TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: CENG-6501150-MA2007COMPRE-6 **Category:** 6501150

Area Business Technology **Cluster** Business Technology **Subject:** Database

Publisher:
Cengage Learning

Title:
Microsoft Access 2007: Comprehensive

Author: Shelly/Pratt/Last

Edition: 01 **Copyright:** 2008 **ISBN:** 9781418843410

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Delivery Method	**Delivery Method:**	○ WITHDRAWN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 94% (34 out of 36) of the Learning Expectations in the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: This book does not meet 6% (2 out of 36) of the Learning Expectations in the Tennessee State Standards.
1.8 Examine the goals and principles of Future Business Leaders of America.
1.10 Demonstrates parliamentary procedure through office staff/chapter organizational meetings.

CENG-6501150-MA2007COMPRE-6-685-6501-2228-YES-Basal9781418843410--------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-6501150-MA2007COMPRE-6-686-6501-2229-YES-Basal9781418843410--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

III. Program Design

Documentation

STRENGTHS: The textbook includes nine chapters on Access 2007, a Web Feature, eight 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 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 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: Students may become intimidated with this text due to a lot of reading material and 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-6501150-MA2007COMPRE-6-687-6501-2230-YES-Basal9781418843410--------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. 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 assess 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 CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

CENG-6501150-MA2007COMPRE-6-688-6501-2231-YES-Basal9781418843410--------8/8/2011 @ 2:05:13 PM

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: This textbook is a soft-cover book.

CONCERNS: None

CENG-6501150-MA2007COMPRE-6-689-6501-2232-YES-Basal9781418843410--------8/8/2011 @ 2:05:13 PM

VI. List of Components Reviewed

Documentation

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

CENG-6501150-MA2007COMPRE-6-690-6501-2233-YES-Basal9781418843410--------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-6501150-MA2007COMPRE-6-691-6501-2234-YES-Basal9781418843410--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: CENG-6501150-MA2010COMPLE-6 **Category:** 6501150

Area Business Technology **Cluster** Business Technology **Subject:** Database

Publisher:
Cengage Learning

Title:
Microsoft Access 2010: Complete

Author: Pasewark/Pasewark/Cable/ Evans

Edition: 01 **Copyright:** 2012 **ISBN:** 9781111529901

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 89% (32 out of 36) of the Learning Expectations in the TN State Standards.

MATTERS OF FACT: None

CONCERNS: This book does not meet 11% (4 out of 36) of the Learning Expectations in the TN State Standards.
1.1 Demonstrate sensitivity to personal, societal, corporate, and governmental responsibility to community and global issues.
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.

CENG-6501150-MA2010COMPLE-6-601-6501-2142-YES-Basal9781111529901--------8/8/2011 @ 2:05:12 PM

II. National Standards or Industry Standards

Documentation

STRENGTHS: National Standards are incorporated within the State Standards.

MATTERS OF FACT: None

CONCERNS: None

CENG-6501150-MA2010COMPLE-6-602-6501-2143-YES-Basal9781111529901--------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 three (3) units: Introductory Unit on Microsoft Office 2010 and the Internet, Introductory Microsoft Access 2010 Unit, and Advanced Microsoft Access 2010 Unit. There are four (4) Appendices with additional information, a glossary, and an index. Each lesson begins with stated objectives and vocabulary terms. Through 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 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, a 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-6501150-MA2010COMPLE-6-603-6501-2144-YES-Basal9781111529901--------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 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 CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

CENG-6501150-MA2010COMPLE-6-604-6501-2145-YES-Basal9781111529901--------8/8/2011 @ 2:05:12 PM

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: None

CONCERNS: None

CENG-6501150-MA2010COMPLE-6-605-6501-2146-YES-Basal9781111529901--------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-6501150-MA2010COMPLE-6-606-6501-2147-YES-Basal9781111529901--------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-6501150-MA2010COMPLE-6-607-6501-2148-YES-Basal9781111529901--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: CENG-6501150-MA2010COMPRE-6 **Category:** 6501150

Area Business Technology **Cluster** Business Technology **Subject:** Database

Publisher:
Cengage Learning

Title:
Microsoft Access 2010: Comprehensive

Author: Shelly/Pratt/Last

Edition: 01 **Copyright:** 2011 **ISBN:** 9781439079027

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 86% (31 out of 36) of the learning expectations in the TN State Standards.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 14% (5 out of 36) of the learning expectations in the TN State Standards.
1.1 Demonstrate sensitivity to personal, societal, corporate, and governmental responsibility to community and global issues.
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.

CENG-6501150-MA2010COMPRE-6-559-6501-2100-YES-Basal9781439079027--------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-6501150-MA2010COMPRE-6-560-6501-2101-YES-Basal9781439079027--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

III. Program Design

Documentation

STRENGTHS: Each chapter begins with a list of objectives. The book then divides the chapters into sections that address these 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. Instructor Resources CD is provided with Instructor's Manual, Syllabus, PowerPoint Presentations, Figures from the Text, Solutions to Exercises, Data Files for Students, Additional Activities for Students, and ExamView Text 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-6501150-MA2010COMPRE-6-561-6501-2102-YES-Basal9781439079027--------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.

CONCERNS: None

CENG-6501150-MA2010COMPRE-6-562-6501-2103-YES-Basal9781439079027--------8/8/2011 @ 2:05:12 PM

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: This textbook is a soft-cover book.

CONCERNS: None

CENG-6501150-MA2010COMPRE-6-563-6501-2104-YES-Basal9781439079027--------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-6501150-MA2010COMPRE-6-564-6501-2105-YES-Basal9781439079027--------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-6501150-MA2010COMPRE-6-565-6501-2106-YES-Basal9781439079027--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: CEV-6501030; 6501140; 6501150-CAP-6 **Category:** 6501030

Area Business Technology **Cluster** Business Technology **Subject:** Computer Applications

Publisher:

CEV Multimedia Ltd.

Title:

Computer Applications Pathway

Author: CEV Multimedia, Ltd.

Edition: First **Copyright:** 2010 **ISBN:** 9781603339698

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 TN State Standards.

MATTERS OF FACT: None

CONCERNS: None

CEV-6501030; 6501140; 6501150-CAP-6-887-6501-2435-YES-Basal9781603339698--------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-6501030; 6501140; 6501150-CAP-6-888-6501-2436-YES-Basal9781603339698--------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 E-Issues, Computer Basics, 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: Atomsville is an online tool. It is a fictitious city made up of businesses that fit into the 16 career clusters. Students work on a project related to a career of their choice. This curriculum allows students to develop real world business skills.

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

CEV-6501030; 6501140; 6501150-CAP-6-889-6501-2437-YES-Basal9781603339698--------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-6501030; 6501140; 6501150-CAP-6-890-6501-2438-YES-Basal9781603339698--------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: No printed material is supplied.

CONCERNS: None

CEV-6501030; 6501140; 6501150-CAP-6-891-6501-2439-YES-Basal9781603339698--------8/8/2011 @ 2:05:14 PM

VI. List of Components Reviewed

Documentation

The pathway package was received and reviewed.

CEV-6501030; 6501140; 6501150-CAP-6-892-6501-2440-YES-Basal9781603339698--------8/8/2011 @ 2:05:14 PM

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS:

MATTERS OF FACT:

CONCERNS:

CEV-6501030; 6501140; 6501150-CAP-6-893-6501-2441-YES-Basal9781603339698--------8/8/2011 @ 2:05:14 PM