects also promote good employability skills and give students the opportunity to work as individuals or in small groups. The assignments also utilize numerous academic skills such as reading, writing, and math.

MATTERS OF FACT: 1. Evidence of self-assessment and peer evaluation is provided on the "Instructor's Resource" CD, which contains authentic assessments through end-of-chapter tests, self and peer evaluations through online study guides, quizzes, and formative and summative exams.
2. Evidence of higher-order critical thinking is demonstrated at the end of each chapter assessment through process questions, demonstration projects, and reasoning scenarios.
3. Evidence of the CTE Rubric assessment criteria correlation is provided in chapter features such as "Workplace Wisdom", which offers practical advice on communication, ethics, and decision-making for critical thinking scenarios.
4. Evidence of a variety of formal assessments is included on the "ExamView" CD, such as checklists, multiple choice, matching, true or false, short essays, reading comprehension, and math problems.
5. Evidence of diagnostic evaluations and assessments are made through features called "Review Concepts", "Develop Relationships", "and "Above and Beyond."
6. Evidence of a method for reporting student progress to parents was not addressed in this resource.
7. Evidence that supports articulation into post-secondary education is provided in a feature called "People Work".

CONCERNS: No comment.

CENG-6501170-APTP-5-379-6501-1130-YES-Basal9780538729482--------8/8/2011 @ 2:01:43 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Business
Consensus Review

V. Other Comments

Documentation

STRENGTHS: 1. WebTutor ToolBox for WebCT

MATTERS OF FACT: 1. WebTutor™ ToolBox for WebCT™ Printed Access provides the capability to customize a course with rich, text-specific content within the Course Management System if the instructor want to Web-enable a class or put an entire course online. WebTutor™ delivers and offers a wide array of resources, including integrated eBook, media assets, quizzing, and weblinks. See webtutor.cengage.com for more details.

CONCERNS: No comment.

CENG-6501170-APTP-5-380-6501-1131-YES-Basal9780538729482--------8/8/2011 @ 2:01:43 PM

VI. List of Components Reviewed

Documentation

1. The Administrative Professional: Technology Procedures, 14e - Student's Edition
2. The Administrative Professional: Technology Procedures, 14e - Instructor's Resource CD

CENG-6501170-APTP-5-381-6501-1132-YES-Basal9780538729482--------8/8/2011 @ 2:01:43 PM

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS: No comment.

MATTERS OF FACT: No comment.

CONCERNS: No comment.

CENG-6501170-APTP-5-382-6501-1133-YES-Basal9780538729482--------8/8/2011 @ 2:01:43 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Business
Consensus Review

Book Code: CENG-6501170-TOPROTECH-5 **Category:** 6501170

Area Business Technology **Cluster** Business Technology **Subject:** Administrative

Publisher:
Cengage Learning

Title:
The Office: Procedures and Technology

Author: Oliverio/Pasewark/White

Edition: 05 **Copyright:** 2007 **ISBN:** 9780538443548

Grade: 09-12

Publisher's Bid Information	Reviewer Analysis	Recommended:
Bid Level Basal	**Level** Basal	◉ YES
Delivery Method T	**Delivery Method:** Traditional-T	○ NO
		○ WITHDRAWN

Committee Members:	Signature of Reviewers
Charlene Wooldridge	_____
John D. Nicholson	_____
M. Susanne Smith	_____
	_____
	_____

Signature of Commission Member _____

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Business
Consensus Review

I. Tennessee Framework

Documentation

STRENGTHS: This program addresses the appropriate state of Tennessee standards, learning expectations, and performance indicators for the Administrative Management course. Standards 10 -14 require work-based learning and other proje tocts a student must complete. The textbook addresses these standards and provides guidance for the student be successful in meeting these standards.

MATTERS OF FACT: Standard 1 Learning Expectation and Performance Indicators are addressed throughout the textbook.
Standard 2 Learning Expectation and Performance Indicators are addressed in chapter 2.
Standard 3 Learning Expectation and Performance Indicators are addressed in chapters 3 and 7.
Standard 4 Learning Expectation and Performance Indicators are addressed throughout the textbook.
Standard 5 Learning Expectation and Performance Indicators are addressed in chapters 4, 5, and 12.
Standard 6 Learning Expectation and Performance Indicators are addressed in chapter 9.
Standard 7 Learning Expectation and Performance Indicators are addressed in chapter 6.
Standard 8 Learning Expectation and Performance Indicators are addressed in chapter 8.
Standard 9 Learning Expectation and Performance Indicators are addressed in chapters 12 and 13.
Standard 10 Learning Expectation and Performance Indicators are supported throughout the textbook.
Standard 11 Learning Expectation and Performance Indicators are supported throughout the textbook.
Standard 12 Learning Expectation and Performance Indicators are supported in chapters 12 and 13.
Standard 13 Learning Expectation and Performance Indicators are supported throughout the textbook.
Standard 14 Learning Expectation and Performance Indicators are supported in chapters 1, 2, and 3.

CONCERNS: No comment.

CENG-6501170-TOPROTECH-5-383-6501-1134-YES-Basal9780538443548--------8/8/2011 @ 2:01:43 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Business
Consensus Review

II. National Standards or Industry Standards

Documentation

STRENGTHS: National standards for the Administrative Management course are included within the state of Tennessee standards.

MATTERS OF FACT: No comment.

CONCERNS: No comment.

CENG-6501170-TOPROTECH-5-384-6501-1135-YES-Basal9780538443548--------8/8/2011 @ 2:01:43 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Business
Consensus Review

III. Program Design

Documentation

STRENGTHS: Each section of the textbook begins with a list of objectives and key terms. These match very closely to the Tennessee standards. At the end of each section there are questions which help assess student learning. There are frequent "Winning Edge" activities which prepare students for FBLA events and tie in material from the textbook. There are an appropriate number of inserts, drawings, and photos to help explain topics in the textbook. The student activities workbook includes several activities and simulations for students to demonstrate mastery of the material.

MATTERS OF FACT: 1. Evidence of a clear purpose and direction is stated in the unit/chapter learning objectives at the beginning of each chapter and the key terms at the end of each chapter.
2. Engaging and interactive learning strategies are provided throughout the textbook with features such as "Interacting With Others", "Team Presentations", and "Making Decisions", where the methodology is appropriate for instructional content area, and assignments are problem-based and student directed.
3. Evidence of critical thinking is included at in the "Wraparound Teacher's Edition" along with other "Teaching Tools: Points to Emphasize" and "Expand the Concept".
4. Knowledge and skill proficiencies for individual assessments are included in the "Vocabulary Reinforcement" feature, "Chapter Summary", "Key Terms" at the end of each chapter, and a feature called "Focus On . . ." throughout each chapter.
5. Evidence of academic integration is provided as "References" (Sections A - G respectively), proofreaders' marks, punctuation, capitalization, math, two-letter state abbreviations, alphabetic indexing rules, and sample documents.
6. Evidence of literacy and numeracy are evident in the "Math Reference" and "Written Communication Rules" (listed above).

CONCERNS: No comment.

CENG-6501170-TOPROTECH-5-385-6501-1136-YES-Basal9780538443548--------8/8/2011 @ 2:01:43 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Business
Consensus Review

IV. Assessment

Documentation

STRENGTHS: The program includes an "ExamView Assessment Suite" CD which has a variety of questions. The student activity workbook also has an assessment for each chapter that is either multiple choice or matching. These questions focus on key concepts from the chapter and provide a means of formative or summative assessment. Assessments in both the textbook and the workbook connect to skills from other courses, especially math, reading, and writing. The simulations and projects give students an opportunity to demonstrate critical thinking skills and gain experience solving real-world problems.

MATTERS OF FACT: 1. Evidence of self-assessment and peer evaluation is provided through a textbook feature "The Office Web Site", that is available at http://theoffice.swlearning.com. Students can access data files, vocabulary flash cards, games that review chapter concepts, supplemental activities, and links to other websites.
2. Evidence of higher-order critical thinking is distributed throughout the "Wraparound Teacher's Edition" as a teaching tool to assess critical-thinking skills through process questions, demonstration projects, and reasoning scenarios.
3. Evidence of the CTE Rubric assessment criteria correlation is provided in Instructor's "Electronic Test Package" (a test bank and test generation software for all chapter tests and a final exam. It also enables the instructor to modify questions from the test bank, or add instructor-written questions to create customized tests).
4. Evidence of a variety of formal assessments are included on the "ExamView Assessment Suite" CD such as checklists, multiple choice, matching, true or false, short essays, reading comprehension, and math problems.
5. Evidence of diagnostic evaluations and assessments are made through "Chapter Summaries" and "Key Terms".
6. Evidence of a method for reporting student progress to parents was not addressed in this textbook bundle of resources.
7. Evidence that supports articulation into post-secondary education is provided in a feature called "Workplace Connections" (gives examples and places content discussed in a workplace context) and Chapter 13 of the Student's Edition "Planning and Advancing Your Career" ("The First Job and Beyond").

CONCERNS: No comment.

CENG-6501170-TOPROTECH-5-386-6501-1137-YES-Basal9780538443548--------8/8/2011 @ 2:01:43 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Business
Consensus Review

V. Other Comments

Documentation

STRENGTHS: 1. The "Instructor's Resource Guide" is a valuable teaching tool.
2. A "Focus On . . . " is a feature in the Student's Edition
3. Chapter "Activities" are real-world examples.

MATTERS OF FACT: 1. The "Instructor's Resource Guide" contains ideas for course planning, and enrichment, teaching and grading suggestions, solutions for chapter activities, workbook review activities, and simulations.
2. The "Focus On . . ." features highlight key topics such as disaster recovery, e-commerce, and confidentiality in business information that relates to the chapter content.
3. The "Activities" reinforce the major concepts and procedures and provide realistic experience in working independently and in groups.

CONCERNS: No comment.

CENG-6501170-TOPROTECH-5-387-6501-1138-YES-Basal9780538443548--------8/8/2011 @ 2:01:43 PM

VI. List of Components Reviewed

Documentation

1. Wraparound Teacher's Edition
2. Student's Edition
3. Student Activities and Simulations
4. Instructor's Resource Guide
5. Instructor's Resource CD
6. ExamView Assessment Suite

CENG-6501170-TOPROTECH-5-388-6501-1139-YES-Basal9780538443548--------8/8/2011 @ 2:01:43 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Business
Consensus Review

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS: No comment.

MATTERS OF FACT: No comment.

CONCERNS: No comment.

CENG-6501170-TOPROTECH-5-389-6501-1140-YES-Basal9780538443548--------8/8/2011 @ 2:01:43 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Business
Consensus Review

Book Code: CEV-6501170-AMP-5 **Category:** 6501170

Area Business Technology **Cluster** Business Technology **Subject:** Administrative

Publisher:
CEV Multimedia Ltd.

Title:
Administrative Management Pathway

Author: CEV Multimedia, Ltd.

Edition: First **Copyright:** 2010 **ISBN:** 9781603339728

Grade: 09-12

Publisher's Bid Information	Reviewer Analysis	Recommended:
Bid Level	**Level**	◉ YES
Basal	CoBasal	○ NO
Delivery Method	**Delivery Method:**	○ WITHDRAWN
TD	Technology Dependent-TD	

Committee Members:	Signature of Reviewers
Charlene Wooldridge	_____
John D. Nicholson	_____
M. Susanne Smith	_____
	_____
	_____

Signature of Commission Member _____

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Business
Consensus Review

I. Tennessee Framework

Documentation

STRENGTHS: No Comment.

MATTERS OF FACT: The following standards are addressed at a minimum level.

Standard 1.0 Learning Expectation and Performance Indicators are addressed on the "Core Competencies" CD.
Standard 2.0 Learning Expectation and Performance Indicators are addressed on the Business Principles CD - DISC 1.
Standard 3.0 Learning Expectation and Performance Indicators are addressed on the Office Management & Procedures CD - DISC 1.
Standard 4.0 Learning Expectation and Performance Indicators are addressed on the Office Management & Procedures MPU.
Standard 5.0 Learning Expectation and Performance Indicators are addressed on the Business Principles MPU and the Office Management & Procedures MPU.
Standard 6.0 Learning Expectation and Performance Indicators are addressed on the Office Management & Procedures MPU.
Standard 7.0 Learning Expectation and Performance Indicators are addressed on the Office Management & Procedures MPU.
Standard 8.0 Learning Expectation and Performance Indicators are addressed on the Office Management & Procedures MPU and the Business Principles MPU.
Standard 9.0 Learning Expectation and Performance Indicators are addressed on the Core Competencies CD.
Standard 10.0 Learning Expectation and Performance Indicators are addressed on the Core Competencies CD, and Business Principles.
Standard 11.0 Learning Expectation and Performance Indicators are addressed on the Core Competencies CD and Essential Forms and Documents.
Standard 12.0 Learning Expectation and Performance Indicators are addressed on the Core Competencies CD.
Standard 13.0 Learning Expectation and Performance Indicators are addressed on the Core Competencies CD and all MPUs.
Standard 14.0 Learning Expectation and Performance Indicators are addressed on the Core Competencies CD and the Office Management & Procedures MPU.

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Business
Consensus Review

CONCERNS: The program addressed the appropriate state of Tennessee Standards, Learning Expectations, and Performance Indicators for the Administrative Management course at a basic level according to the CTE Assessment Rubric. In order to meet the CTE Rubric standards at the advanced or proficient level, the instructor would need to provide additional assessments and activities which would allow students to demonstrate higher-level critical thinking skills and application of concepts.

CEV-6501170-AMP-5-453-6501-1208-YES-CoBasal9781603339728--------8/8/2011 @ 2:01:43 PM

II. National Standards or Industry Standards

Documentation

STRENGTHS: National standards for the Administrative Management course are included within the state of Tennessee standards.

MATTERS OF FACT: No comment.

CONCERNS: No comment.

CEV-6501170-AMP-5-454-6501-1209-YES-CoBasal9781603339728--------8/8/2011 @ 2:01:43 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Business
Consensus Review

III. Program Design

Documentation

STRENGTHS: No comment.

MATTERS OF FACT: 1. Evidence of a clear purpose and direction is presented in the topic objectives at the beginning of each topic and the key terms within the presentation. Links to outside websites are also provided in lesson plans to complement the PowerPoint material.
2. Evidence of engaging and interactive learning strategies is provided in the MPU projects. However, there are a limited number of projects/activities for the student to demonstrate mastery.
3. There is limited evidence of critical thinking checkpoints in the delivery of the material.
4. Knowledge and skill proficiencies for individual assessments are included in the “Teacher’s Resource Guide”.
5. Evidence of academic integration is provided through ”Lesson Links” to other academic core content areas.
6. Evidence of literacy and numeracy is evident in relevant math problem calculation, ratios, statistics, charts and graphs, and communication assignments in the “Teacher’s Resource Guide”.

CONCERNS: The program relies on instructor-led presentations using PowerPoint. The students’ only access to the material is from PowerPoint handouts provided by the instructor. The majority of the activities are vocabulary crossword puzzles and short quizzes. The program also provides a project for each MPU.

CEV-6501170-AMP-5-455-6501-1210-YES-CoBasal9781603339728--------8/8/2011 @ 2:01:43 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Business
Consensus Review

IV. Assessment

Documentation

STRENGTHS: No comment.

MATTERS OF FACT: 1. Evidence of self-assessment and peer evaluation was very limited as a result of lack of variety in assessments.
2. There is limited evidence of higher-order critical thinking assessments. The assessments provided assess students at the "Basic Level" on the CTE Rubric Competencies criteria.
3. Evidence of the CTE Rubric assessment criteria correlation is also minimal. The rubric evaluates students on a range of below-basic to advanced. Most of the assessments and activities provided in the program are at a basic or below-basic level .
4. There is a lack of formal assessments.
5. Evidence of diagnostic evaluations and assessments is shown through mini assessments at the end of each topic. However, the assessments are at the "Basic Level" (based on the CTE Rubric competencies criteria).
6. Evidence of a method for reporting student's progress to parents was not addressed in this resource.
7. Evidence that supports articulation into post-secondary education is provided in a feature called "Career Connections" (FBLA, BPA, Payroll, Accounting I and II), and on the "Core Competencies MPU".

CONCERNS: The assessment quizzes supplied at the end of each MPU are made up of basic level questions. Most questions instruct the student to perform basic level thinking tasks such as "List", "Define", or "Describe". There is a limited number of questions that instruct the student to use high-level critical thinking skills on these quizzes. There is also a lack of formative assessment opportunities throughout the PowerPoint presentations. All of the assessment questions are at the end of the MPU, and there are no checkpoint-type questions provided within the program. Many of the projects instruct students to present information on a poster, brochure, or PowerPoint. However, many of the projects do not promote high-level critical thinking. Many times, the students are only listing the information they collect. There are no comprehensive end-of-unit assessments for students to demonstrate their attained knowledge or skill level of mastery. There are no assessments that correlate/complement information from multiple MPUs.

CEV-6501170-AMP-5-456-6501-1211-YES-CoBasal9781603339728--------8/8/2011 @ 2:01:43 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Business
Consensus Review

V. Other Comments

Documentation

STRENGTHS: No comment.

MATTERS OF FACT: The MPUs consist of:
- PowerPoint Slides
- A Vocabulary Handout
- A Vocabulary Based Crossword Puzzle
- MPU Quiz (does not provide adequate opportunity for assessment with very limited number of questions.
- Projects (do not provide opportunities for students to demonstrate high-level critical thinking skills or application of the concepts. For example, many projects consist of posters or brochures, which only list information. Students are not given the opportunity to apply information to real-world scenarios.

CONCERNS: The recommendation of Co-Basal is based on the lack of high-level critical thinking assessments. The instructor would need to provide additional assessments for students to demonstrate the appropriate level of mastery for each Standard, Learning Expectation, and Performance Indicator as outlined in the Tennessee Career and Technical Education Competency Attainment Rubric.

CEV-6501170-AMP-5-457-6501-1212-YES-CoBasal9781603339728--------8/8/2011 @ 2:01:43 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Business
Consensus Review

VI. List of Components Reviewed

Documentation

1. Business Principles MPU (CDs and DVDs) - DISC 1
a. MPU interactive Teacher's Resource Guide
b. Economic Processes PPTs.
c. Economics Systems PPTs
d. Government's Role in Business PPTs
e. Business Ethics PPTs
f. Workplace Technology PPTs
g. Multicultural Workplace PPTs
h. U. S. & International Trade
DISC 2 - Business Ethics in the Workplace DVD, Computers: Online Safety DVD, Planning an Effective Meeting DVD, and Conflict Resolution in the Workplace DVD.
DISC 3 - Field Trip; Southwest Airlines DVD, and Your Cultural Passport to International Business.
2. OFFICE MANAGEMENT AND PROCEDURES MPU:
DISC 1 - payroll Procedures PPTs
Financial Documents PPTs
processing Returns, Payments and Exchanges PPTs
Records and Filing PPTs
Purchasing Procedures PPTs
DISC - Basic Clerical Skills DVD
3. Business Ownership & Management Structures MPU
DISC 1 - Business Partnerships: The Pros and Cons PPTs, The Corporation, Business Ownership & Registration, Successful Business Operations, Risk Management, Management Functions, and Organizational Structures (PowerPoint slides).
4. Essential Forms and Documents MPU: DISC 1 - PowerPoints: Business Reports & Newsletters, Business Mailing Procedures, Business Letters & Memos, Templates & Uses, Seven Benefits, and Cover Letters and Resumes.

Matters of Facts.
1. The DVDs and CDs (MPUs) to accompany this program were provided for review.
2. The student's text is contained in multimedia format (CD s and DVDs) with relevant content (historical and current as appropriate).
3. The "Objectives" sections at the beginning of each CD focus attention on the crucial content.
4. The student's text is supplemented with website links.

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Business
Consensus Review

The computer enhancements run on “Windows PC” and on “Apple Macintosh platforms.
5. Content materials for ESL students are presented in settings appropriate for the expected age and interest of the users.
6. The PowerPoint slides contain user-friendly graphics with a variation of color and font sizes.
7. The PowerPoint slides include sample assessments of comprehension and understanding.
8 The DVDs are realistic with real-world situations and are clear descriptions and explanations of the content topics.
9. The DVDs include “time-out pauses” for teacher/student reflection, discussion, and feedback.

CEV-6501170-AMP-5-458-6501-1213-YES-CoBasal9781603339728--------8/8/2011 @ 2:01:43 PM

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS: No comments.

MATTERS OF FACT: No comments.

CONCERNS: No comments.

CEV-6501170-AMP-5-459-6501-1214-YES-CoBasal9781603339728--------8/8/2011 @ 2:01:43 PM