TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: CENG-6501020-MW2007CCT-6 **Category:** 6501020

Area Business Technology **Cluster** Business Technology **Subject:** Word Processing

Publisher:
Cengage Learning

Title:
Microsoft Word 2007: Comprehensive Concepts & Techniques

Author: Shelly/Cashman/Vermaat

Edition: 01 **Copyright:** 2008 **ISBN:** 9781418843380

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Delivery Method	**Delivery Method:**	○ WITHDRAWN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 textbook meets 79% (50 out of 63) of the Learning Expectations in the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 21% (13 out of 63) of the Learning Expectations in the Tennessee State Standards.
Several of the standards not met concern keyboarding posture and proficiency. Some could easily be met through Internet research projects.
1.5 Analyze and follow policies for managing legal and ethical issues in organizations and in a technology-based society.
1.8 Examine the goals and principles of Future Business Leaders of America.
1.9 Investigates online and office safety procedures and passes a written safety examination with 100% accuracy.
1.10 Demonstrates parliamentary procedure through office staff/chapter organizational meetings.
2.1 Demonstrate correct body and hand position for keyboarding.
2.2 Apply the touch system to develop keyboarding skills using the alphabetic, numeric, and symbol keys.
2.3 Exhibit proper response patterns for gaining speed.
2.4 Demonstrate proficiency and speed in keying straight copy material
7.2 Comprehend copyright laws and their applications to text, visual art, design, music, and photography.
7.3 Research legal responsibilities associated with the use of the Internet as required by federal and state government agencies.
11.3 Research and analyze proper job interview skills.
12.3 Formulate simple queries.
12.4 Create a database report.

CENG-6501020-MW2007CCT-6-671-6501-2214-YES-Basal9781418843380--------1/21/2012 @ 8:30:09 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

II. National Standards or Industry Standards

Documentation

STRENGTHS: National Standard are incorporated within the State Standards.

MATTERS OF FACT: None

CONCERNS: None

CENG-6501020-MW2007CCT-6-672-6501-2215-YES-Basal9781418843380--------8/8/2011 @ 2:05:12 PM

III. Program Design

Documentation

STRENGTHS: The textbook includes nine chapters on Word 2007, a Blogging Feature, seven Appendices, an Index, and a Quick Reference Summary. Each lesson begins with a list of objectives. Throughout the lesson, vocabulary terms are found in bold. Figures and illustrations are used to help explain instructions. The Instructor Resources CD contains the Instructor's Manual, syllabus, PowerPoint presentations for each lesson, copies of figures in the textbook, solutions to the exercises, ExamView Test Bank and Test Engine, and data files for students along with additional files for students.

MATTERS OF FACT: "Project Planning Guidelines" and "Plan Ahead" boxes prepare students to create successful projects and encourage them to think critically. "Step-by-Step" exercises offer hands-on practice of the material presented and explain why the student is performing the task or what will be the result of performing a certain action. "Q & A", "Experimental Steps", and "BTW" boxes offer support for the instructional steps. "Break Points" identify logical breaks in the chapter if students need to stop before completing the project. "Other Ways" boxes show how tasks can be accomplished in various ways.

CONCERNS: None

CENG-6501020-MW2007CCT-6-673-6501-2216-YES-Basal9781418843380--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

IV. Assessment

Documentation

STRENGTHS: At the end of each lesson there is a “Chapter Summary” that lists learned skills from the chapter. A “SAM Training” feature provides the opportunity for additional reinforcement on important skills covered in each chapter. “Learn It Online” includes six online activities for each chapter to text student knowledge. “Apply Your Knowledge”, “Extend Your Knowledge”, “Make It Right”, “In the Lab”, and “Cases and Places” provide hands-on projects and activities at the end of each chapter.

MATTERS OF FACT: ExamView Test Generator is provided on the Instructor Resources CD with test banks for each chapter. The textbook covers the objectives required to pass the Microsoft Office Specialist 2007 Certification Exam.
Evidence of the CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

CENG-6501020-MW2007CCT-6-674-6501-2217-YES-Basal9781418843380--------8/8/2011 @ 2:05:12 PM

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: None

CONCERNS: This is a paperback textbook.

CENG-6501020-MW2007CCT-6-675-6501-2218-YES-Basal9781418843380--------8/8/2011 @ 2:05:12 PM

VI. List of Components Reviewed

Documentation

The student textbook and Instructor Resources CD were received and reviewed.

CENG-6501020-MW2007CCT-6-676-6501-2219-YES-Basal9781418843380--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS:

MATTERS OF FACT:

CONCERNS:

CENG-6501020-MW2007CCT-6-677-6501-2220-YES-Basal9781418843380--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: CENG-6501020-MW2010COMPL-6 **Category:** 6501020

Area Business Technology **Cluster** Business Technology **Subject:** Word Processing

Publisher:
Cengage Learning

Title:
Microsoft Word 2010 Complete

Author: Pasewark & Pasewark/Pinard/Morrison

Edition: 01 **Copyright:** 2011 **ISBN:** 9781111529512

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:

Catherine J. Hoover
Karen C. Stewart
Linda A. Williams

Signature of Reviewers

_____
_____
_____
_____
_____

Signature of Commission Member _____

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

I. Tennessee Framework

Documentation

STRENGTHS: This textbook meets 65% (41 out of 63) of the learning expectations in the Tennessee State Standards were not met..

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 35% (22 out of 63) of the learning expectations in Tennessee State Standards.
Many of these standards not met could easily be met through an internet research project.
1.1 Demonstrate sensitivity to personal, societal, corporate, and governmental responsibility to community and global issues.
1.2 Demonstrate the interpersonal, teamwork, and leadership skills needed to function in diverse business settings, including the global marketplace.
1.3 Communicate effectively as writers, listeners, and speakers in diverse social and business settings.
1.4 Apply the critical thinking and soft skills needed to function in students' multiple roles as citizens, consumers, workers, managers, business owners, and directors of their own futures.
1.7 Assess personal skills, abilities, aptitudes, and personal strengths and weaknesses as they relate to career exploration and apply knowledge gained from individual assessment to research and develop an individual career plan.
1.8 Examine the goals and principles of Future Business Leaders of America.
1.9 Investigates online and office safety procedures and passes a written safety examination with 100% accuracy.
1.10 Demonstrates parliamentary procedure through office staff/chapter organizational meetings.
4.1 Analyze composition processes.
4.2 Analyze principles of typography.
4.4 Evaluate the effectiveness of typography in publications.
4.6 Analyze layout principles.
6.2 Use reference materials
6.3 Apply language arts skills to all keyed documents.
6.4 Apply proofreaders' marks to rough draft material.
7.1 Demonstrate work ethics that include integrity, honesty, loyalty, and perseverance that meet industry standards.
7.3 Research legal responsibilities associated with the use of the Internet as required by federal and state government agencies.

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

8.4 Create multipage tabulated reports, financial statements, and business forms.
11.1 Perform a job search utilizing the Internet and the Occupational Outlook Handbook.
11.2 Prepare a letter of application, resume, job application, and followup letter.
11.3 Research and analyze proper job interview skills.
12.2 Design and create a database.

CENG-6501020-MW2010COMPL-6-608-6501-2149-YES-Basal9781111529512--------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

CENG-6501020-MW2010COMPL-6-609-6501-2150-YES-Basal9781111529512--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

III. Program Design

Documentation

STRENGTHS: The textbook is divided into 3 units: Introductory Unit on Microsoft Office 2010 and the Internet, Introductory Microsoft Word 2010 Unit, and Advanced Microsoft Word 2010 Unit. There are four (4) Appendices with additional information, a glossary, and an index. Each lesson begins with stated objectives and vocabulary terms. Throughout the lessons, vocabulary terms are found in bold italic print. Figures and illustrations are used to help explain instructions.
The Instructor Resources CD contains the data and solution files for the textbook, ExamView tests for each lesson, the Instructor's Manual, answer keys, critical thinking solution files, copies of figures in the textbook, suggested syllabus, annotated solutions and grading rubrics, PowerPoint presentations for each lesson, Spanish glossary and test bank, extra appendices, and proofreaders' marks.

MATTERS OF FACT: "Step-by-Step" exercises offer hands-on practice of the material presented. In the margins are found "Tips" for additional information, "Extra for Experts" for advanced information, "Warnings" to troubleshoot possible problems, and "Internet" for using the learning on the internet.

CONCERNS: None

CENG-6501020-MW2010COMPL-6-610-6501-2151-YES-Basal9781111529512--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

IV. Assessment

Documentation

STRENGTHS: At the end of each lesson there is a review that reinforces textbook contents. It includes concepts learned, vocabulary terms, and review questions. Projects are provided for hands-on student work. Critical Thinking questions relate to the text of the chapter. At the end of the units is a Unit Review along with additional Projects and a Job Simulation.

MATTERS OF FACT: ExamView Test Generator is provided on the Instructor Resources CD with test banks for each chapter.

CONCERNS: None

CENG-6501020-MW2010COMPL-6-611-6501-2152-YES-Basal9781111529512--------8/8/2011 @ 2:05:12 PM

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: None

CONCERNS: None

CENG-6501020-MW2010COMPL-6-612-6501-2153-YES-Basal9781111529512--------8/8/2011 @ 2:05:12 PM

VI. List of Components Reviewed

Documentation

The student textbook and Instructors Resource CD were received and reviewed.

CENG-6501020-MW2010COMPL-6-613-6501-2154-YES-Basal9781111529512--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS:

MATTERS OF FACT:

CONCERNS:

CENG-6501020-MW2010COMPL-6-614-6501-2155-YES-Basal9781111529512--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: CENG-6501020-MW2010COMPRE-6 **Category:** 6501020

Area Business Technology **Cluster** Business Technology **Subject:** Word Processing

Publisher:
Cengage Learning

Title:
Microsoft Word 2010: Comprehensive

Author: Shelly/Vermaat

Edition: 01 **Copyright:** 2012 **ISBN:** 9781439079003

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 textbook met 65% (41 out of 63) of the Learning Expectations of the Tennessee State Standards.

MATTERS OF FACT: Publisher's response: Coverage of 1.3 appears in Chapter 3 pages WD 199-WD 200. Coverage of 6.2 appears in Chapters 2 pages WD 90, WD 105-111.
Reviewers response: These pages have students to create a letters that are already drafted.
WD 90 and WD 105-111 provide activities and discussion on how to create a works cited page.
Students do not actually use any reference materials.

CONCERNS: This textbook did not meet 35% (22 out of 63) of the Learning Expectations of the Tennessee State Standards.
Many of these can easily be met through an Internet research project.
1.1 Demonstrate sensitivity to personal, societal, corporate, and governmental responsibility to community and global issues.
1.2 Demonstrate the interpersonal, teamwork, and leadership skills needed to function in diverse business settings, including the global marketplace.
1.3 Communicate effectively as writers, listeners, and speakers in diverse social and business settings.
1.4 Apply the critical thinking and soft skills needed to function in students' multiple roles as citizens, consumers, workers, managers, business owners, and directors of their own futures.
1.5 Analyze and follow policies for managing legal and ethical issues in organizations and in a technology based society.
1.6 Investigate the lifelong learning skills that foster flexible career paths and confidence in adapting to a workplace that demands constant retooling.
1.7 Assess personal skills, abilities, aptitudes, and personal strengths and weaknesses as they relate to career exploration and apply knowledge gained from individual assessment to research and develop an individual career plan.
1.8 Examine the goals and principles of Future Business Leaders of America.
1.9 Investigates online and office safety procedures and passes a written safety examination with 100% accuracy.
1.10 Demonstrates parliamentary procedure through office staff/chapter organizational meetings.
2.2 Apply the touch system to develop keyboarding skills using the alphabetic, numeric, and symbol keys.

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

2.3 Exhibit proper response patterns for gaining speed.
2.4 Demonstrate proficiency and speed in keying straight copy material.
2.7 Produce evidence of skill in sentence and paragraph writing.
3.1 Demonstrate proper keying formatting technique for business documents.
4.4 Evaluate the effectiveness of typography in publications
6.2 Use reference materials.
7.1 Demonstrate work ethics that include integrity, honesty, loyalty, and perseverance that meet industry standards.
7.3 Research legal responsibilities associated with the use of the Internet as required by federal and state government agencies.
10.2 Use the touch system keying technique and word processing software to create, modify, store, retrieve, and print business documents.
11.1 Perform a job search utilizing the Internet and the Occupational Outlook Handbook.
11.3 Research and analyze proper job interview skills.
12.4 Create a database report.

CENG-6501020-MW2010COMPRE-6-580-6501-2121-YES-Basal9781439079003--------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:

CENG-6501020-MW2010COMPRE-6-581-6501-2122-YES-Basal9781439079003--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

III. Program Design

Documentation

STRENGTHS: Chapters begin with a list of objectives and then the book divides the chapters into sections that address the objectives. Figures and illustrations are used to demonstrate how to perform tasks. Each chapter presents a practical problem to be solved within a project-planning framework. Vocabulary terms are shown in bold print throughout the textbook. The Instructor's Resource CD is provided with Instructor's Manual, Syllabus, PowerPoint Presentations, Figures from the text, Solution to Exercises, Data Files for Students, Additional Activities for Students, and ExamView Test Bank and Test Engine. These files can also be accessed online.

MATTERS OF FACT: "Plan Ahead" sections get the learner ready for the topic information to come. "Step by step" instruction is provided to illustrate just how the function is accomplished. "BTWs" are given in the margins to provide helpful hints and tidbits of information. "Experimental Steps" encourage learners to perform some research or tasks on their own that would enhance their learning. "Breakpoints" are given periodically to allow the learner to refresh themselves before diving into a new topic. "Q & As" are found in the margins to reinforce higher order thinking.

CONCERNS: None

CENG-6501020-MW2010COMPRE-6-582-6501-2123-YES-Basal9781439079003--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

IV. Assessment

Documentation

STRENGTHS: A chapter summary is given to re-list new learning of that chapter for review purposes. “Learn it Online” tests knowledge of chapter content and key terms through 6 activities at the end of each chapter. “Apply Your Knowledge”, “Extend Your Knowledge”, “Make It Right”, “In the Lab”, and “Cases and Places” provide hands-on activities at the end of each chapter to reinforce and extend student learning.

MATTERS OF FACT: ExamView Test Generator is provided on the Instructor Resources CD with test banks for each chapter.
Evidence of the CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

CENG-6501020-MW2010COMPRE-6-583-6501-2124-YES-Basal9781439079003--------8/8/2011 @ 2:05:12 PM

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: None

CONCERNS: None

CENG-6501020-MW2010COMPRE-6-584-6501-2125-YES-Basal9781439079003--------8/8/2011 @ 2:05:12 PM

VI. List of Components Reviewed

Documentation

The student textbook and Instruction Resource CD were received and reviewed.

CENG-6501020-MW2010COMPRE-6-585-6501-2126-YES-Basal9781439079003--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS:

MATTERS OF FACT:

CONCERNS:

CENG-6501020-MW2010COMPRE-6-586-6501-2127-YES-Basal9781439079003--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: CEV-6501020-WPP-6 **Category:** 6501020

Area Business Technology **Cluster** Business Technology **Subject:** Word Processing

Publisher:
CEV Multimedia Ltd.

Title:
Word Processing Pathway

Author: CEV Multimedia, Ltd.

Edition: First **Copyright:** 2010 **ISBN:** 9781603339681

Grade: 09-12

Publisher's Bid Information	Reviewer Analysis	Recommended:
Bid Level	**Level**	◉ YES
Basal	Basal	○ NO
Delivery Method	**Delivery Method:**	○ WITHDRAWN
TD	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 multimedia package meets all of the Learning Expectations in the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: Additional material will be needed to help students increase speed and accuracy using touch system.

CEV-6501020-WPP-6-880-6501-2428-YES-Basal9781603339681--------8/8/2011 @ 2:05:14 PM

II. National Standards or Industry Standards

Documentation

STRENGTHS: National Standards are incorporated within the State Standards.

MATTERS OF FACT:

CONCERNS:

CEV-6501020-WPP-6-881-6501-2429-YES-Basal9781603339681--------8/8/2011 @ 2:05:14 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

III. Program Design

Documentation

STRENGTHS: This program is completely on CDs and online. The 1st disk of each unit must be installed and then students can access all the CDs and online sections. Each lesson has a Lesson Plan with objectives, Lesson Links, Projects, Materials, Internet Sources, and Career Connection. PowerPoint lessons are available as Notes or Presentations. An external hard drive includes teacher resources with videos for teaching each lesson, projects, assessments, vocabulary, lesson plans. The modules covered are Professional Communication Strategies, Essential Forms and Documents, and MS Office Basic Skills. There is also a Core Competencies CD with lessons entitled “Skills for Real World Survival”, “Jobs, Careers, and Education”, “Workplace Issues”, and “Introduction to Career Clusters.” Each of these are aligned with the core subjects. Provided for each are lesson plans, PowerPoint, vocabulary, lesson activities and projects, word search, and quizzes.

MATTERS OF FACT: None

CONCERNS: None

CEV-6501020-WPP-6-882-6501-2430-YES-Basal9781603339681--------8/8/2011 @ 2:05:14 PM

IV. Assessment

Documentation

STRENGTHS: Lessons have projects, crossword and word search puzzles, and assessments. These are all located on the CDs or online.

MATTERS OF FACT: Evidence of CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

CEV-6501020-WPP-6-883-6501-2431-YES-Basal9781603339681--------8/8/2011 @ 2:05:14 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: None

CONCERNS: Although this package has a lot of information and covers all Tennessee State Standards, it is somewhat confusing to navigate at times.

CEV-6501020-WPP-6-884-6501-2432-YES-Basal9781603339681--------8/8/2011 @ 2:05:14 PM

VI. List of Components Reviewed

Documentation

The pathway package was received and reviewed.

CEV-6501020-WPP-6-885-6501-2433-YES-Basal9781603339681--------8/8/2011 @ 2:05:14 PM

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS:

MATTERS OF FACT:

CONCERNS:

CEV-6501020-WPP-6-886-6501-2434-YES-Basal9781603339681--------8/8/2011 @ 2:05:14 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: PEPH-6501020-LMOW2010SE-6 **Category:** 6501020

Area Business Technology **Cluster** Business Technology **Subject:** Word Processing

Publisher:

Pearson Education Inc., publishing as Prentice Hall

Title:

Learning Microsoft® Office Word 2010, Student Edition with CD-ROM

Author: Pearson

Edition: 1st **Copyright:** 2012 **ISBN:** 9780135112267

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 textbook meets 81% (51 out of 63) of the Learning Expectations of the Tennessee State Standards.
Opportunities are provided to address the other 19% (12 out of 63) of the Learning Expectations of the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: None

PEPH-6501020-LMOW2010SE-6-776-6501-2322-YES-Basal9780135112267--------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

PEPH-6501020-LMOW2010SE-6-777-6501-2323-YES-Basal9780135112267--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

III. Program Design

Documentation

STRENGTHS: This textbook has 10 chapters made up of 67 lessons and an index. Each lesson begins with learner objectives listed as “What You Will Learn” and “Words to Know.” These vocabulary words are found in bold print in the text of the lessons. Tables, figures, and screen shots are found throughout the textbook to help explain the instruction. The Student CD includes Student Data Files, MS Office Basics Chapter, and an MS Office Glossary. The Teacher’s Manual includes Teaching Tips for each lesson, Quick Quizzes, Customized Instruction, Job Fairs, and other useful help. The solution files for all projects and activities are included on both a CD and a printed Solutions Book. A printed Test Book includes concept tests and application test for each chapter and its accompanying CD includes the Student Data Files and Solution Files.

MATTERS OF FACT: “Software Skills” give a brief overview of the tools that will be presented in the lesson. “Application Skills” put the objectives into context by setting a scenario. “What You Can Do” provides concise notes for learning the computer concepts. “Try It” gives hands-on practice activities to teach all necessary skills.

CONCERNS: None

PEPH-6501020-LMOW2010SE-6-778-6501-2324-YES-Basal9780135112267--------8/8/2011 @ 2:05:13 PM

IV. Assessment

Documentation

STRENGTHS: Each lesson has a “Create It” project and an “Apply It” project. Each chapter has a “Make It Your Own” project and a “Master It” project.

MATTERS OF FACT: The teacher test book includes concept tests and application tests for each chapter.
Evidence of the CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

PEPH-6501020-LMOW2010SE-6-779-6501-2325-YES-Basal9780135112267--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

V. Other Comments

Documentation

STRENGTHS: The student textbook, Teacher Manual, Test Book, Solutions Book, and accompanying CDs were received and reviewed.

MATTERS OF FACT: N/A

CONCERNS: N/A

PEPH-6501020-LMOW2010SE-6-780-6501-2326-YES-Basal9780135112267--------8/8/2011 @ 2:05:13 PM

VI. List of Components Reviewed

Documentation

PEPH-6501020-LMOW2010SE-6-781-6501-2327-YES-Basal9780135112267--------8/8/2011 @ 2:05:13 PM

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS:

MATTERS OF FACT:

CONCERNS:

PEPH-6501020-LMOW2010SE-6-782-6501-2328-YES-Basal9780135112267--------8/8/2011 @ 2:05:13 PM