TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: CENG-6501160-AIDCS4R-6 **Category:** 6501160

Area Business Technology **Cluster** Business Technology **Subject:** Desktop Publishing

Publisher:
Cengage Learning

Title:
Adobe InDesign CS4 Revealed

Author: Botello

Edition: 01 **Copyright:** 2010 **ISBN:** 9781435482678

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Delivery Method	**Delivery Method:**	○ WITHDRAWN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: The textbook meets most 61% (20 out of 33) of the Learning Expectations of the Tennessee State Standards.

MATTERS OF FACT: Publisher's Response to concerns: While Adobe InDesign CS4 Revealed does not meet every individual Learning Expectation in the Tennessee State Standards for this course, its primary objective is to teach students 1) the fundamental skills needed to work with Adobe's industry-standard software program, InDesign and 2) the design principles essential to effective page layout and design. In doing so, the book incorporates national standards and prepares students to take the Adobe Certified Expert (ACE) exam.

CONCERNS: The textbook does not meet 39% (13 out of 33) of the Learning Expectations of 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.
1.3 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.
3.5 Contrast and compare, using the following criteria, the typography from at least two print sources:
a. composition techniques
b. different type styles
c. different types of justification
4.3 Demonstrate the ability to operate cameras and other photographic instruments used in industry.

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

4.4 Manipulate, enhance, and produce digital photographs, graphics, or other art elements utilizing photographic and/or graphic editing software.

CENG-6501160-AIDCS4R-6-531-6501-2072-YES-Basal9781435482678--------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-6501160-AIDCS4R-6-532-6501-2073-YES-Basal9781435482678--------8/8/2011 @ 2:05:11 PM

III. Program Design

Documentation

STRENGTHS: The textbook is divided into 12 chapters with each being made up of several smaller, related lessons. Vocabulary words are in bold, colorful print. Instructor's Manual, Sample Syllabus, Student Data Files, Instructor PowerPoint Presentations and solutions to exercises are included on Instructor Resource CD. The text shows how to import graphics from PhotoShop.

MATTERS OF FACT: "QuickTIPs" are shown throughout the book. Step-by-Step instructions are given to practice skills taught. Skills Review contains hands-on exercises that mirror the progressive nature of the lesson material.

CONCERNS: The chapters do not have a list of terms or review questions to encourage students to read the material and learn the knowledge behind the hands-on projects.

CENG-6501160-AIDCS4R-6-533-6501-2074-YES-Basal9781435482678--------8/8/2011 @ 2:05:11 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

IV. Assessment

Documentation

STRENGTHS: Project Builders, Design Projects, and Portfolio Projects are included at the end of each chapter for students to apply the skills they've learned in the chapter. ExamView Test Bank is included on Instructor Resource CD.

MATTERS OF FACT: The textbook includes an ACE Certification Grid for Adobe InDesign CS4.

CONCERNS: None

CENG-6501160-AIDCS4R-6-534-6501-2075-YES-Basal9781435482678--------8/8/2011 @ 2:05:11 PM

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: None

CONCERNS: None

CENG-6501160-AIDCS4R-6-535-6501-2076-YES-Basal9781435482678--------8/8/2011 @ 2:05:11 PM

VI. List of Components Reviewed

Documentation

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

CENG-6501160-AIDCS4R-6-536-6501-2077-YES-Basal9781435482678--------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-6501160-AIDCS4R-6-537-6501-2078-YES-Basal9781435482678--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: CENG-6501160-AIDCS5R-6 **Category:** 6501160

Area Business Technology **Cluster** Business Technology **Subject:** Desktop Publishing

Publisher:
Cengage Learning

Title:
Adobe InDesign CS5 Revealed

Author: Botello

Edition: 01 **Copyright:** 2011 **ISBN:** 9781111130510

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 64% (21 out of 33) of the Learning Expectations in the Tennessee State Standards.

MATTERS OF FACT: Publisher's response to concerns: While Adobe InDesign CS5 Revealed does not meet every individual Learning Expectation in the Tennessee State Standards for this course, its primary objective is to teach students 1) the fundamental skills needed to work with Adobe's industry-standard software program, InDesign and 2) the design principles essential to effective page layout and design. In doing so, the book incorporates national standards and prepares students to take the Adobe Certified (ACE) exam.

CONCERNS: This textbook does not meet 36% (12 out of 33) 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.
1.3 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
4.3 Demonstrate the ability to operate cameras and other photographic instruments used in industry.
4.4 Manipulate, enhance, and produce digital photographs, graphics, or other art elements utilizing photographic and/or graphic editing software.

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

CENG-6501160-AIDCS5R-6-524-6501-2065-YES-Basal9781111130510--------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-6501160-AIDCS5R-6-525-6501-2066-YES-Basal9781111130510--------8/8/2011 @ 2:05:11 PM

III. Program Design

Documentation

STRENGTHS: The textbook is divided into 12 chapters with each being made up of several smaller, related lessons. Vocabulary words are in bold, colorful print. Instructor's Manual, Sample Syllabus, Student Data Files, Instructor PowerPoint Presentations, and solutions to exercises are included on Instructor Resource CD.

MATTERS OF FACT: "QuickTIPs" are shown throughout the book. Step-by-Step instructions are given to practice skills taught. Skills Review contains hands-on exercises that mirror the progressive nature of the lesson material.

CONCERNS: The chapters do not have a list of terms or review questions to encourage students to read the material and learn the knowledge behind the hands-on project.

CENG-6501160-AIDCS5R-6-526-6501-2067-YES-Basal9781111130510--------8/8/2011 @ 2:05:11 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

IV. Assessment

Documentation

STRENGTHS: Project Builders, Design Projects, and Portfolio Projects are included at the end of each chapter for students to apply the skills they've learned in the chapter. ExamView Test Bank is included on Instructor Resource CD.

MATTERS OF FACT: The textbook includes an ACE Certification Grid for Adobe InDesign CS5.

CONCERNS: None

CENG-6501160-AIDCS5R-6-527-6501-2068-YES-Basal9781111130510--------8/8/2011 @ 2:05:11 PM

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: None

CONCERNS: None

CENG-6501160-AIDCS5R-6-528-6501-2069-YES-Basal9781111130510--------8/8/2011 @ 2:05:11 PM

VI. List of Components Reviewed

Documentation

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

CENG-6501160-AIDCS5R-6-529-6501-2070-YES-Basal9781111130510--------8/8/2011 @ 2:05:11 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS:

MATTERS OF FACT:

CONCERNS:

CENG-6501160-AIDCS5R-6-530-6501-2071-YES-Basal9781111130510--------8/8/2011 @ 2:05:11 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: CENG-6501160-DESIGNCOLLCS4-6 **Category:** 6501160

Area Business Technology **Cluster** Business Technology **Subject:** Desktop Publishing

Publisher:
Cengage Learning

Title:
Design Collection Revealed: Adobe InDesign CS4, Photoshop CS4 & Illustrator CS4

Author: Botello

Edition: 01 **Copyright:** 2010 **ISBN:** 9781435482708

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 text meets 58% (19 out of 33) of the Learning Expectations in the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 42% (14 out of 33) 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.
1.3 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.
3.5 Contrast and compare, using the following criteria, the typography from at least two print sources:
a. composition techniques
b. different type styles
c. different types of justification
3.10 Proofread and edit projects for format, mechanics and clarity.
4.3 Demonstrate the ability to operate cameras and other photographic instruments used in industry.
5.2 Critique the power of desktop publishing to communicate concepts.

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-6501160-DESIGNCOLLCS4-6-518-6501-2059-YES-Basal9781435482708--------8/8/2011 @ 2:05:11 PM

III. Program Design

Documentation

STRENGTHS: The text is divided into 16 chapters in which students learn many skills. Five chapters each cover InDeign with Illustrator and Photoshop, additional Photoshop lessons, and Adobe Illustrator. A final integration chapter combines the features and benefits of all three applications. Useful illustrations and diagrams are provided throughout the text. Vocabulary words are in bold, colorful print. Instructor's Manual, Sample Syllabus, Student Data Files, Instructor PowerPoint Presentations, and solutions to exercises are included on Instructor Resource CD.

MATTERS OF FACT: "QuickTIPs" are shown throughout the book. Step-by-Step instructions are given to practice skills taught. Skills Review contains hands-on exercises that mirror the progressive nature of the lesson material.

CONCERNS: The chapters do not have a list of terms or review questions to encourage students to read the material and learn the knowledge behind the hands-on projects.

CENG-6501160-DESIGNCOLLCS4-6-519-6501-2060-YES-Basal9781435482708--------8/8/2011 @ 2:05:11 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

IV. Assessment

Documentation

STRENGTHS: Project Builders, Design Projects, and Portfolio Projects are included at the end of each chapter for students to apply the skills they've learned in the chapter. ExamView Test Bank is included on Instructor Resource CD.

MATTERS OF FACT: None

CONCERNS: None

CENG-6501160-DESIGNCOLLCS4-6-520-6501-2061-YES-Basal9781435482708--------8/8/2011 @ 2:05:11 PM

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: None

CONCERNS: None

CENG-6501160-DESIGNCOLLCS4-6-521-6501-2062-YES-Basal9781435482708--------8/8/2011 @ 2:05:11 PM

VI. List of Components Reviewed

Documentation

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

CENG-6501160-DESIGNCOLLCS4-6-522-6501-2063-YES-Basal9781435482708--------8/8/2011 @ 2:05:11 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS:

MATTERS OF FACT:

CONCERNS:

CENG-6501160-DESIGNCOLLCS4-6-523-6501-2064-YES-Basal9781435482708--------8/8/2011 @ 2:05:11 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: CENG-6501160-DESIGNCOLLCS5-6 **Category:** 6501160

Area Business Technology **Cluster** Business Technology **Subject:** Desktop Publishing

Publisher:
Cengage Learning

Title:
Design Collection Revealed: Adobe InDesign CS5, Photoshop CS5 & Illustrator CS5

Author: Botello/Reding

Edition: 01 **Copyright:** 2011 **ISBN:** 9781111130633

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 64% (21 out of 33) of the Learning Expectations of the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 36% (12 out of 33) of the Learning Expectations of 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.
1.3 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.
1.11 Apply appropriate typography concepts to industry documents.
4.3 Demonstrate the ability to operate cameras and other photographic instruments used in industry.

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-6501160-DESIGNCOLLCS5-6-539-6501-2080-YES-Basal9781111130633--------8/8/2011 @ 2:05:12 PM

III. Program Design

Documentation

STRENGTHS: The text is divided into 17 chapters including each being made up of several smaller related lessons. There is an introduction chapter and then five chapters each covering InDesign with Illustrator and Photoshop, additional Photoshop lessons, and Adobe Illustrator. A final integration chapter combines the features and benefits of all three applications. Useful illustrations and diagrams are provided throughout the text. Vocabulary words are in bold, colorful print. Instructor's Manual, Sample Syllabus, Student Data Files, Instructor PowerPoint Presentations and solutions to exercises are included on Instructor Resource CD.

MATTERS OF FACT: "QuickTIPs" are shown throughout the book. Step-by-step instructions are given to practice skills taught. Skills Review contains hands-on exercises that mirror the progressive nature of the lesson material.

CONCERNS: The chapters do not have a list of terms or review questions to encourage students to read the material and learn the knowledge behind the hands-on projects.

CENG-6501160-DESIGNCOLLCS5-6-540-6501-2081-YES-Basal9781111130633--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

IV. Assessment

Documentation

STRENGTHS: Project Builders, Design Projects, and Portfolio Projects are included at the end of each chapter for students to apply the skills they've learned in the chapter. ExamView Test Bank is included on the Instructor Resource CD.

MATTERS OF FACT: None

CONCERNS: None

CENG-6501160-DESIGNCOLLCS5-6-541-6501-2082-YES-Basal9781111130633--------8/8/2011 @ 2:05:12 PM

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: None

CONCERNS: None

CENG-6501160-DESIGNCOLLCS5-6-542-6501-2083-YES-Basal9781111130633--------8/8/2011 @ 2:05:12 PM

VI. List of Components Reviewed

Documentation

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

CENG-6501160-DESIGNCOLLCS5-6-543-6501-2084-YES-Basal9781111130633--------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-6501160-DESIGNCOLLCS5-6-544-6501-2085-YES-Basal9781111130633--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: CENG-6501160-MP2007COMPLE-6 **Category:** 6501160

Area Business Technology **Cluster** Business Technology **Subject:** Desktop Publishing

Publisher:
Cengage Learning

Title:
Microsoft Publisher 2007: Complete

Author: Shelly/Cashman/Starks

Edition: 01 **Copyright:** 2008 **ISBN:** 9781418843496

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 textbook 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-6501160-MP2007COMPLE-6-692-6501-2235-YES-Basal9781418843496--------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-6501160-MP2007COMPLE-6-693-6501-2236-YES-Basal9781418843496--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

III. Program Design

Documentation

STRENGTHS: The textbook includes six chapters on Access 2007, a Integration Feature, six (6) 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: None

CENG-6501160-MP2007COMPLE-6-694-6501-2237-YES-Basal9781418843496--------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 “SAMs 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 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 CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

CENG-6501160-MP2007COMPLE-6-695-6501-2238-YES-Basal9781418843496--------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-6501160-MP2007COMPLE-6-696-6501-2239-YES-Basal9781418843496--------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-6501160-MP2007COMPLE-6-697-6501-2240-YES-Basal9781418843496--------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-6501160-MP2007COMPLE-6-698-6501-2241-YES-Basal9781418843496--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: CENG-6501160-MP2010COMPRE-6 **Category:** 6501160

Area Business Technology **Cluster** Business Technology **Subject:** Desktop Publishing

Publisher:
Cengage Learning

Title:
Microsoft Publisher 2010: Comprehensive

Author: Shelly/Starks

Edition: 01 **Copyright:** 2012 **ISBN:** 9780538475983

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 textbook 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-6501160-MP2010COMPRE-6-566-6501-2107-YES-Basal9780538475983--------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-6501160-MP2010COMPRE-6-567-6501-2108-YES-Basal9780538475983--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

III. Program Design

Documentation

STRENGTHS: Each chapter begin 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. An Instructor‘s Resource 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-6501160-MP2010COMPRE-6-568-6501-2109-YES-Basal9780538475983--------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 concepts learned in that chapter for review purposes. “Learn it Online” tests knowledge of chapter content and key terms through six 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 CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

CENG-6501160-MP2010COMPRE-6-569-6501-2110-YES-Basal9780538475983--------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-6501160-MP2010COMPRE-6-570-6501-2111-YES-Basal9780538475983--------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-6501160-MP2010COMPRE-6-571-6501-2112-YES-Basal9780538475983--------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-6501160-MP2010COMPRE-6-572-6501-2113-YES-Basal9780538475983--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: EMC-6501160-SSADVW2010-6 **Category:** 6501160

Area Business Technology **Cluster** Business Technology **Subject:** Desktop Publishing

Publisher:
EMC Publishing

Title:
Signature Series: Advanced Word 2010: Desktop PublishingStudent Edition (Softcover) with data files CD

Author: Joanne Arford

Edition: 1st **Copyright:** 2011 **ISBN:** 978-0-76383-890-4

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 83% (30 out of 36) of the Learning Expectations in the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 17% (6 out of 36) of the Learning Expectations in the Tennessee State Standards.
Most of these can be met through internet research.
1.1 Demonstrate sensitivity to personal, societal, corporate, and governmental responsibility to community and global issues.
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.

EMC-6501160-SSADVW2010-6-817-6501-2364-YES-Basal978-0-76383-890-4--------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

EMC-6501160-SSADVW2010-6-818-6501-2365-YES-Basal978-0-76383-890-4--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

III. Program Design

Documentation

STRENGTHS: This textbook has three Units which include 12 chapters and an index. The last unit includes Publisher, PowerPoint Presentations, and creation of web pages. It is designed for students who are already proficient in word processing. Each chapter begins with Performance Objectives, a list of Desktop Publishing Terms, and a list of Word 2010 Features Used. Marginal features include vocabulary terms and their definitions, DTP (Desktop Publishing) Pointers to reinforce concepts, and Office buttons used. Figures, screen shots, diagrams, and illustrations are used to reinforce learning. There is a Chapter Summary and Commands Review at the end of each chapter. The Instructor's Guide includes teaching tools, assessment hints, and solutions to Key Points and Models. The Instructor CD included solutions, PowerPoint presentations and ExamView Test Generator.

MATTERS OF FACT: None

CONCERNS: Lower-level students will find it hard to keep up with the reading and skills required to complete the chapters.

EMC-6501160-SSADVW2010-6-819-6501-2366-YES-Basal978-0-76383-890-4--------8/8/2011 @ 2:05:13 PM

IV. Assessment

Documentation

STRENGTHS: "Reviewing Key Points" and "Chapter Assessment" projects are found at the end of each chapter. "Performance Assessments" and "DTP Challenges" are found at the end of each unit. Group project assessments promote collaborative learning, team building, and critical thinking.

MATTERS OF FACT: ExamView Test Generator is included on the Instructor's CD. Evidence of CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

EMC-6501160-SSADVW2010-6-820-6501-2367-YES-Basal978-0-76383-890-4--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

V. Other Comments

Documentation

STRENGTHS: None

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

CONCERNS: None

EMC-6501160-SSADVW2010-6-821-6501-2368-YES-Basal978-0-76383-890-4--------8/8/2011 @ 2:05:13 PM

VI. List of Components Reviewed

Documentation

The student textbook, Instructor's Guide, and accompanying CDs were received and reviewed.

EMC-6501160-SSADVW2010-6-822-6501-2369-YES-Basal978-0-76383-890-4--------8/8/2011 @ 2:05:13 PM

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS:

MATTERS OF FACT:

CONCERNS:

EMC-6501160-SSADVW2010-6-823-6501-2370-YES-Basal978-0-76383-890-4--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: PEPH-6501160-DDCLMEDDACS5-6 **Category:** 6501160

Area Business Technology **Cluster** Business Technology **Subject:** Desktop Publishing

Publisher:

Pearson Education Inc., publishing as Prentice Hall

Title:

DDC Learning Media Design with Adobe® CS5, Student Edition

Author: Pearson

Edition: 1st **Copyright:** 2011 **ISBN:** 9780131384088

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 72% (25 out of 35) of the Learning Expectations in the Tennessee State Standards.
Opportunities are available to meet 11% (4 out of 35) of the TN State Standards not directly met.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 17% (6 out of 35) 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.
1.8 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.

PEPH-6501160-DDCLMEDDACS5-6-831-6501-2378-YES-Basal9780131384088--------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-6501160-DDCLMEDDACS5-6-832-6501-2379-YES-Basal9780131384088--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

III. Program Design

Documentation

STRENGTHS: This textbook integrates Adobe Photoshop, Illustrator, and InDesign through hands-on exercises and applications. There is an Adobe CS5 Basics Lesson and then Units on each of the three software programs. Each unit is divided into lessons which are divided into exercises. Exercises begin with Skills Covered, Software Skills (how you can use the features), Design Skills (essential for creating effective and attractive projects), Application Skills (a scenario to put the features into context), and new Terms with their definitions. A Teacher's Manual includes Skills Covered, Vocabulary, Tips, Hints and Pointers, and Data and Solution Files for each exercise. An accompanying CD includes all solution files. A Test Book includes Pretests, Posttests, Concept Tests, and Application Tests for each lesson and their solutions. An accompanying CD includes data and solution files. There is a Visual Aid CD with PowerPoint files to use throughout the book.

MATTERS OF FACT: "Notes" are concise notes to aid in learning the computer concepts. "Procedures" are hands-on procedures to teach all necessary skills. "Exercise Directions" provide step-by-step practice of concepts learned.

CONCERNS: None

PEPH-6501160-DDCLMEDDACS5-6-833-6501-2380-YES-Basal9780131384088--------8/8/2011 @ 2:05:13 PM

IV. Assessment

Documentation

STRENGTHS: End-of-Lesson Projects include Summary Exercises, Application Exercises, Curriculum Integration, and Portfolio Builders. The provided Test Book includes Pretests, Posttests, Concept Tests, and Application Tests for each lesson and their solutions.

MATTERS OF FACT: At the end of each Exercise is one "On Your Own" project which is a critical-thinking activity for students to work through on their own.

CONCERNS: None

PEPH-6501160-DDCLMEDDACS5-6-834-6501-2381-YES-Basal9780131384088--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

V. Other Comments

Documentation

STRENGTHS: None

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

CONCERNS: None

PEPH-6501160-DDCLMEDDACS5-6-835-6501-2382-YES-Basal9780131384088--------8/8/2011 @ 2:05:13 PM

VI. List of Components Reviewed

Documentation

The student textbook, Teacher's Manual, Test Book, and accompanying CDs were received and reviewed.

PEPH-6501160-DDCLMEDDACS5-6-836-6501-2383-YES-Basal9780131384088--------8/8/2011 @ 2:05:13 PM

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS:

MATTERS OF FACT:

CONCERNS:

PEPH-6501160-DDCLMEDDACS5-6-837-6501-2384-YES-Basal9780131384088--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: PEPH-6501160-LMOPUB2010-6 **Category:** 6501160

Area Business Technology **Cluster** Business Technology **Subject:** Desktop Publishing

Publisher:

Pearson Education Inc., publishing as Prentice Hall

Title:

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

Author: Pearson

Edition: 1st **Copyright:** 2012 **ISBN:** 9780135108994

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 91% (32 out of 35) of the Learning Expectations in the Tennessee State Standards.
Opportunities are provided to address the other 9% (3 out of 35) of the Learning Expectations in the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: None

PEPH-6501160-LMOPUB2010-6-790-6501-2336-YES-Basal9780135108994--------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-6501160-LMOPUB2010-6-791-6501-2337-YES-Basal9780135108994--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

III. Program Design

Documentation

STRENGTHS: This textbook has five chapters made up of 36 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, an 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 tests 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-6501160-LMOPUB2010-6-792-6501-2338-YES-Basal9780135108994--------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 pretests, post-tests, concept tests, and application tests for each chapter.

CONCERNS: None

PEPH-6501160-LMOPUB2010-6-793-6501-2339-YES-Basal9780135108994--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

V. Other Comments

Documentation

STRENGTHS: This textbook is also available as an eBook.

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

CONCERNS: None

PEPH-6501160-LMOPUB2010-6-794-6501-2340-YES-Basal9780135108994--------8/8/2011 @ 2:05:13 PM

VI. List of Components Reviewed

Documentation

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

PEPH-6501160-LMOPUB2010-6-795-6501-2341-YES-Basal9780135108994--------8/8/2011 @ 2:05:13 PM

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS:

MATTERS OF FACT:

CONCERNS:

PEPH-6501160-LMOPUB2010-6-796-6501-2342-YES-Basal9780135108994--------8/8/2011 @ 2:05:13 PM