

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

Book Code: CENG-6501180-MCASMO2007-6

Category: 6501180

Area Business **Cluster** Business Technology
Technology

Subject: Advanced Computer

Publisher:
Cengage Learning

Title:
Microsoft Certified Application Specialist: Microsoft Office 2007 Edition

Author: Brunin/Campbell/Clemens/ Conrad/Ruffolo

Edition: 01

Copyright: 2009

ISBN: 9781423904397

Grade: 09-12

Publisher's Bid Information

Bid Level

Basal

Delivery Method

T

Reviewer Analysis

Level

Basal

Delivery Method:

Technology Dependent-TD

Recommended:

YES

NO

WITHDRAWN

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 53% (17 out of 32) of the Learning Expectations in the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 47% (15 out of 32) of the Learning Expectations in the Tennessee State Standards.

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.

1.5 Analyze and follow policies for managing legal and ethical issues in organizations and in a technology-based society.

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.

3.7 Identify, evaluate, and select productivity software specific to the needs of organizations and/or industries.

3.8 Demonstrate an understanding of the life cycle of software and analyze costbenefit as it relates to the selection and timing of software acquisition.

3.10 Key a minimum of 50 GWAM on a three-minute timed writing with a maximum of three errors.

4.2 Retrieve, organize, analyze, and synthesize information from a variety of data sources to formulate decisions.

4.3 Present analyzed and synthesized information in a variety of meaningful formats that employ business appropriate layout, design, and citation.

5.2 Create projects rich in multimedia components.

7.2 Discuss the need for lifelong learning and retraining as a result of technological changes in the work environment.

7.3 Demonstrate knowledge of articulation opportunities in postsecondary training.

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Business Technology -Information Technology

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CENG-6501180-MCASMO2007-6-657-6501-2200-YES-Basal9781423904397-----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-6501180-MCASMO2007-6-658-6501-2201-YES-Basal9781423904397-----8/8/2011 @ 2:05:12 PM

III. Program Design

Documentation

STRENGTHS: This textbook is designed as a study tool to prepare for the MS Certified Application Specialist Exam. The text assumes the student already has the basic computer operating skills of MS Office 2007. There are 7 chapters with the first chapter providing background information on the MCAS program and exam. The 2nd chapter covers Windows Vista. The other five (5) chapters each cover a different component of MS Office 2007: Word, Excel, Access, PowerPoint, and Outlook. Each section begins with Lesson Objectives. 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 teachers.

MATTERS OF FACT: Each skill presents step-by-step, clearly defined instructions for each task offering two major methods of operation: Ribbon method and shortcut method. Full-color screen shots and icons provide visual reinforcement of topics.

CONCERNS: None

CENG-6501180-MCASMO2007-6-659-6501-2202-YES-Basal9781423904397-----8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT

Business Technology -Information Technology

Consensus Review

IV. Assessment

Documentation

STRENGTHS: Review Questions, Projects, and Critical Thinking activities are provided at the end of each objective.

MATTERS OF FACT: ExamView Test Generator is provided on the Instructor Resources CD with test banks for each chapter. SAMs 2007 bridges the gap between classroom instruction and the real world.

Evidence of CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

CENG-6501180-MCASMO2007-6-660-6501-2203-YES-Basal9781423904397-----8/8/2011 @ 2:05:12 PM

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: None

CONCERNS: None

CENG-6501180-MCASMO2007-6-661-6501-2204-YES-Basal9781423904397-----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-6501180-MCASMO2007-6-662-6501-2205-YES-Basal9781423904397-----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-6501180-MCASMO2007-6-663-6501-2206-YES-Basal9781423904397-----8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

Book Code: CENG-6501180-MO2007ADVCT-6

Category: 6501180

Area Business
Technology

Cluster Business Technology

Subject: Advanced Computer

Publisher:
Cengage Learning

Title:
Microsoft Office 2007: Advanced Concepts & Techniques

Author: Shelly/Cashman/Vermaat

Edition: 01

Copyright: 2008

ISBN: 9781418843335

Grade: 09-12

Publisher's Bid Information

Bid Level

Basal

Delivery Method

T

Reviewer Analysis

Level

Basal

Delivery Method:

Technology Dependent-TD

Recommended:

YES

NO

WITHDRAWN

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 50% (16 out of 32) of the Learning Expectations in the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 50% (16 out of 32) of the Learning Expectations in the Tennessee State Standards.

Many of the standards not met could easily be met through internet research.

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.

3.4 Evaluate the effectiveness of a variety of productivity software programs and features to solve specific problems.

3.5 Obtain industry certification(s) for productivity software applications as needed for a chosen career path.

3.8 Demonstrate an understanding of the life cycle of software and analyze cost benefit as it relates to the selection and timing of software acquisition.

4.1 Analyze and evaluate the effectiveness and reliability of online information resources.

7.2 Discuss the need for lifelong learning and retraining as a result of technological changes in the work environment.

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

7.3 Demonstrate knowledge of articulation opportunities in postsecondary training.

CENG-6501180-MO2007ADVCT-6-755-6501-2300-YES-Basal9781418843335-----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-6501180-MO2007ADVCT-6-756-6501-2301-YES-Basal9781418843335-----8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

III. Program Design

Documentation

STRENGTHS: The textbook begins where the introductory book left off. There are six units covering the components of Microsoft 2007: Word (3 chapters and an Integration Feature), Excel (3 chapters and a Graphics Feature), Access (3 chapters and an SQL Feature), PowerPoint (2 chapters and a Collaboration Feature), Outlook (1 chapter) and an Integration Unit. There are seven Appendices with additional information, an Index, and a Quick Reference Summary. Each lesson begins with stated objectives. Throughout the lesson, vocabulary terms are found in bold print. Links for online resources for additional information on some terms are given in margins. 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 both students and teachers.

MATTERS OF FACT: "Plan Ahead" boxes give guidelines and information to help students be successful. "Step-by-Step" exercises offer hands-on practice of the material presented. "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-6501180-MO2007ADVCT-6-757-6501-2302-YES-Basal9781418843335-----8/8/2011 @ 2:05:13 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. “Learn It Online” includes six online activities for each chapter to test 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.

Evidence of the CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

CENG-6501180-MO2007ADVCT-6-758-6501-2303-YES-Basal9781418843335-----8/8/2011 @ 2:05:13 PM

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: None

CONCERNS: None

CENG-6501180-MO2007ADVCT-6-759-6501-2304-YES-Basal9781418843335-----8/8/2011 @ 2:05:13 PM

VI. List of Components Reviewed

Documentation

The student textbook and Instructor’s Resource CD were received and reviewed.

CENG-6501180-MO2007ADVCT-6-760-6501-2305-YES-Basal9781418843335-----8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS:

MATTERS OF FACT:

CONCERNS:

CENG-6501180-MO2007ADVCT-6-761-6501-2306-YES-Basal9781418843335-----8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

Book Code: CENG-6501180-MO2010ADV-6

Category: 6501180

Area Business
Technology

Cluster Business Technology

Subject: Advanced Computer

Publisher:
Cengage Learning

Title:
Microsoft Office 2010: Advanced

Author: Shelly/Vermaat

Edition: 01

Copyright: 2011

ISBN: 9781439078556

Grade: 09-12

Publisher's Bid Information

Bid Level

Basal

Delivery Method

T

Reviewer Analysis

Level

Basal

Delivery Method:

Technology Dependent-TD

Recommended:

YES

NO

WITHDRAWN

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 66% (21 out of 32) of the Learning Expectations in the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 34% (11 out of 32) of the Learning Expectations of the TN State Standards.

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.

1.8 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.

3.5 Obtain industry certification(s) for productivity software applications as needed for a chosen career path.

3.6 Diagnose and solve problems encountered while using productivity software

3.8 Demonstrate an understanding of the life cycle of software and analyze cost benefit as it relates to the selection and timing of software acquisition.

3.9 Create professional quality reports and/or presentations that integrate information and components produced in a variety of productivity software applications.

3.10 Key a minimum of 50 GWAM on a three minute timed writing with a maximum of three errors.

4.1 Analyze and evaluate the effectiveness and reliability of online information resources.

CENG-6501180-MO2010ADV-6-636-6501-2177-YES-Basal9781439078556-----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 Standards are incorporated within the State Standards.

MATTERS OF FACT: None

CONCERNS: None

CENG-6501180-MO2010ADV-6-651-6501-2194-YES-Basal9781439078556-----8/8/2011 @ 2:05:12 PM

III. Program Design

Documentation

STRENGTHS: This textbook assumes students are familiar with the fundamentals of Windows 7 and MS Office 2010. It serves as a continuation of the *Microsoft Office 2010: Introductory* book. It includes units on Word 2010 (four chapters), PowerPoint 2010 (4 chapters), Excel 2010 (four chapters), Access 2010 (four chapters), and Outlook 2010 (1 chapter). There are three Appendices with additional information, four Capstone Projects, an Index, and a Quick Reference Summary. Each lesson begins with stated objectives. Through the lesson, vocabulary terms are found in bold print. 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 both students and teachers.

MATTERS OF FACT: "Plan Ahead" boxes give guidelines and information to help students be successful. "Step-by-Step" exercises offer hands-on practice of the material presented. "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: Students may become intimidated with this text because there is a lot of reading material and it is above the reading level of many 9th graders. The material would have to be adapted for most students, especially special education students and students with language barriers.

CENG-6501180-MO2010ADV-6-652-6501-2195-YES-Basal9781439078556-----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. “Learn It Online” includes six online activities for each chapter to test 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. SAMs 2010 allows students to train and test on important computer skills in an active, hands-on environment. Evidence of CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

CENG-6501180-MO2010ADV-6-653-6501-2196-YES-Basal9781439078556-----8/8/2011 @ 2:05:12 PM

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: None

CONCERNS: None

CENG-6501180-MO2010ADV-6-654-6501-2197-YES-Basal9781439078556-----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-6501180-MO2010ADV-6-655-6501-2198-YES-Basal9781439078556-----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-6501180-MO2010ADV-6-656-6501-2199-YES-Basal9781439078556-----8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

Book Code: CENG-6501180-MO2010AHS-6		Category: 6501180	
Area Business Technology	Cluster Business Technology	Subject: Advanced Computer	
Publisher: Cengage Learning			
Title: Microsoft Office 2010, Advanced (Hard Spiral)			
Author: Cable/Morrison			
Edition: 01	Copyright: 2012	ISBN:	9780538481427
Grade: 09-12			

Publisher's Bid Information Bid Level Basal Delivery Method T	Reviewer Analysis Level Basal Delivery Method: Technology Dependent-TD	Recommended: <input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> WITHDRAWN
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Committee Members: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Catherine J. Hoover</td></tr> <tr><td>Karen C. Stewart</td></tr> <tr><td>Linda A. Williams</td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>	Catherine J. Hoover	Karen C. Stewart	Linda A. Williams			Signature of Reviewers _____ _____ _____ _____ _____
Catherine J. Hoover						
Karen C. Stewart						
Linda A. Williams						
Signature of Commission Member _____						

TEXTBOOK SCREENING INSTRUMENT

Business Technology -Information Technology

Consensus Review

I. Tennessee Framework

Documentation

STRENGTHS: This textbook meets 66% (21 out of 32) of the Learning Expectations of the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 34% (11 out of 32) of the Learning Expectations of the Tennessee State Standards.

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.

1.8 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.

3.2 Utilize the collaborative features of productivity tools software to accomplish organizational tasks.

3.4 Evaluate the effectiveness of a variety of productivity software programs and features to solve specific problems.

3.6 Diagnose and solve problems encountered while using productivity software.

4.1 Analyze and evaluate the effectiveness and reliability of online information resources.

7.1 Complete industry certification tests in at least two or more software applications.

7.2 Discuss the need for lifelong learning and retraining as a result of technological changes in the work environment.

7.3 Demonstrate knowledge of articulation opportunities in postsecondary training.

CENG-6501180-MO2010AHS-6-637-6501-2178-YES-Basal9780538481427-----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 Standards are incorporated within the State Standards.

MATTERS OF FACT: None

CONCERNS: None

CENG-6501180-MO2010AHS-6-638-6501-2179-YES-Basal9780538481427-----8/8/2011 @ 2:05:12 PM

III. Program Design

Documentation

STRENGTHS: The textbook begins with an Introductory Unit on Microsoft Office 2010 Basics and the Internet. There are five units covering the components of Microsoft Office 2010: Advanced Word (9 lessons), Advanced Excel (9 lessons), Advanced Access (8 lessons), Advanced PowerPoint (6 lessons), and Advanced Outlook (3 lessons). These lessons are written in a way to take up where the Introductory book left off. Finally there is a Capstone Simulation. There are four Appendices with additional information, a glossary, and an index. Each lesson begins with stated objectives and vocabulary terms. Throughout the lesson, vocabulary terms are found in bold italic print. 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 both students and teachers.

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-6501180-MO2010AHS-6-639-6501-2180-YES-Basal9780538481427-----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 content of each chapter. At the end of each unit 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.

Evidence of the CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

CENG-6501180-MO2010AHS-6-640-6501-2181-YES-Basal9780538481427-----8/8/2011 @ 2:05:12 PM

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: None

CONCERNS: None

CENG-6501180-MO2010AHS-6-641-6501-2182-YES-Basal9780538481427-----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-6501180-MO2010AHS-6-642-6501-2183-YES-Basal9780538481427-----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-6501180-MO2010AHS-6-643-6501-2184-YES-Basal9780538481427-----8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

Book Code: CEV-6501180-ACAP-6

Category: 6501180

Area Business
Technology

Cluster Business Technology

Subject: Advanced Computer

Publisher:
CEV Multimedia Ltd.

Title:
Advanced Computer Applications Pathway

Author: CEV Multimedia, Ltd.

Edition: First

Copyright: 2010

ISBN: 9781603339735

Grade: 09-12

Publisher's Bid Information

Bid Level

Basal

Delivery Method

TD

Reviewer Analysis

Level

Basal

Delivery Method:

Technology Dependent-TD

Recommended:

YES

NO

WITHDRAWN

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 multimedia package meets all of the Learning Expectations in the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: None

CEV-6501180-ACAP-6-894-6501-2442-YES-Basal9781603339735-----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: None

CONCERNS: None

CEV-6501180-ACAP-6-895-6501-2443-YES-Basal9781603339735-----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, and lesson plans. The modules covered are Computer Basics, MS Office Basic Skills and Business Principles. 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, PowerPoints, vocabulary, lesson activities and projects, word searches, and quizzes.

MATTERS OF FACT: None

CONCERNS: This program can be confusing to navigate and could frustrate students.

CEV-6501180-ACAP-6-896-6501-2444-YES-Basal9781603339735-----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 the CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

CEV-6501180-ACAP-6-897-6501-2445-YES-Basal9781603339735-----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: None

CEV-6501180-ACAP-6-898-6501-2446-YES-Basal9781603339735-----8/8/2011 @ 2:05:14 PM

VI. List of Components Reviewed

Documentation

The pathway package was received and reviewed.

CEV-6501180-ACAP-6-899-6501-2447-YES-Basal9781603339735-----8/8/2011 @ 2:05:14 PM

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS:

MATTERS OF FACT:

CONCERNS:

CEV-6501180-ACAP-6-900-6501-2448-YES-Basal9781603339735-----8/8/2011 @ 2:05:14 PM