

FORM G

NEW MEXICO PUBLIC EDUCATION DEPARTMENT INSTRUCTIONAL MATERIAL BUREAU

PUBLISHER ALIGNMENT RUBRIC: CAREER TECHNICAL EDUCATION

Please provide the following information:

Date: May 2, 2007

Name of publisher: Pearson Prentice Hall

Title of text: Learning Computers and Technology © 2008

ISBN: 0133639770

Name of individual entering information: Suzanne Weixel

Title of individual entering information: Author

In accordance with NMAC 6.75.2.8(2);

...The materials under review shall be scored according to the extent of their alignment with state content and performance standards and presented pedagogy...

The Instructional Material Bureau is requiring all publishers submitting core/basal material for review must provide evidence of alignment with the following Standards as substantiated in the text for adoption.

Instructions: Using the three (s) cells in line with each of the 11 Standards, enter the page number and the paragraph of three (3) examples where definitive evidence of alignment is presented (example: [123-5] would refer the reviewer to page 123 and find the evidence in paragraph 5). Please use sequential order.

I. COMMUNICATIONS

Standard	Page and Paragraph		
a. Comprehend and use reading strategies to learn meaning, technical concepts and vocabulary.	51 – steps 1 -22	431, 432- steps 1 - 27	553 - steps 1 - 15
b. Locate, organize and reference written information from various sources to communicate with co-workers and clients/participants	71, 72 – steps 1-21	431, 432- steps 1 - 27	120, 121 steps 1 – 32.
c. Use correct grammar, punctuation and terminology to write and edit documents.	63 – steps 7, 8, 9, 10	99 – steps 1-15	131, 132 – steps 1-27
d. Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences	73, 74 – steps 1- 24	421 – steps 1-29	569, 570 – steps 1 - 20
e. Interpret verbal and nonverbal cues/behaviors to enhance communication with co-workers and clients/participants.	68 – steps 24, 15	430 – steps 19, 20	582 - steps 18, 19
f. Apply active listening skills to obtain and clarify information	68 step 25	239- step 4	433, 434 step 2
g. Develop and interpret tables, charts, and figures to support written and oral communications.	29, 30 steps 4 - 19	67 steps 7 -16	218-221

II. PROBLEM SOLVING and CRITICAL THINKING

Standard	Page and Paragraph		
Apply decision-making and problem-solving techniques to develop potential solutions to workplace problems.	135- step 13, 17	535 - steps 18, 19	578 - step 20

III. INFORMATION TECHNOLOGY

Standard	Page and Paragraph		
a. Use Personal information Management (PIM)/ Productivity applications	N/A	N/A	N/A
b. Use Electronic Mail applications.	53-56	127, 128 steps 1 - 23	511 – step 22
c. Use Writing/Publishing applications	21 – steps 1-18	99 – steps 1 - 15	156 – steps 1-20
d. Use Presentation applications	417- steps 1-28	496, 497 steps 1-29	557, 558 – steps 1 - 30
e. Use Spreadsheet applications.	212 steps 1 - 19	268 – steps 1-17	313 steps 1 - 27
f. Use Database applications.	591 – steps 1- 24	665 steps 1 - 15	700 – steps 1-11
g. Use Collaborative/Groupware applications.	Tech Apps: companion website	N/A	N/A
h. Use Computer Operations applications	591 – Step 1	665 – step 3	Tech Apps: companion website
i. Use Computer-based Equipment (containing embedded computers [or processors] used to control electromechanical devices).	199 – Step 10	533 – step 6	Tech Apps: companion website

IV. SYSTEMS

Standard	Page and Paragraph		
a. Analyze the history and evolution of the arts, audio-video technology, and communications to their current place in society and the economy.	67, 68 steps 1-26	128 – step 23	130 – step 24
b. Examine the organizational structures within this career cluster for diversity and functions.	N/A	N/A	N/A
c. Analyze the economic base and how this impacts its business practices and society.	N/A	N/A	N/A
d. Explore evidence of interdependence of the technical and the artistic sides of this career cluster.	70 - step 26	436 - step 25	437, 438 – steps 1-27
e. Analyze the formal and informal influences in the abstract and formal structures of business organizations within this career	Tech Apps:	Tech Apps:	434 - step 32

cluster.	companion website	companion website	
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V. SAFETY, HEALTH and ENVIRONMENT

Standard	Page and Paragraph		
a. Analyze responsibility for developing and maintaining a safe and healthy work environment related to the arts, audio-video technology, and communications.	233, 234 – steps 1 - 26	Tech Apps: companion website	Tech Apps: companion website
b. Analyze safety related problems that may result from working with electrical current.	N/A	N/A	N/A
c. Apply safety procedures in operating equipment commonly used within the career pathways of this cluster.	63 – step 7	130 – step 14	Tech Apps: companion website
d. Analyze life style choices and preparation for physically demanding work activities related to pathways in this career cluster.	Tech Apps: companion website	Tech Apps: companion website	N/A
e. Demonstrate personal safety while on work-related assignments in various locations beyond the business site.	N/A	N/A	N/A

VI. LEADERSHIP and TEAMWORK

Standard	Page and Paragraph		
a. Apply teamwork knowledge and skills to group situations to achieve collective goals.	205 steps 1-10	389, 390 – steps 1 - 30	578 step 20
b. Exhibit ethical conduct in writing, creating, printing, broadcasting, and performing.	191 – step 5	533 – step 6	567 – steps 4, 5, 6, 16
c. Apply knowledge of laws affecting this career cluster.	32, 33 – steps 11, 12, 13, 14, 15	60 – steps 12, 13, 14, 18	505 – step 23

VII. ETHICS and LEGAL RESPONSIBILITIES

Standard	Page and Paragraph		
a. Exhibit ethical conduct in writing, creating, printing, broadcasting, and performing.	191 – step 5	533 – step 6	567 – steps 4, 5, 6, 16
b. Apply knowledge of laws affecting this career cluster.	32, 33 – steps 11, 12, 13, 14, 15	60 – steps 12, 13, 14, 18	505 – step 23

VIII. EMPLOYABILITY and CAREER DEVELOPMENT

Standard	Page and Paragraph		
a. Explain written organizational policies, rules and procedures to help employees perform their jobs.	N/A	N/A	N/A
b. Identify and demonstrate positive work behaviors and personal qualities.	504 – step 4	567 – step 4	Tech Apps: companion website
c. Identify and explore career opportunities in one or more career pathways.	423, 424- steps 1- 28	608,609 – steps 1 - 24	Tech Apps: companion website
d. Develop a personal career plan to meet career goals and objectives.	423, 424- steps 1- 28	608,609 – steps 1 - 24	N/A
e. Demonstrate ability to seek and apply for employment.	423, 424- steps 1- 28	N/A	N/A
f. Demonstrate ability to evaluate and compare employment opportunities and accept employment.	423, 424- steps 1- 28	N/A	N/A

XI. TECHNICAL SKILLS

Standard	Page and Paragraph		
a. Demonstrate the use of technical knowledge and skills that relate to pathways in this cluster.	429, 430 – steps 1 -20	Throughout book	Throughout book
b. Demonstrate knowledge of the systems within various pathways in this cluster.	431, 432- steps 1 - 27	Throughout book	Throughout book

Publisher is to submit this information to the Instructional Material Bureau no later than via email to Angela Aguilar at angela.aguilar@state.nm.us