TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: CENG-6501010-C21CAKEY-6 **Category:** 6501010

Area Business Technology **Cluster** Business Technology **Subject:** Document Formatting

Publisher:
Cengage Learning

Title:
Century 21 Computer Applications & Keyboarding, Lessons 1-170

Author: Hoggatt/Shank

Edition: 09 **Copyright:** 2010 **ISBN:** 9780538449069

Grade: 09-12

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Delivery Method	**Delivery Method:**	○ WITHDRAWN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

Committee Members:	Signature of Reviewers
Catherine J. Hoover	_____
Karen C. Stewart	_____
Linda A. Williams	_____
	_____
	_____

Signature of Commission Member _____

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

I. Tennessee Framework

Documentation

STRENGTHS: This book meets all of the Learning Expectations in the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: Although the text gives agendas and meeting minutes to key, it does not discuss parliamentary procedures or demonstrate organizational meeting.

CENG-6501010-C21CAKEY-6-901-6501-2449-YES-Basal9780538449069--------1/21/2012 @ 8:30:09 PM

II. National Standards or Industry Standards

Documentation

STRENGTHS: National Standard are incorporated within the State Standards.

MATTERS OF FACT: None

CONCERNS: None

CENG-6501010-C21CAKEY-6-489-6501-2029-YES-Basal9780538449069--------8/8/2011 @ 2:05:11 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
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III. Program Design

Documentation

STRENGTHS: The book is divided into four cycles covering topics on Language Arts and Literature, Social Studies, Science and Math, and Environmental and Health. Throughout each cycle, special skill-building emphasis sections highlight the proper keyboarding skills, while emphasizing structure of grammar, punctuation, capitalization, spelling, content, layout and design with MLA report formatting, database, and integrated workplace simulation. Instructor's Resource CD includes data files, lesson plans, PowerPoint presentations, teacher tools, cross-curriculum activities, and other resources. Teacher's edition includes many teaching tips. The Instructor Resource Kit includes manual, solutions key, and assessment help. MicroType 5 and CheckPro CDs are included.

MATTERS OF FACT: Lesson objectives are given with each lesson. Keyboarding conditioning practice are at the beginning of each lesson. Examples are provided for each new skill taught.

CONCERNS: None

CENG-6501010-C21CAKEY-6-490-6501-2030-YES-Basal9780538449069--------8/8/2011 @ 2:05:11 PM

IV. Assessment

Documentation

STRENGTHS: The student textbook includes a variety of skill-building activities to reinforce learning. Comprehensive assessments are also found at the end of each cycle. Software MicroType and CheckPro are provided for assessment.

MATTERS OF FACT: The teacher resources include a manual and solutions key, performance tests, workplace enrichment activities, Examview Assessment Suite and other resources. Evidence of CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

CENG-6501010-C21CAKEY-6-491-6501-2031-YES-Basal9780538449069--------8/8/2011 @ 2:05:11 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: None

CONCERNS: None

CENG-6501010-C21CAKEY-6-492-6501-2032-YES-Basal9780538449069--------8/8/2011 @ 2:05:11 PM

VI. List of Components Reviewed

Documentation

The student textbook, instructor textbook, and teacher resource kit were received and reviewed.

CENG-6501010-C21CAKEY-6-493-6501-2033-YES-Basal9780538449069--------8/8/2011 @ 2:05:11 PM

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS:

MATTERS OF FACT:

CONCERNS:

CENG-6501010-C21CAKEY-6-494-6501-2034-YES-Basal9780538449069--------8/8/2011 @ 2:05:11 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: CENG-6501010-C21CKEY-6 **Category:** 6501010

Area Business Technology **Cluster** Business Technology **Subject:** Document Formatting

Publisher:
Cengage Learning

Title:
Century 21 Computer Keyboarding

Author: Hoggatt/Shank

Edition: 09 **Copyright:** 2010 **ISBN:** 9780538449106

Grade: 09-12

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

Committee Members:	Signature of Reviewers
Catherine J. Hoover	_____
Karen C. Stewart	_____
Linda A. Williams	_____
	_____
	_____

Signature of Commission Member _____

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

I. Tennessee Framework

Documentation

STRENGTHS: This book meets 96% (25 out of 26) of the Learning Expectations in the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: The only Tennessee State Standard not met is 1.10.
Standard 1.10 - Demonstrates parliamentary procedure through office staff/chapter organizational meetings.

CENG-6501010-C21CKEY-6-510-6501-2051-YES-Basal9780538449106--------1/21/2012 @ 8:30:09 PM

II. National Standards or Industry Standards

Documentation

STRENGTHS: National Standard are incorporated within the State Standards.

MATTERS OF FACT: None

CONCERNS: None

CENG-6501010-C21CKEY-6-511-6501-2052-YES-Basal9780538449106--------8/8/2011 @ 2:05:11 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

III. Program Design

Documentation

STRENGTHS: The program is divided into two cycles covering topics on Language Arts and Literature and Social Studies. Throughout each cycle, special skill-building emphasis sections highlight the proper keyboarding skills, while emphasizing structure of grammar, punctuation, capitalization, spelling, content, layout and design with MLA report formatting, database, and integrated workplace simulation.

MATTERS OF FACT: Format guides give overviews of document formats. Each lesson includes lesson objectives, warm-up skills, scales to identify gross words a minute to measure keying productivity, and full-page model documents which show correct formatting and illustrate cross-curricular themes. There is a resources section at the end to assist in mastering Windows, proofreading, file management, language, and writing resources, along with a complete index.

CONCERNS: None

CENG-6501010-C21CKEY-6-512-6501-2053-YES-Basal9780538449106--------8/8/2011 @ 2:05:11 PM

IV. Assessment

Documentation

STRENGTHS: Assessments are built into each lesson by utilizing triple control guidelines for timed writing, skill-building, syllabic intensity, and percentage of high-frequency words evaluates the student's progress in keying skills to confirm processing techniques. Comprehensive assessments are also found at the end of each Cycle.

MATTERS OF FACT: Examview is available with question banks for assessment. Evidence of CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

CENG-6501010-C21CKEY-6-513-6501-2054-YES-Basal9780538449106--------8/8/2011 @ 2:05:11 PM

TEXTBOOK SCREENING INSTRUMENT
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V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: None

CONCERNS: None

CENG-6501010-C21CKEY-6-514-6501-2055-YES-Basal9780538449106--------8/8/2011 @ 2:05:11 PM

VI. List of Components Reviewed

Documentation

The student textbook was received and reviewed.

CENG-6501010-C21CKEY-6-515-6501-2056-YES-Basal9780538449106--------8/8/2011 @ 2:05:11 PM

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS:

MATTERS OF FACT:

CONCERNS:

CENG-6501010-C21CKEY-6-516-6501-2057-YES-Basal9780538449106--------8/8/2011 @ 2:05:11 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: SEBGLEN-6501010-GKEYCAP-6 **Category:** 6501010

Area Business Technology **Cluster** Business Technology **Subject:** Document Formatting

Publisher:

School Education Group, a division of The McGraw-Hill Companies, Inc. (formerly Glencoe/McGraw-Hill)

Title:

Glencoe Keyboarding with Computer Applications © 2007 Student Edition Lessons 1-150

Author: Johnson

Edition: 1st **Copyright:** 2007 **ISBN:** 9780078693168

Grade: 9-12

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

Committee Members:	Signature of Reviewers
Catherine J. Hoover	_____
Karen C. Stewart	_____
Linda A. Williams	_____
	_____
	_____

Signature of Commission Member _____

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

I. Tennessee Framework

Documentation

STRENGTHS: This textbook meets all of the Learning Expectations in Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: None

SEBGLEN-6501010-GKEYCAP-6-699-6501-2242-YES-Basal9780078693168--------1/21/2012 @ 8:30:09 PM

II. National Standards or Industry Standards

Documentation

STRENGTHS: National Standards are incorporated within the State Standards.

MATTERS OF FACT: None

CONCERNS: None

SEBGLEN-6501010-GKEYCAP-6-700-6501-2243-YES-Basal9780078693168--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

III. Program Design

Documentation

STRENGTHS: This textbook is divided into units on Keyboarding (2), Word Processing (3), Desktop Publishing (1), Spreadsheets (1), and Databases (1). There is also a Reference Section, a Skillbuilding Section, a Technology Handbook, a glossary, and an index. Each unit begins with unit objectives and vocabulary words to learn. Each of the 150 lessons begins with lesson objectives and then includes activities and drills to teach and reinforce the objectives.

MATTERS OF FACT: "Warmups" are in each lesson to continuously build keyboarding skills. "Internet Connections" are provided for student to find additional information. "Language Links", "Math Links", "Science Links", and "Composing at the Keyboard" offer cross-curricular reinforcement. "Career Bytes", "Communication Focus", and "Ethics Connections" are found throughout the textbook.

CONCERNS: None

SEBGLEN-6501010-GKEYCAP-6-701-6501-2244-YES-Basal9780078693168--------8/8/2011 @ 2:05:13 PM

IV. Assessment

Documentation

STRENGTHS: Lessons provide assessment throughout "Technique Checkpoints", "Technique Timing Writings", pretests, practice, post-tests, and portfolio activities. The Teacher Classroom Resources kit includes additional assignments for all lessons.

MATTERS OF FACT: ExamView Test Bank and Test Engine are included in the Teacher Classroom Resources kit. Evidence of CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

SEBGLEN-6501010-GKEYCAP-6-702-6501-2245-YES-Basal9780078693168--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
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V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: This textbook is a generic program that can be used for any word processing program and not limited to any specific software.

CONCERNS: None

SEBGLEN-6501010-GKEYCAP-6-703-6501-2246-YES-Basal9780078693168--------8/8/2011 @ 2:05:13 PM

VI. List of Components Reviewed

Documentation

The student textbook, Teacher Wraparound Edition, Teacher Classroom Resources kit, and ExamView Pro Testmaker CD were received and reviewed.

SEBGLEN-6501010-GKEYCAP-6-704-6501-2247-YES-Basal9780078693168--------8/8/2011 @ 2:05:13 PM

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS:

MATTERS OF FACT:

CONCERNS:

SEBGLEN-6501010-GKEYCAP-6-705-6501-2248-YES-Basal9780078693168--------8/8/2011 @ 2:05:13 PM