

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

Book Code: CENG-6501130-APCS4CCT-6**Category:** 6501130**Area** Business
Technology**Cluster** Business Technology**Subject:** Interactive - Multimedia**Publisher:**
Cengage Learning**Title:**
Adobe Photoshop CS4: Comprehensive Concepts and Techniques**Author:** Shelly/Starks**Edition:** 01**Copyright:** 2010**ISBN:** 9781439079270**Grade:** 09-12**Publisher's Bid Information****Bid Level**

Basal

Delivery Method

T

Reviewer Analysis**Level**

CoBasal

Delivery Method:

Technology Dependent-TD

Recommended:☒ YES☐ NO☐ WITHDRAWN**Committee Members:**

Catherine J. Hoover

Karen C. Stewart

Linda A. Williams

Signature of Reviewers**Signature of Commission Member**

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

I. Tennessee Framework

Documentation

STRENGTHS: This textbook meets 65% (37 out of 57) of the Learning Expectations in the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 35% (20 out of 57) 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.
- 1.6 Investigate the lifelong learning skills that foster flexible career paths and confidence in adapting to a workplace that demands constant retooling.
- 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.
- 2.2 Examine components, use, and evaluation of a portfolio.
- 2.3 Describe the basic components of an interactive multimedia presentation and their working relationships.
- 2.6 Recognize the various types of formats that can be found in a project.
- 6.1 Analyze a variety of different media resources.
- 7.3 Compare and contrast the power of digital communication with a traditional communication presentation.
- 8.2 Investigate various products that can be designed and published using multimedia software
- 9.2 Define team norms.
- 9.3 Identify the components of an interactive multimedia project.
- 9.4 Select a project topic.
- 9.7 Develop or acquire sound and/or music.
- 9.11 Present the finished product to an audience.
- 9.12 Assess the finished product and evaluate team process.

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

CENG-6501130-APCS4CCT-6-852-6501-2399-YES-CoBasal9781439079270-----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-6501130-APCS4CCT-6-853-6501-2400-YES-CoBasal9781439079270-----8/8/2011 @ 2:05:14 PM

III. Program Design

Documentation

STRENGTHS: This textbook has nine chapters, five appendices, a Quick Reference Summary, and an index. Each chapter begins with learning objectives, an introduction to the chapter, and an introduction to the project to be completed. Vocabulary words are shown in bold print in the text. Figures, illustrations, screen shots, and tables help reinforce the material covered. 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. 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: "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", "Experiments", and "BTW" boxes offer support for the instructional steps. "Other Ways" boxes show how tasks can be accomplished in various ways.

CONCERNS: This textbook deals strictly with photo editing and does not deal with other aspects of interactive multimedia presentations.

CENG-6501130-APCS4CCT-6-854-6501-2401-YES-CoBasal9781439079270-----8/8/2011 @ 2:05:14 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 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-6501130-APCS4CCT-6-855-6501-2402-YES-CoBasal9781439079270-----8/8/2011 @ 2:05:14 PM

V. Other Comments

Documentation

STRENGTHS: This text is an excellent supplement to enhance other information technology courses.

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

CONCERNS: None

CENG-6501130-APCS4CCT-6-856-6501-2403-YES-CoBasal9781439079270-----8/8/2011 @ 2:05:14 PM

VI. List of Components Reviewed

Documentation

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

CENG-6501130-APCS4CCT-6-857-6501-2404-YES-CoBasal9781439079270-----8/8/2011 @ 2:05:14 PM

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS:

MATTERS OF FACT:

CONCERNS:

CENG-6501130-APCS4CCT-6-858-6501-2405-YES-CoBasal9781439079270-----8/8/2011 @ 2:05:14 PM

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

Book Code: CENG-6501130-APCS4R-6**Category:** 6501130**Area** Business
Technology**Cluster** Business Technology**Subject:** Interactive - Multimedia**Publisher:****Cengage Learning****Title:**

Adobe Photoshop CS4 Revealed

Author: Reding**Edition:** 01**Copyright:** 2010**ISBN:** 9781435482777**Grade:** 09-12**Publisher's Bid Information****Bid Level**

Basal

Delivery Method

T

Reviewer Analysis**Level**

CoBasal

Delivery Method:

Technology Dependent-TD

Recommended:☒ **YES**☐ **NO**☐ **WITHDRAWN****Committee Members:**

Catherine J. Hoover

Karen C. Stewart

Linda A. Williams

Signature of Reviewers**Signature of Commission Member**

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

I. Tennessee Framework

Documentation

STRENGTHS: This book meets 58% (33 out of 57) of the Learning Expectations of the Tennessee State Standards.

MATTERS OF FACT: *Publisher's Response: Although this text does not meet all of the Learning Expectations in the Tennessee State Standards for Interactive Multimedia, its primary objective is to teach students the skills and design principles needed to work with Adobe Photoshop. The text also prepares students for the Adobe Certified Expert (ACE) exam.*

CONCERNS: This book does not meet 42% (24 out of 57) 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.
- 5.1 Demonstrate design and layouts using storyboard techniques.
- 6.2 Develop continuity and form in multimedia.
- 6.3 Connect the various techniques utilized in software applications, such as photo editing, music sampling, graphic animation, etc.
- 8.1 Compose, organize, and edit a presentation incorporating text, imaging, audio, video, and graphic software.
- 8.2 Investigate various products that can be designed and published using multimedia software.

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Consensus Review

- 9.1 Define team roles.
- 9.2 Define team norms.
- 9.3 Identify the components of an interactive multimedia project.
- 9.4 Select a project topic.
- 9.5 Design a map or storyboard for the topic/project.
- 9.6 Create or acquire the necessary graphics, digital photography or video.
- 9.7 Develop or acquire sound and/or music.
- 9.11 Present the finished product to an audience.
- 9.12 Assess the finished product and evaluate team process.

CENG-6501130-APCS4R-6-845-6501-2392-YES-CoBasal9781435482777-----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:

CONCERNS: None

CENG-6501130-APCS4R-6-846-6501-2393-YES-CoBasal9781435482777-----8/8/2011 @ 2:05:14 PM

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

III. Program Design

Documentation

STRENGTHS: The textbook is divided into 16 chapters with each being made up of several smaller, related lessons. Vocabulary words are in bold, colorful print. Each lesson begins with learner objectives labeled as “What You’ll Do.” Tables, screen shots, and illustrations help reinforce concepts. A Skills Reference is located at the end of each chapter. Step-by-step instructions are given to practice skills taught. Instructor’s Manual, Student Data Files, Instructor PowerPoint Presentations, ExamView Test Generator, and solutions to exercises are included on Instructor Resource CD.

MATTERS OF FACT: “QuickTIPS” are shown throughout the book.

CONCERNS: This textbook deals strictly with photo editing and does not deal with other aspects of interactive multimedia presentations.

CENG-6501130-APCS4R-6-847-6501-2394-YES-CoBasal9781435482777-----8/8/2011 @ 2:05:14 PM

IV. Assessment

Documentation

STRENGTHS: Skills Review, 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.

MATTERS OF FACT: ExamView Test Bank is included on Instructor Resource CD. The textbook includes an ACE Certification Grid for Adobe PhotoShop CS4.

CONCERNS: None

CENG-6501130-APCS4R-6-848-6501-2395-YES-CoBasal9781435482777-----8/8/2011 @ 2:05:14 PM

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: None

CONCERNS: None

CENG-6501130-APCS4R-6-849-6501-2396-YES-CoBasal9781435482777-----8/8/2011 @ 2:05:14 PM

VI. List of Components Reviewed

Documentation

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

CENG-6501130-APCS4R-6-850-6501-2397-YES-CoBasal9781435482777-----8/8/2011 @ 2:05:14 PM

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS:

MATTERS OF FACT:

CONCERNS:

CENG-6501130-APCS4R-6-851-6501-2398-YES-CoBasal9781435482777-----8/8/2011 @ 2:05:14 PM

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

Book Code: CENG-6501130-APCS5COMP-6**Category:** 6501130**Area** Business
Technology**Cluster** Business Technology**Subject:** Interactive - Multimedia**Publisher:**
Cengage Learning**Title:**
Adobe Photoshop CS5: Comprehensive**Author:** Shelly/Starks**Edition:** 01**Copyright:** 2011**ISBN:** 9780538473910**Grade:** 09-12**Publisher's Bid Information****Bid Level**

Basal

Delivery Method

T

Reviewer Analysis**Level**

CoBasal

Delivery Method:

Technology Dependent-TD

Recommended:☒ YES☐ NO☐ WITHDRAWN**Committee Members:**

Catherine J. Hoover

Karen C. Stewart

Linda A. Williams

Signature of Reviewers**Signature of Commission Member**

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

I. Tennessee Framework

Documentation

STRENGTHS: This textbook meets 29% (15 out of 52) of the Learning Expectations of the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 71% (37 out of 52) 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.
- 2.1 Define and use interactive multimedia presentation terminology.
- 2.2 Examine components, use, and evaluation of a portfolio.
- 2.3 Describe the basic components of an interactive multimedia presentation and their working relationships.
- 2.4 Analyze audio and video media.
- 3.1 Apply copyright laws and their applications to text, visual art, design, music, and photography.
- 3.2 Prepares copyrighted text in a document that may be permissibly reproduced with attribution
- 5.2 Create simple illustrations.
- 6.1 Analyze a variety of different media resources.
- 6.2 Develop continuity and form in multimedia.

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

- 7.1 Demonstrate the ability to communicate information to a target audience for a specific purpose in print, art, and/or speech.
- 7.2 Apply concepts of persuasive communication skills to target audiences using various media.
- 7.3 Compare and contrast the power of digital communication with a traditional communication presentation.
- 8.1 Compose, organize, and edit a presentation incorporating text, imaging, audio, video, and graphic software.
- 8.2 Investigate various products that can be designed and published using multimedia software.
- 9.1 Define team roles.
- 9.2 Define team norms.
- 9.3 Identify the components of an interactive multimedia project.
- 9.4 Select a project topic.
- 9.6 Create or acquire the necessary graphics, digital photography or video.
- 9.7 Develop or acquire sound and/or music.
- 9.8 Create an animation.
- 9.9 Locate or create content.
- 9.10 Develop a project.
- 9.11 Present the finished product to an audience.
- 9.12 Assess the finished product and evaluate team process.
- 9.13 Incorporate the use of copyright laws, including use of attribution.

CENG-6501130-APCS5COMP-6-859-6501-2406-YES-CoBasal9780538473910-----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

CENG-6501130-APCS5COMP-6-860-6501-2407-YES-CoBasal9780538473910-----8/8/2011 @ 2:05:14 PM

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

III. Program Design

Documentation

STRENGTHS: This textbook has nine chapters, five appendices, a Quick Reference Summary and an index. Each lesson begins with stated lesson objectives. An introduction to the chapter content and the project to be completed is given. Through the lesson, vocabulary terms are found in bold print. Figures, screen shots, tables, and illustrations are used to help explain instructions. A CD with student data files is included. 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. The items on the CD are also available 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: "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", "Experiment Steps", and "BTW" boxes offer support for the instructional steps. "Other Ways" boxes show how tasks can be accomplished in various ways.

CONCERNS: This textbook deals strictly with photo editing and does not deal with other aspects of interactive multimedia presentations.

CENG-6501130-APCS5COMP-6-861-6501-2408-YES-CoBasal9780538473910-----8/8/2011 @ 2:05:14 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 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.

CONCERNS: None

CENG-6501130-APCS5COMP-6-862-6501-2409-YES-CoBasal9780538473910-----8/8/2011 @ 2:05:14 PM

V. Other Comments

Documentation

STRENGTHS: None

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

CONCERNS: None

CENG-6501130-APCS5COMP-6-863-6501-2410-YES-CoBasal9780538473910-----8/8/2011 @ 2:05:14 PM

VI. List of Components Reviewed

Documentation

The student handbook and Instructor’s Resources CD were received and reviewed.

CENG-6501130-APCS5COMP-6-864-6501-2411-YES-CoBasal9780538473910-----8/8/2011 @ 2:05:14 PM

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS:

MATTERS OF FACT:

CONCERNS:

CENG-6501130-APCS5COMP-6-865-6501-2412-YES-CoBasal9780538473910-----8/8/2011 @ 2:05:14 PM

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

Book Code: CENG-6501130-APCS5R-6**Category:** 6501130**Area** Business
Technology**Cluster** Business Technology**Subject:** Interactive - Multimedia**Publisher:**
Cengage Learning**Title:**
Adobe Photoshop CS5 Revealed**Author:** Reding**Edition:** 01**Copyright:** 2011**ISBN:** 9781111130411**Grade:** 09-12**Publisher's Bid Information****Bid Level**

Basal

Delivery Method

T

Reviewer Analysis**Level**

CoBasal

Delivery Method:

Technology Dependent-TD

Recommended:☒ YES☐ NO☐ WITHDRAWN**Committee Members:**

Catherine J. Hoover

Karen C. Stewart

Linda A. Williams

Signature of Reviewers**Signature of Commission Member**

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

I. Tennessee Framework

Documentation

STRENGTHS: This textbook meets 61% (35 out of 57) of the Learning Expectations in the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 39% (22 out of 57) 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.
- 1.6 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.
- 5.1 Demonstrate design and layouts using storyboard techniques.
- 6.1 Analyze a variety of different media resources.
- 6.2 Develop continuity and form in multimedia.
- 8.2 Investigate various products that can be designed and published using multimedia software.
- 8.3 Compose, organize, and edit information using keyboard, scanner, Internet, audio input device, and a digital camera.
- 9.1 Define team roles.
- 9.2 Define team norms.
- 9.4 Select a project topic.
- 9.5 Design a map or storyboard for the topic/project.
- 9.7 Develop or acquire sound and/or music.
- 9.9 Locate or create content.

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

9.10 Develop a project.

9.12 Assess the finished product and evaluate team process.

CENG-6501130-APCS5R-6-866-6501-2413-YES-CoBasal9781111130411-----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

CENG-6501130-APCS5R-6-867-6501-2414-YES-CoBasal9781111130411-----8/8/2011 @ 2:05:14 PM

III. Program Design

Documentation

STRENGTHS: The textbook is divided into 18 chapters with each being made up of several smaller, related lessons. Vocabulary words are in bold, colorful print. Figures, screen shots, tables, and illustrations are used to help explain instructions. A step-by-step practice activity is included with each lesson. The Instructor's Resource CD includes lecture slides, the Instructor's Manual, syllabus, ExamView Test Generator, and solutions to exercises from textbook. A CD is included with the student textbook that contains data files.

MATTERS OF FACT: "QUICK TIPS" and "DESIGN TIPS" are shown throughout the book as well as other informational boxes.

CONCERNS: Students may become intimidated with this text due to a lot of reading material and is above the reading level of many 9th graders. The material would have to be adapted for most students, especially special education students and students with language barriers.

CENG-6501130-APCS5R-6-868-6501-2415-YES-CoBasal9781111130411-----8/8/2011 @ 2:05:14 PM

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

IV. Assessment

Documentation

STRENGTHS: At the end of each chapter is a Skills Reference chart for review and a Skills Review activity. Project Builders, Design Projects, and Portfolio Projects are included at the end of each chapter for students to apply the skills learned in the chapter.

MATTERS OF FACT: ExamView Test Generator and Banks are included on Instructor Resource CD. The textbook includes an ACE Certification Grid for Adobe PhotoShop CS5. Evidence of CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

CENG-6501130-APCS5R-6-869-6501-2416-YES-CoBasal9781111130411-----8/8/2011 @ 2:05:14 PM

V. Other Comments

Documentation

STRENGTHS: This textbook is an excellent supplement to enhance other information technology courses

MATTERS OF FACT: None

CONCERNS: This textbook deals strictly with photo editing and does not deal with other aspects of interactive multimedia presentations.

CENG-6501130-APCS5R-6-870-6501-2417-YES-CoBasal9781111130411-----8/8/2011 @ 2:05:14 PM

VI. List of Components Reviewed

Documentation

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

CENG-6501130-APCS5R-6-871-6501-2418-YES-CoBasal9781111130411-----8/8/2011 @ 2:05:14 PM

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS:

MATTERS OF FACT:

CONCERNS:

CENG-6501130-APCS5R-6-872-6501-2419-YES-CoBasal9781111130411-----8/8/2011 @ 2:05:14 PM

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

Book Code: CENG-6501130-DMTBT-6**Category:** 6501130**Area** Business
Technology**Cluster** Business Technology**Subject:** Interactive - Multimedia**Publisher:****Cengage Learning****Title:**

Digital Multimedia: The Business of Technology

Author: Lake/Bean**Edition:** 02**Copyright:** 2008**ISBN:** 9780538445276**Grade:** 09-12**Publisher's Bid Information****Bid Level**

Basal

Delivery Method

T

Reviewer Analysis**Level**

Basal

Delivery Method:

Technology Dependent-TD

Recommended:☒ **YES**☐ **NO**☐ **WITHDRAWN****Committee Members:**

Catherine J. Hoover

Karen C. Stewart

Linda A. Williams

Signature of Reviewers**Signature of Commission Member**

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

I. Tennessee Framework

Documentation

STRENGTHS: This textbook meets 96% (55 out of 57) of the Learning Expectations of the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 4% (2 out of 57) of the Learning Expectations of 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-6501130-DMTBT-6-873-6501-2420-YES-Basal9780538445276-----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-6501130-DMTBT-6-874-6501-2421-YES-Basal9780538445276-----8/8/2011 @ 2:05:14 PM

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

III. Program Design

Documentation

STRENGTHS: This textbook contains seven units made up of 26 chapters, five appendices, a Glossary and an index. Each unit begins with a “Career Profile” which shows a real-life application of digital multimedia. Each chapter begins with learner objectives and key terms along with an introduction to the material in that chapter. Vocabulary terms and definitions are found in the margins when they are first introduced in the text. Illustrations, screen shots, diagrams, and other figures are used to reinforce concepts and ideas taught in the text. Instructor Resource CD had syllabus, lesson plans, additional assignments, a Capstone project and other online resources.

MATTERS OF FACT: “Good Business” boxes offer tips on business practices and skills. “Digital Reality” boxes present an ongoing look at how topics covered relate to a variety of situations. “Impact” boxes give insight into how technology is changing all aspects of business and society. “Ethics” boxes give examples of particular rights and more issues pertaining to the chapter topic. “Ergo Tips” offer posture reminders to help students develop and maintain good work habits.

CONCERNS: None

CENG-6501130-DMTBT-6-875-6501-2422-YES-Basal9780538445276-----8/8/2011 @ 2:05:14 PM

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

IV. Assessment

Documentation

STRENGTHS: “Summary” at the end of each chapter provides a recap of what has been covered and “Review” provides a full list of questions and activities to check understanding. “Discuss,” “Apply,” and “Explore” activities help reinforce chapter content. Curriculum integration is denoted by icons that highlight the subjects (reading, writing, math, etc.). A “Winning Edge” logo indicates questions for competitive-event preparation. An ongoing “Digital Portfolio” is featured throughout the text. Students add to this portfolio at the end of each unit completed.

MATTERS OF FACT: ExamView questions are available. Many of the activities will benefit students when preparing for Future Business Leaders of America competitive events. Evidence of the CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

CENG-6501130-DMTBT-6-876-6501-2423-YES-Basal9780538445276-----8/8/2011 @ 2:05:14 PM

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: None

CONCERNS: None

CENG-6501130-DMTBT-6-877-6501-2424-YES-Basal9780538445276-----8/8/2011 @ 2:05:14 PM

VI. List of Components Reviewed

Documentation

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

CENG-6501130-DMTBT-6-878-6501-2425-YES-Basal9780538445276-----8/8/2011 @ 2:05:14 PM

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

VII. State Textbook Commission Members Comments

Documentation

STRENGTHS:

MATTERS OF FACT:

CONCERNS:

CENG-6501130-DMTBT-6-879-6501-2426-YES-Basal9780538445276-----8/8/2011 @ 2:05:14 PM

TEXTBOOK SCREENING INSTRUMENT

Business Technology -Information Technology

Consensus Review

Book Code: CENG-6501130-MP2007COMPRES-6**Category:** 6501130**Area** Business
Technology**Cluster** Business Technology**Subject:** Interactive - Multimedia**Publisher:**
Cengage Learning**Title:**
Microsoft PowerPoint 2007: Comprehensive**Author:** Shelly/Cashman/Sebok**Edition:** 01**Copyright:** 2008**ISBN:** 9781418843472**Grade:** 09-12**Publisher's Bid Information****Bid Level**

Basal

Delivery Method

T

Reviewer Analysis**Level**

Basal

Delivery Method:

Technology Dependent-TD

Recommended:☒ YES☐ NO☐ WITHDRAWN**Committee Members:**

Catherine J. Hoover

Karen C. Stewart

Linda A. Williams

Signature of Reviewers**Signature of Commission Member**

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

I. Tennessee Framework

Documentation

STRENGTHS: This textbook meets 61% (35 out of 57) of the Learning Expectations in the TN State Standards.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 39% (22 out of 57) of the Learning Expectations in the TN State Standards.

Most of the standards not met could easily be met through Internet research and team activities.

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.

2.2 Examine components, use, and evaluation of a portfolio.

2.4 Analyze audio and video media.

4.1 Analyze and synthesize composition processes in the production of various projects.

4.8 Illustrate methods of importing and exporting original text and graphics.

6.1 Analyze a variety of different media resources.

7.2 Apply concepts of persuasive communication skills to target audiences using various media.

9.1 Define team roles.

9.2 Define team norms.

9.4 Select a project topic

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

- 9.5 Design a map or storyboard for the topic/project.
- 9.11 Present the finished product to an audience.
- 9.12 Assess the finished product and evaluate team process.

CENG-6501130-MP2007COMPRES-6-664-6501-2207-YES-Basal9781418843472-----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-6501130-MP2007COMPRES-6-665-6501-2208-YES-Basal9781418843472-----8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

III. Program Design

Documentation

STRENGTHS: The textbook includes six chapters on PowerPoint 2007, an Online Feature, seven 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. The instructor resources are also available 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: 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-6501130-MP2007COMPRES-6-666-6501-2209-YES-Basal9781418843472-----8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT

Business Technology -Information Technology

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 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. Blackboard, CourseNotes, and SAMS assessments are available. Evidence of the CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

CENG-6501130-MP2007COMPRES-6-667-6501-2210-YES-Basal9781418843472-----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-6501130-MP2007COMPRES-6-668-6501-2211-YES-Basal9781418843472-----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-6501130-MP2007COMPRES-6-669-6501-2212-YES-Basal9781418843472-----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-6501130-MP2007COMPRE-6-670-6501-2213-YES-Basal9781418843472-----8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

Book Code: CENG-6501130-MP2010COMPLE-6**Category:** 6501130**Area** Business **Cluster** Business Technology

Technology

Subject: Interactive - Multimedia**Publisher:****Cengage Learning****Title:**

Microsoft PowerPoint 2010 Complete

Author: Pasewark/Pasewark/Biheller/ Bunin/Morrison**Edition:** 01**Copyright:** 2012**ISBN:** 9781111529536**Grade:** 09-12**Publisher's Bid Information****Bid Level**

Basal

Delivery Method

T

Reviewer Analysis**Level**

Basal

Delivery Method:

Technology Dependent-TD

Recommended:☒ **YES**☐ **NO**☐ **WITHDRAWN****Committee Members:**

Catherine J. Hoover

Karen C. Stewart

Linda A. Williams

Signature of Reviewers**Signature of Commission Member**

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

I. Tennessee Framework

Documentation

STRENGTHS: This textbook meets 95% (54 out of 57) of the Learning Expectations in the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 5% (3 out of 57) 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.

1.8 Examine the goals and principles of Future Business Leaders of America.

5.1 Demonstrate design and layouts using storyboard techniques.

CENG-6501130-MP2010COMPLE-6-594-6501-2135-YES-Basal9781111529536-----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-6501130-MP2010COMPLE-6-595-6501-2136-YES-Basal9781111529536-----8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

III. Program Design

Documentation

STRENGTHS: The textbook is divided into three units: Introductory Unit on Microsoft Office 2010 and the Internet, Introductory Microsoft PowerPoint 2010 Unit, and Advanced Microsoft PowerPoint 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 italics. 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, Spanish glossary and test bank, extra appendices, and proofreaders' marks.

MATTERS OF FACT: "Step-by-Step" exercises offer hands-on practice of the material presented. In the margins are found "Tips" for additional information, "Extra for Experts" for advanced information, "Warnings" to troubleshoot possible problems, and "Internet" for using the learning on the internet.

CONCERNS: None

CENG-6501130-MP2010COMPLE-6-596-6501-2137-YES-Basal9781111529536-----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 content in 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.

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

CONCERNS: None

CENG-6501130-MP2010COMPLE-6-597-6501-2138-YES-Basal9781111529536-----8/8/2011 @ 2:05:12 PM

V. Other Comments

Documentation

STRENGTHS: None

MATTERS OF FACT: None

CONCERNS: None

CENG-6501130-MP2010COMPLE-6-598-6501-2139-YES-Basal9781111529536-----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-6501130-MP2010COMPLE-6-599-6501-2140-YES-Basal9781111529536-----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-6501130-MP2010COMPLE-6-600-6501-2141-YES-Basal9781111529536-----8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT

Business Technology -Information Technology

Consensus Review

Book Code: CENG-6501130-MP2010COMPRES-6**Category:** 6501130**Area** Business **Cluster** Business Technology

Technology

Subject: Interactive - Multimedia**Publisher:**

Cengage Learning

Title:

Microsoft PowerPoint 2010: Comprehensive

Author: Shelly/Sebok**Edition:** 01**Copyright:** 2012**ISBN:** 9781439079034**Grade:** 09-12**Publisher's Bid Information****Bid Level**

Basal

Delivery Method

T

Reviewer Analysis**Level**

Basal

Delivery Method:

Technology Dependent-TD

Recommended:☒ YES☐ NO☐ WITHDRAWN**Committee Members:**

Catherine J. Hoover

Karen C. Stewart

Linda A. Williams

Signature of Reviewers**Signature of Commission Member**

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

I. Tennessee Framework

Documentation

STRENGTHS: This textbook meets 95% (54 out of 57) of the Learning Expectations in the Tennessee State Standards.

MATTERS OF FACT: None

CONCERNS: This textbook does not meet 5% (3 out of 57) of the Learning Expectations in the Tennessee State Standards.

1.3 Communicate effectively as writers, listeners, and speakers in diverse social and business settings.

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-6501130-MP2010COMPRE-6-587-6501-2128-YES-Basal9781439079034-----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-6501130-MP2010COMPRE-6-588-6501-2129-YES-Basal9781439079034-----8/8/2011 @ 2:05:12 PM

TEXTBOOK SCREENING INSTRUMENT

Business Techonology -Information Techonology

Consensus Review

III. Program Design

Documentation

STRENGTHS: Chapters begin with a list of objectives and then the book divides the chapters into sections that address the 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 text throughout the textbook. 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: “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 & A’s” are found in the margins to reinforce higher-order thinking. Instructor Resources CD is provided with Instructor’s Manual, Syllabus, PowerPoint presentations, Figures from the Text, Solutions to Exercises, Data Files for Students, Additional Activities for Students, and ExamView Text Bank and Test Engine. These files can also be accessed online.

CONCERNS: Students may become intimidated 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-6501130-MP2010COMPRE-6-589-6501-2130-YES-Basal9781439079034-----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. Blackboard, CourseNotes, and SAMS assessments are available. Evidence of the CTE Competency Attainment Rubrics was found throughout the text.

CONCERNS: None

CENG-6501130-MP2010COMPRE-6-590-6501-2131-YES-Basal9781439079034-----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-6501130-MP2010COMPRE-6-591-6501-2132-YES-Basal9781439079034-----8/8/2011 @ 2:05:12 PM

VI. List of Components Reviewed

Documentation

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

CENG-6501130-MP2010COMPRE-6-592-6501-2133-YES-Basal9781439079034-----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-6501130-MP2010COMPRE-6-593-6501-2134-YES-Basal9781439079034-----8/8/2011 @ 2:05:12 PM