TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: CENG-6501140-ME2007COMPRE-6 **Category:** 6501140

Area Business Technology **Cluster** Business Technology **Subject:** Spreadsheet

Publisher:
Cengage Learning

Title:
Microsoft Excel 2007: Comprehensive

Author: Shelly/Cashman/Quasney

Edition: 01 **Copyright:** 2008 **ISBN:** 9781418843441

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Delivery Method	**Delivery Method:**	○ WITHDRAWN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 86% (24 out of 28) of the Learning Expectations in the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 14% (4 out of 28) of the Learning Expectations in the Tennessee State Standards.
1.5 Analyze and follow policies for managing legal and ethical issues in organizations and in a technology-based society.
1.8 Examine the goals and principles of Future Business Leaders of America.
1.9 Investigates online and office safety procedures and passes a written safety examination with 100% accuracy.
1.10 Demonstrates parliamentary procedure through office staff/chapter organizational meetings.

CENG-6501140-ME2007COMPRE-6-678-6501-2221-YES-Basal9781418843441--------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-6501140-ME2007COMPRE-6-679-6501-2222-YES-Basal9781418843441--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

III. Program Design

Documentation

STRENGTHS: The textbook includes nine chapters on Excel 2007, a Collaboration Feature, seven (7) Appendices, an Index, and a Quick Reference Summary. Each lesson begins with a list of objectives. Throughout the lesson, vocabulary terms are found in bold. Figures and illustrations are used to help explain instructions. The Instructor Resources CD contains the Instructor's Manual, syllabus, PowerPoint presentations for each lesson, copies of figures in the textbook, solutions to the exercises, ExamView Test Bank and Test Engine, and data files for students along with additional files for students. The instructor resources are also found online. The latest online feature, CourseCasts, is a library of weekly podcasts designed to keep students up to date with the latest in technology news.

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-6501140-ME2007COMPRE-6-680-6501-2223-YES-Basal9781418843441--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

IV. Assessment

Documentation

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

MATTERS OF FACT: ExamView Test Generator is provided on the Instructor Resources CD with test banks for each chapter. Blackboard, CourseNotes, and SAMS assessments are available. Evidence of CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

CENG-6501140-ME2007COMPRE-6-681-6501-2224-YES-Basal9781418843441--------8/8/2011 @ 2:05:13 PM

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: None

CONCERNS: None

CENG-6501140-ME2007COMPRE-6-682-6501-2225-YES-Basal9781418843441--------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-6501140-ME2007COMPRE-6-683-6501-2226-YES-Basal9781418843441--------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-6501140-ME2007COMPRE-6-684-6501-2227-YES-Basal9781418843441--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: CENG-6501140-ME2010COMPLE-6 **Category:** 6501140

Area Business Technology **Cluster** Business Technology **Subject:** Spreadsheet

Publisher:
Cengage Learning

Title:
Microsoft Excel 2010 Complete

Author: Pasewark/Pasewark/Romer/ Cable

Edition: 01 **Copyright:** 2011 **ISBN:** 9781111529529

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 68% (19 out of 28) of the Learning Expectations in the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 32% (9 out of 28) of the Learning Expectations in the Tennessee State Standards.
All of the standards not met are Learning Expectations of Standard 1.0 and could 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.
1.7 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.
7.3 Incorporate appropriate printing style for charts.

CENG-6501140-ME2010COMPLE-6-615-6501-2156-YES-Basal9781111529529--------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-6501140-ME2010COMPLE-6-616-6501-2157-YES-Basal9781111529529--------8/8/2011 @ 2:05:12 PM

III. Program Design

Documentation

STRENGTHS: The textbook is divided into three units: Introductory Unit on Microsoft Office 2010 and the Internet, Introductory Microsoft Excel 2010 Unit, and Advanced Microsoft Excel 2010 Unit. 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 data and solution files for the textbook, ExamView tests for each lesson, the Instructor's Manual, answer keys, critical thinking solution files, copies of figures in the textbook, suggested syllabus, annotated solutions and grading rubrics, PowerPoint presentations for each lesson, a Spanish glossary and test bank, extra appendices, and proofreaders' marks. The instructor resources are also online.

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-6501140-ME2010COMPLE-6-617-6501-2158-YES-Basal9781111529529--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

IV. Assessment

Documentation

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

MATTERS OF FACT: ExamView Test Generator is provided on the Instructor Resources CD with test banks for each chapter. “Learn It Online” has true/false, multiple choice, short answer, flash cards, and practice tests. There are also learning games online that test knowledge and understanding. The latest online feature, CourseCasts, is a library of weekly podcasts designed to keep students up to date with the latest in technology news. SAMS assessments are available.

CONCERNS: None

CENG-6501140-ME2010COMPLE-6-618-6501-2159-YES-Basal9781111529529--------8/8/2011 @ 2:05:12 PM

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: None

CONCERNS: None

CENG-6501140-ME2010COMPLE-6-619-6501-2160-YES-Basal9781111529529--------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-6501140-ME2010COMPLE-6-620-6501-2161-YES-Basal9781111529529--------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-6501140-ME2010COMPLE-6-621-6501-2162-YES-Basal9781111529529--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: CENG-6501140-ME2010COMPRE-6 **Category:** 6501140

Area Business Technology **Cluster** Business Technology **Subject:** Spreadsheet

Publisher:
Cengage Learning

Title:
Microsoft Excel 2010: Comprehensive

Author: Shelly/Quasney

Edition: 01 **Copyright:** 2011 **ISBN:** 9781439079010

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 57% (16 out of 28) of the Learning Expectations in the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 43% (12 out of 28) 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.
6.1 Preview, proofread, and edit the spreadsheet before printing.
7.3 Incorporate appropriate printing style for charts.

CENG-6501140-ME2010COMPRE-6-573-6501-2114-YES-Basal9781439079010--------8/8/2011 @ 2:05:12 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-6501140-ME2010COMPRE-6-574-6501-2115-YES-Basal9781439079010--------8/8/2011 @ 2:05:12 PM

III. Program Design

Documentation

STRENGTHS: Each chapter begins with a list of objectives. The book 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 Resources CD is provided with Instructor's Manual, Syllabus, PowerPoint Presentations, Figures from the Text, Solutions to Exercises, Data Files for Students, Additional Activities for Students, and ExamView Test Bank and Test Engine. These files can also be accessed online.

MATTERS OF FACT: "Plan Ahead" sections get the learner ready for the topic information to come. "Step by Step" instruction is provided to illustrate just how the function is accomplished. "BTWs" are given in the margins to provide helpful hints and tidbits of information. "Experimental Steps" encourage learners to perform some research or task 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: Students may become intimated with this text because it is above the reading level of many 9th graders. The material would have to be adapted for most students, especially special education students and students with language barriers.

CENG-6501140-ME2010COMPRE-6-575-6501-2116-YES-Basal9781439079010--------8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

IV. Assessment

Documentation

STRENGTHS: A chapter summary is given to re-list new concepts from 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. CourseNotes and SAMS Assessment Manager are available.
Evidence of the CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

CENG-6501140-ME2010COMPRE-6-576-6501-2117-YES-Basal9781439079010--------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-6501140-ME2010COMPRE-6-577-6501-2118-YES-Basal9781439079010--------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-6501140-ME2010COMPRE-6-578-6501-2119-YES-Basal9781439079010--------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-6501140-ME2010COMPRE-6-579-6501-2120-YES-Basal9781439079010--------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-6501140-BENME2010-6 **Category:** 6501140

Area Business Technology **Cluster** Business Technology **Subject:** Spreadsheet

Publisher:
EMC Publishing

Title:
Benchmark Series: Microsoft Excel 2010 Levels 1 and 2 Student Edition (Softcover) with Data Files CD

Author: Rutkosky

Edition: 1st **Copyright:** 2011 **ISBN:** 978-0-76384-313-7

Grade: 09, 10, 11, 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 54% (15 out of 28) of the Learning Expectations in the Tennessee State Standards.
Opportunities are available to meet 32% (9 out of 28) of the Learning Expectations in the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 14% (4 out of 28) of the Learning Expectations in the Tennessee State Standards.
Most of these can be met through internet research.
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.

EMC-6501140-BENME2010-6-824-6501-2371-YES-Basal978-0-76384-313-7--------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-6501140-BENME2010-6-825-6501-2372-YES-Basal978-0-76384-313-7--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

III. Program Design

Documentation

STRENGTHS: This textbook begins with Introductory Chapters on Getting Started in Office 2010, Using Windows 7, and Browsing the Internet Using Internet Explorer 8.0. The remainder of the book is divided into Level 1 and Level 2. Each Level has two units with four chapters each unit. There is also an index. Each chapter begins with Performance Objectives and a list of SNAP Tutorials. Screen shots, figures, and tables help illustrate concepts taught. Vocabulary words are in bold print in the text. Step-by-Step projects are given to practice concepts. At the end of each chapter is a Chapter Summary and Commands Review. The Instructor CD includes Chapter Overviews, grading rubrics, assessment overviews, grading sheets, supplemental skills assessment, a final case study, and answer keys for Concepts Check and models. A SNAP CD provides interactive tutorials to support chapter-specific skills.

MATTERS OF FACT: "HINTs" provide useful tips on how to use features efficiently and effectively. "Quick Steps" provide feature summaries for reference and review.

CONCERNS: None

EMC-6501140-BENME2010-6-826-6501-2373-YES-Basal978-0-76384-313-7--------8/8/2011 @ 2:05:13 PM

IV. Assessment

Documentation

STRENGTHS: At the end of each unit are Performance Assessments in the categories of Assessing Proficiency, Writing Activities, and Internet Research. Supplemental skills assessments are found on the Instructor CD.

MATTERS OF FACT: "Concepts Checks" test knowledge. "Skills Checks" assess performance. "Visual Benchmarks" demonstrate proficiency. "Case Studies" apply skills.
Evidence of the CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

EMC-6501140-BENME2010-6-827-6501-2374-YES-Basal978-0-76384-313-7--------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 book.

CONCERNS: None

EMC-6501140-BENME2010-6-828-6501-2375-YES-Basal978-0-76384-313-7--------8/8/2011 @ 2:05:13 PM

VI. List of Components Reviewed

Documentation

The student textbook, Instructor's Manual and CD, and the SNAP Tutorial CD were received and reviewed.

EMC-6501140-BENME2010-6-829-6501-2376-YES-Basal978-0-76384-313-7--------8/8/2011 @ 2:05:13 PM

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS:

MATTERS OF FACT:

CONCERNS:

EMC-6501140-BENME2010-6-830-6501-2377-YES-Basal978-0-76384-313-7--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

Book Code: PEPH-6501140-LMOEX2010-6 **Category:** 6501140

Area Business Technology **Cluster** Business Technology **Subject:** Spreadsheet

Publisher:

Pearson Education Inc., publishing as Prentice Hall

Title:

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

Author: Pearson

Edition: 1st **Copyright:** 2012 **ISBN:** 9780135112106

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 82% (23 out of 28) of the Learning Expectations in the Tennessee State Standards.
Opportunities are provided to address the other 18% (5 out of 28) of the Learning Expectations in the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: None

PEPH-6501140-LMOEX2010-6-783-6501-2329-YES-Basal9780135112106--------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-6501140-LMOEX2010-6-784-6501-2330-YES-Basal9780135112106--------8/8/2011 @ 2:05:13 PM

TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

III. Program Design

Documentation

STRENGTHS: This textbook has 10 chapters made up of 77 lessons and an index. Each lesson begins with learner objectives listed as “What You Will Learn” and “Words to Know.” These vocabulary words are found in bold print in the text of the lessons. Tables, figures, and screen shots are found throughout the textbook to help explain the instruction. The Student CD includes Student Data Files, MS Office Basics Chapter, and an MS Office Glossary. The Teacher’s Manual includes Teaching Tips for each lesson, Quick Quizzes, Customized Instruction, Job Fairs, and other useful help. The solution files for all projects and activities are included on both a CD and a printed Solutions Book. A printed Test Book includes concept tests and application 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. Math, Language Arts, and Social Studies concepts are integrated into the assignments.

CONCERNS: None

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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-test, concept tests and application tests for each chapter in addition to a comprehensive project-based final examination. The test book includes two version of the concept tests.

CONCERNS: None

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TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Information Techonology
Consensus Review

V. Other Comments

Documentation

STRENGTHS: None

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

CONCERNS: None

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VI. List of Components Reviewed

Documentation

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

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VII. State Textbook Commission Members Comments

Documentation

STRENGTHS:

MATTERS OF FACT:

CONCERNS:

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