TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: CENG-6501030-MO2007ICT-6 **Category:** 6501030

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

Publisher:
Cengage Learning

Title:
Microsoft Office 2007: Introductory Concepts & Techniques, Vista Edition

Author: Shelly/Vermaat

Edition: 01 **Copyright:** 2008 **ISBN:** 9781423912316

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Delivery Method	**Delivery Method:**	○ WITHDRAWN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% (23 out of 36) of the Learning Expectations of the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 36% (13 out of 36) of the Learning Expectations of the Tennessee State Standards.
Most 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.
2.1 Demonstrate correct body and hand position for keyboarding.
2.2 Apply the touch system to develop keyboarding skills using the alphabetic, numeric, and symbol keys.

CENG-6501030-MO2007ICT-6-495-6501-2035-YES-Basal9781423912316--------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-6501030-MO2007ICT-6-742-6501-2286-YES-Basal9781423912316--------8/8/2011 @ 2:05:13 PM

III. Program Design

Documentation

STRENGTHS: The textbook begins with chapters on Essential Introduction to Computers and Microsoft Vista. There are five units covering the components of Microsoft 2007: Word (3 chapters and a Web Feature), PowerPoint (3 chapters and a Web Feature), Excel (3 chapters and a Web Feature), Access (3 chapters and an Integration Feature), and Outlook (1 chapters). There was also an Integration Chapter. There are seven Appendices with additional information, an Index, and a Quick Reference Summary. Each lesson begins with stated objectives. Through the lesson, vocabulary terms are found in bold. Figures, screen shots, and tables 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. "Other Ways" boxes show how tasks can be accomplished in various ways.

CONCERNS: None

CENG-6501030-MO2007ICT-6-743-6501-2287-YES-Basal9781423912316--------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 text student knowledge. “Apply Your Knowledge”, “Extend Your Knowledge”, “Make It Right”, “In the Lab”, and “Cases and Places” provide hands-on projects and activities at the end of each chapter.

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

CONCERNS: None

CENG-6501030-MO2007ICT-6-744-6501-2288-YES-Basal9781423912316--------8/8/2011 @ 2:05:13 PM

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: This is a soft bound textbook.

CONCERNS: None

CENG-6501030-MO2007ICT-6-745-6501-2289-YES-Basal9781423912316--------8/8/2011 @ 2:05:13 PM

VI. List of Components Reviewed

Documentation

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

CENG-6501030-MO2007ICT-6-746-6501-2290-YES-Basal9781423912316--------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-6501030-MO2007ICT-6-747-6501-2291-YES-Basal9781423912316--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: CENG-6501030-MO2007INTCASE-6 **Category:** 6501030

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

Publisher:
Cengage Learning

Title:
Microsoft Office 2007: Introductory (Casebound)

Author: Pasewark/Pasewark

Edition: 01 **Copyright:** 2008 **ISBN:** 9781423903963

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 97% (35 out of 36) of the Learning Expectiatons in the TN State Standards were not met.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 3% (1 out of 36) of the Learning Expectations in the TN State Standards.
1.8 Examine the goals and principles of Future Business Leaders of America.

CENG-6501030-MO2007INTCASE-6-748-6501-2293-YES-Basal9781423903963--------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-6501030-MO2007INTCASE-6-749-6501-2294-YES-Basal9781423903963--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

III. Program Design

Documentation

STRENGTHS: The textbook begins with an Introductory Unit on Windows Vista Basics and Microsoft Office 2007 Basics and the Internet. There are five units covering the components of Microsoft 2007: Word (8 lessons), Excel (8 lessons), Access (6 lessons), PowerPoint (4 lessons), Outlook (3 lessons), and Publisher (2 lessons). Finally there is a Capstone Simulation. There are two (2) 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, screen shots, and tables 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 Learning Boxes including "Did You Know?", "Extra for Experts", "Important", and "Computer Concepts" for additional information.

CONCERNS: None

CENG-6501030-MO2007INTCASE-6-750-6501-2295-YES-Basal9781423903963--------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 review that reinforces textbook contents. It includes concepts learned, vocabulary terms, and review questions. Projects are provided for hands-on student work. SCANS Critical Thinking questions relate to the text of the chapter. At the end of the units there is a Unit Review along with additional Projects and a Job Simulation. A Capstone Simulation is at the end of the text.

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-6501030-MO2007INTCASE-6-751-6501-2296-YES-Basal9781423903963--------8/8/2011 @ 2:05:13 PM

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: None

CONCERNS: None

CENG-6501030-MO2007INTCASE-6-752-6501-2297-YES-Basal9781423903963--------8/8/2011 @ 2:05:13 PM

VI. List of Components Reviewed

Documentation

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

CENG-6501030-MO2007INTCASE-6-753-6501-2298-YES-Basal9781423903963--------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-6501030-MO2007INTCASE-6-754-6501-2299-YES-Basal9781423903963--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: CENG-6501030-MO2010INPASE1-6 **Category:** 6501030

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

Publisher:
Cengage Learning

Title:
Microsoft Office 2010, Introductory

Author: Pasewark/Pasewark/Romer/ Evans/Pinard/Bunin

Edition: 01 **Copyright:** 2011 **ISBN:** 9780538475518

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 covers 75% (27 out of 36) of the Learning Expectations of the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 25% (9 out of 36) of the Learning Expectations of the Tennessee State Standards.
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.
1.8 Examine the goals and principles of Future Business Leaders of America.
1.9 Investigates online and office safety procedures and passes a written safety examination with 100% accuracy.
1.10 Demonstrates parliamentary procedure through office staff/chapter organizational meetings.
2.1 Demonstrate correct body and hand position for keyboarding.
2.2 Apply the touch system to develop keyboarding skills using the alphabetic, numeric, and symbol keys.
2.3 Exhibit proper response patterns for gaining speed.

CENG-6501030-MO2010INPASE1-6-622-6501-2163-YES-Basal9780538475518--------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-6501030-MO2010INPASE1-6-623-6501-2164-YES-Basal9780538475518--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

III. Program Design

Documentation

STRENGTHS: The textbook begins with an Introductory Unit on Microsoft Office 2010 Basics and the Internet and Windows 7. There are six units covering the components of Microsoft 2010: Word (8 lessons), Excel (8 lessons), Access (6 lessons), PowerPoint (4 lessons), Outlook (3 lessons), and Publisher (2 lessons). 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. 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 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-6501030-MO2010INPASE1-6-624-6501-2165-YES-Basal9780538475518--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

IV. Assessment

Documentation

STRENGTHS: At the end of each lesson, there is a review that reinforces textbook contents. It includes concepts learned, vocabulary terms, and review questions. Projects are provided for hands-on student work. Critical Thinking questions relate to the text of the chapter. At the end of the units there 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. This textbook also offers SAM 2010, a real-world approach to applying and MS Office 2010. The Assessment portion of this powerful and easy-to-use software simulates Office 2010 applications, allowing users to demonstrate their computer knowledge in a hands-on environment.
Evidence of the CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

CENG-6501030-MO2010INPASE1-6-625-6501-2166-YES-Basal9780538475518--------8/8/2011 @ 2:05:12 PM

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: None

CONCERNS: None

CENG-6501030-MO2010INPASE1-6-626-6501-2167-YES-Basal9780538475518--------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-6501030-MO2010INPASE1-6-627-6501-2168-YES-Basal9780538475518--------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-6501030-MO2010INPASE1-6-628-6501-2169-YES-Basal9780538475518--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: CENG-6501030-MO2010INTSHEL-6 **Category:** 6501030

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

Publisher:
Cengage Learning

Title:
Microsoft Office 2010: Introductory

Author: Shelly/Vermaat

Edition: 01 **Copyright:** 2011 **ISBN:** 9781439078419

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 97% (34 out of 35) of the Learning Expectations in the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 3% (1 out of 35) of the Learning Expectations in the Tennessee State Standards.
1.8 Examine the goals and principles of Future Business Leaders of America.

CENG-6501030-MO2010INTSHEL-6-644-6501-2186-YES-Basal9781439078419--------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-6501030-MO2010INTSHEL-6-645-6501-2187-YES-Basal9781439078419--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

III. Program Design

Documentation

STRENGTHS: The textbook begins with an Preface on Introduction to Computers. There are five units covering the components of Microsoft 2010: Word (three chapters), PowerPoint (three chapters), Excel (three chapters), Access (three chapters), and Outlook (two chapters). There are three Appendices with additional information, four Capstone Projects, an Index, and a Quick Reference Summary. Each lesson begins with stated objective. Through 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-6501030-MO2010INTSHEL-6-646-6501-2188-YES-Basal9781439078419--------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 text student knowledge. “Apply Your Knowledge”, “Extend Your Knowledge”, “Make It Right”, “In the Lab”, and “Cases and Places” provide hands-on projects and activities at the end of each chapter.

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

CONCERNS: None

CENG-6501030-MO2010INTSHEL-6-647-6501-2189-YES-Basal9781439078419--------8/8/2011 @ 2:05:12 PM

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: None

CONCERNS: Students may become intimidated with this text because there is 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-6501030-MO2010INTSHEL-6-648-6501-2190-YES-Basal9781439078419--------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-6501030-MO2010INTSHEL-6-649-6501-2191-YES-Basal9781439078419--------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-6501030-MO2010INTSHEL-6-650-6501-2192-YES-Basal9781439078419--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: CENG-6501030-MO2010PASE2-6 **Category:** 6501030

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

Publisher:
Cengage Learning

Title:
Microsoft Office 2010: Introductory

Author: Pasewark/Pasewark

Edition: 01 **Copyright:** 2011 **ISBN:** 9780538475396

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 75% (27 out of 36) of the Learning Expectations in the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 25% (9 out of 36) of the Learning Expectations in the Tennessee State Standards.
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.
1.8 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
2.1 Demonstrate correct body and hand position for keyboarding.
2.2 Apply the touch system to develop keyboarding skills using the alphabetic, numeric, and symbol keys.
2.3 Exhibit proper response patterns for gaining speed.

CENG-6501030-MO2010PASE2-6-629-6501-2170-YES-Basal9780538475396--------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-6501030-MO2010PASE2-6-630-6501-2171-YES-Basal9780538475396--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

III. Program Design

Documentation

STRENGTHS: The textbook begins with an Introductory Unit on Microsoft Office 2010 Basics and the Internet and Windows 7. There are six units covering the components of Microsoft 2010: Word (8 lessons), Excel (8 lessons), Access (6 lessons), PowerPoint (4 lessons), Outlook (3 lessons), and Publisher (2 lessons). 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. 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 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-6501030-MO2010PASE2-6-631-6501-2172-YES-Basal9780538475396--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

IV. Assessment

Documentation

STRENGTHS: At the end of each lesson, there is a review that reinforces textbook contents. It includes concepts learned, vocabulary terms, and review questions. Projects are provided for hands-on student work. Critical Thinking questions relate to the text of the chapter. At the end of the units, there 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. This textbook also offers SAM 2010, a real-world approach to applying and MS Office 2010. The Assessment portion of this powerful and easy-to-use software simulates Office 2010 applications, allowing users to demonstrate their computer knowledge in a hands-on environment.
Evidence of the CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

CENG-6501030-MO2010PASE2-6-632-6501-2173-YES-Basal9780538475396--------8/8/2011 @ 2:05:12 PM

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: None

CONCERNS: None

CENG-6501030-MO2010PASE2-6-633-6501-2174-YES-Basal9780538475396--------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-6501030-MO2010PASE2-6-634-6501-2175-YES-Basal9780538475396--------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-6501030-MO2010PASE2-6-635-6501-2176-YES-Basal9780538475396--------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

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: EMC-6501030-GAMO2010-6 **Category:** 6501030

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

Publisher:
EMC Publishing

Title:
A Guide to Microsoft Office 2010 Student Edition (Hardcover)

Author: Jan Marrelli

Edition: 1st **Copyright:** 2011 **ISBN:** 978-0-82195-833-9

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 69% (25 out of 36) of the Learning Expectations of the Tennessee State Standards.
Opportunities are provided to meet 25% (9 out of 36) of the Learning Expectations of the Tennessee State Standards not met directly.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 6% (2 out of 36) of the Learning Expectations of the Tennessee State Standards.
1.10 Demonstrates parliamentary procedure through office staff/chapter organizational meetings.
2.2 Explore emerging computer technologies and forecast future trends.

EMC-6501030-GAMO2010-6-803-6501-2350-YES-Basal978-0-82195-833-9--------8/8/2011 @ 2:05:13 PM

II. National Standards or Industry Standards

Documentation

STRENGTHS: National Standards are incorporated within the State Standards.

MATTERS OF FACT: None

CONCERNS: None

EMC-6501030-GAMO2010-6-804-6501-2351-YES-Basal978-0-82195-833-9--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

III. Program Design

Documentation

STRENGTHS: This textbook has 15 chapters and an index. Each chapter begins with learner objectives listed as “Key Concepts.” Figures, screen shots, and diagrams are used to illustrate concepts. A Chapter Summary, Vocabulary list and definitions, and Commands (a list of commands and buttons covered) are found at the end of each chapter. Throughout the text, Practices are provided to allow students to try out newly learned skills using the computer. The Teacher Resource CD contains: lesson plans, PowerPoint presentations, vocabulary files, grading rubrics, worksheets, student data files, ExamView Test Generator, and answer files for Review Questions, practices, exercises, and worksheets.

MATTERS OF FACT: “Alternatives” are provided in the margins for different ways to perform a task. “Tips” and “Sidebars” are found in the margins to provide additional information and topics that complement the text.

CONCERNS: None

EMC-6501030-GAMO2010-6-805-6501-2352-YES-Basal978-0-82195-833-9--------8/8/2011 @ 2:05:13 PM

IV. Assessment

Documentation

STRENGTHS: Each chapter ends with Review Questions and Computer Exercises.

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

CONCERNS: None

EMC-6501030-GAMO2010-6-806-6501-2353-YES-Basal978-0-82195-833-9--------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 online eBook.

MATTERS OF FACT: None

CONCERNS: None

EMC-6501030-GAMO2010-6-807-6501-2354-YES-Basal978-0-82195-833-9--------8/8/2011 @ 2:05:13 PM

VI. List of Components Reviewed

Documentation

The student textbook, Instructor's Resource CD, and access to online eBook were received and reviewed.

EMC-6501030-GAMO2010-6-808-6501-2355-YES-Basal978-0-82195-833-9--------8/8/2011 @ 2:05:13 PM

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS:

MATTERS OF FACT:

CONCERNS:

EMC-6501030-GAMO2010-6-809-6501-2356-YES-Basal978-0-82195-833-9--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: EMC-6501030-GUIDELINEMO2010-6 **Category:** 6501030

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

Publisher:
EMC Publishing

Title:
Guidelines for Microsoft Office 2010Student Edition (Hardcover) with Student Resources and Skills Videos CD

Author: Nancy Muir

Edition: 1st **Copyright:** 2011 **ISBN:** 978-0-76384-440-0

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 83% (30 out of 36) of the Learning Expectations in the TN State Standards were not met.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 17% (6 out of 36) of the Learning Expectations in TN State Standards.
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.
3.2 Demonstrate speed and accuracy using the touch system of keying by attaining a minimum of 35 NWAM on a two-minute timed writing.

EMC-6501030-GUIDELINEMO2010-6-762-6501-2307-YES-Basal978-0-76384-440-0--------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-6501030-GUIDELINEMO2010-6-763-6501-2308-YES-Basal978-0-76384-440-0--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

III. Program Design

Documentation

STRENGTHS: This textbook has an Introduction and nine (9) Modules which are divided into chapters and then into skills. Areas covered include Microsoft Outlook, OneNote, Word, Excel, Access, PowerPoint, and the Internet. Chapters begins with Skills You Learn, Files You Need, and What You Create. A lesson is provided for each of the Skills You Learn. Each skill is made up of steps to complete the skill taught. Screen shots, figures, and illustrations help reinforce the concepts taught in the text. The Instructor's Resources CD includes lesson plans, syllabus, grading rubrics, solutions, PowerPoint presentations, and ExamView Test Generator. A printed Instructor's Guide includes module overviews, answer keys, project solutions, and grading rubrics. An eBook is also available.

MATTERS OF FACT: "Another Way", "Shortcut", and "Tips" are found in the margins. "Taking It Further" boxes offer additional information.

CONCERNS: Microsoft Publisher is not covered in this text.

EMC-6501030-GUIDELINEMO2010-6-764-6501-2309-YES-Basal978-0-76384-440-0--------8/8/2011 @ 2:05:13 PM

IV. Assessment

Documentation

STRENGTHS: At the end of the Word, Excel, Access, and PowerPoint chapters are "Tasks Summaries." The"Features Reviews" at the end of the chapters are multiple-choice questions. The "Hands-On Skills Review" at the end of the chapter is made up of several computer exercises for students to perform what they have learned. A CD is included with student data files, skills videos, and a glossary.

MATTERS OF FACT: ExamView Test Generator and Test Banks are provided on the Instructor's Resource CD.
Evidence of CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

EMC-6501030-GUIDELINEMO2010-6-765-6501-2310-YES-Basal978-0-76384-440-0--------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: None

CONCERNS: None

EMC-6501030-GUIDELINEMO2010-6-766-6501-2311-YES-Basal978-0-76384-440-0--------8/8/2011 @ 2:05:13 PM

VI. List of Components Reviewed

Documentation

The student textbook, Instructor's Guide, and Instructor Resources CD were received and reviewed.

EMC-6501030-GUIDELINEMO2010-6-767-6501-2312-YES-Basal978-0-76384-440-0--------8/8/2011 @ 2:05:13 PM

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS:

MATTERS OF FACT:

CONCERNS:

EMC-6501030-GUIDELINEMO2010-6-768-6501-2313-YES-Basal978-0-76384-440-0--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: PEPH-6501030-DDCLMO2010ADS-6 **Category:** 6501030

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

Publisher:

Pearson Education Inc., publishing as Prentice Hall

Title:

DDC Learning Microsoft® Office 2010 Advanced Skills, Student Edition

Author: Weixel, et al.

Edition: 1st **Copyright:** 2011 **ISBN:** 9780135108413

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

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Signature of Commission Member _____

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

I. Tennessee Framework

Documentation

STRENGTHS: This textbook meets 81% (29 out of 36) of the Learning Expectations in the Tennessee State Standards. Opportunities to meet the remaining 19% (7 out of 36) are available although not met directly.

MATTERS OF FACT: None

CONCERNS: None

PEPH-6501030-DDCLMO2010ADS-6-810-6501-2357-YES-Basal9780135108413--------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-6501030-DDCLMO2010ADS-6-811-6501-2358-YES-Basal9780135108413--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

III. Program Design

Documentation

STRENGTHS: This textbook has Units on Word (3 chapters with 22 lessons), Excel (3 chapters with 26 lessons), Access (3 chapters with 18 lessons), and PowerPoint (3 chapters with 10 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 font 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, a Glossary, and 32 bonus chapters. The Teacher’s Manual includes Teaching Tips for each lesson, Quick Quizzes, Customized Instruction, Job Fairs, and other useful help. An accompanying CD has complete solution files for all projects and activities, and the student data files. The solution files for all projects and activities are included on both a CD and a printed Solutions Book. A printed Test Book includes concept tests and application test for each chapter and its accompanying CD includes the Student Data Files and Solution Files. A Visual Aids CD includes PowerPoint files for the entire book.

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: Publisher is not covered. Publisher’s Response: Microsoft Publisher is not a part of the suites; the standards were studied and there was no indication that Publisher is needed to teach this course.

PEPH-6501030-DDCLMO2010ADS-6-812-6501-2359-YES-Basal9780135108413--------1/21/2012 @ 8:30:09 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

IV. Assessment

Documentation

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

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

CONCERNS: None

PEPH-6501030-DDCLMO2010ADS-6-813-6501-2360-YES-Basal9780135108413--------8/8/2011 @ 2:05:13 PM

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: None

CONCERNS: None

PEPH-6501030-DDCLMO2010ADS-6-814-6501-2361-YES-Basal9780135108413--------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-6501030-DDCLMO2010ADS-6-815-6501-2362-YES-Basal9780135108413--------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:

PEPH-6501030-DDCLMO2010ADS-6-816-6501-2363-YES-Basal9780135108413--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: PEPH-6501030-LMOW2010DSE-6 **Category:** 6501030

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

Publisher:

Pearson Education Inc., publishing as Prentice Hall

Title:

Learning Microsoft® Office 2010 Deluxe, Student Edition

Author: Bucki, et al.

Edition: 1st **Copyright:** 2011 **ISBN:** 9780558984014

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

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Signature of Commission Member _____

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

I. Tennessee Framework

Documentation

STRENGTHS: This textbook meets 81% (29 out of 36) of the Learning Expectations of the Tennessee State Standards.
Opportunities are provided to address the other 19% (7 out of 36) of the Learning Expectations of the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: None

PEPH-6501030-LMOW2010DSE-6-769-6501-2314-YES-Basal9780558984014--------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-6501030-LMOW2010DSE-6-770-6501-2315-YES-Basal9780558984014--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

III. Program Design

Documentation

STRENGTHS: This textbook is made up of five units: MS Office Basics, MS Word, MS Excel, MS Access, and MS PowerPoint. Bonus chapters are provided on the CD on Word, Excel, and PowerPoint. Each chapter is divided into smaller lessons. Each lesson begins with learner objectives listed as “What You Will Learn” and “Words to Know.” These vocabulary words are found in bold print throughout the text of the lessons. The Teacher’s Wraparound Edition includes the entire student text in addition to instructions for teaching the lessons and other extra information. The Teachers Edition CD includes student data files and solution files, a glossary of all the key terms from the book, and 3 bonus chapters. A CD includes the visual aids for the class. The solution files for all projects and activities are included on both a CD and in a printed book. A printed test book is provided along with a CD with the solutions and student data 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.
Publisher’s Response: Microsoft Publisher is not a part of the suites; the standards were studied and there was no indication that Publisher is needed to teach this course.

CONCERNS: Publisher is not addressed in this textbook.

PEPH-6501030-LMOW2010DSE-6-771-6501-2316-YES-Basal9780558984014--------1/21/2012 @ 8:30:09 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

IV. Assessment

Documentation

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

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

CONCERNS: None

PEPH-6501030-LMOW2010DSE-6-772-6501-2317-YES-Basal9780558984014--------8/8/2011 @ 2:05:13 PM

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: None

CONCERNS: None

PEPH-6501030-LMOW2010DSE-6-773-6501-2318-YES-Basal9780558984014--------8/8/2011 @ 2:05:13 PM

VI. List of Components Reviewed

Documentation

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

PEPH-6501030-LMOW2010DSE-6-774-6501-2319-YES-Basal9780558984014--------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:

PEPH-6501030-LMOW2010DSE-6-775-6501-2320-YES-Basal9780558984014--------8/8/2011 @ 2:05:13 PM