



SALT LAKE • TOOELE

APPLIED
TECHNOLOGY
COLLEGE

A UTAH COLLEGE OF APPLIED TECHNOLOGY CAMPUS

A Guide to Textbook Readability Levels By Course OR Program

updated 1/26/06



Introduction

This guide is provided to assist Student Services staff in helping students to understand the grade level and the reading ease for textbooks used for classes at the Salt Lake -Tooele Applied Technology College. The grade level and reading ease data were obtained using readability tests. Although these tests are not 100 accurate they provide a valuable tool for determining the relative difficulty of the text or document. This information is provided to be used as an advising tool to assist students in making informed choices as they schedule courses at the College.

Readability Tests: Readability is the measure of how easy it is to read and comprehend a document. Readability tests were first developed in the 1920s in the United States. They are mathematical formulas, designed to determine the suitability of books for American students at a certain age, or grade level. The formulas or algorithms are based around the average words to a sentence, and the average syllables used per word.

Interpreting the Scores: This guide will typically provide two scores for each textbook: the Flesch-Kincaid Readability Statistics *Grade Level and the Flesch Reading Ease* . The Grade Level score represents how many years of schooling an individual should have to understand the content of the textbook. For example, students in tenth grade would normally be expected to have a tenth grade reading level (10.0) and, if they were half way through the school year their expected reading level would be 10.5 (meaning tenth grade, fifth month). The Flesch Reading Ease Score rates text on a 100 point scale. The higher the score is, the easier the document. Authors are encouraged to aim for a score of 60 to 70.

How the Scores Were Obtained: The scores listed in this document were obtained by analyzing three separate paragraphs from each textbook for Reading Ease and Grade Level and then averaging the each set of three scores for an overall representative Reading Ease and Grade Level. In all cases one paragraph was taken from the first part of the textbook, one paragraph was taken from the middle of the textbook and one paragraph was taken near the end of the textbook.



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Business Technology

CLASS	TEXT(S)*Courseware	Reading	
		Ease	Grade Level
Accounting I	College Accounting, Ch.1-25, 10th ed.	35.2	12.0
Accounting II	College Accounting, Ch.1-25, 10th ed.	35.2	12.0
Basic Computer Skills	Blackboard course-content*	N/A	N/A
Business Correspondence	Proofreading & Editing Precision	49.6	9.7
Business English	The Least You Should Know about English	73.0	6.6
Business Math	10-key Mastery	58.0	8.7
Business Math	Computer Calculator for the ten-key pad	60.3	8.7
Clinicals/externships/internships	N/A	-	-
Commercial & Advertising Art	N/A	-	-
Computer Literacy	SkillsPro (Computer Learning Campus)* w/ IC3 manual for SkillsPro and IC3 Basics	47.5	10.2
Computer Literacy	Excel 2003, Module I: Student Guide	59.9	9.3
Computer Literacy	Introduction to Computers: Student Guide	52.5	10.7
Computer Literacy	Windows XP Module I: Academic Student Guide	62.2	8.8
Computer Literacy	Word 2003 Module I: Student Guide	61.3	9.0
Computerized Accounting	Quick Books Learning Guide	55.3	10.5
Computerized Accounting	QuickBooks Pro for Accounting 2005	36.1	12.7
Database Applications I	Access 2003	49.6	11.1
Database Applications II	Access 2003	49.6	11.1
Desktop Publishing (Media)	The Complete Guide to Digital Graphic Design	45.1	11.7
Electronic Presentations	PowerPoint 2003	62.2	9.4
Financial Records	Keeping Financial Records for Business	57.9	9.0
Integrated Project	N/A	-	-
Internet Applications	SkillsPro (Computer Learning Campus)*	N/A	N/A
Internet Technology (Media)	iNet+ Guide to the Internet	47.8	11.7
Job Seeking Skills	Blackboard course-content*	N/A	N/A
Keyboarding Basics	Keyboard Mastery	67.6	7.8
Keyboarding I (up to 40 WPM)	Keyboard Mastery	67.6	7.8
Keyboarding II (up to 50 WPM)	Keyboard Mastery	67.6	7.8
Keyboarding III (up to 60 WPM)	Keyboard Mastery	67.6	7.8
Math I	Business Math Using Calculators	49.7	10.8
Medical Office Administrative Procedures I	Gregg Quick Filing Practice (and others in MA)	51.6	9.9
Medical Office Administrative Procedures III	10-key Mastery and Keeping Financial Records for Business	58.0/57.9	8.7/9.0
Microsoft Outlook 2003	Outlook 2003	51.2	11.3
Operating System Fundamentals	SkillsPro (Computer Learning Campus)*	N/A	N/A
Principles of Design (Media)	The Complete Guide to Digital Graphic Design	45.1	11.7
Records Management	Gregg Quick Filing Practice	51.6	9.9
Spreadsheet Applications I	Excel 2003	57.1	9.9
Spreadsheet Applications II	Excel 2003	57.1	9.9
Word Processing Applications I	Word 2003	58.2	10.4
Word Processing Applications II	Word 2003	58.2	10.4
Workplace Relations	Job Savvy: How to be a Success at Work	63.8	8.3



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Health Care Technology

CLASS or PROGRAM	TEXT(S)*Courseware	Reading	
		Ease	Grade Level
CPT	Central Service Technical Manual 6th edition IAHCSSM	17.4	14.3
CLA	Medical Laboratory Procedures, Tom Palko, Hilda Palko Mosby's Textbook for Nursing Assistants, 6th ed. Sheila Sorrentino	45.6	8
CNA	Pharmacology for Technicians 2nd ed. Ballington, Laughlin	66.7	6.1
Pharmacy Technician	Quick Medical Terminology, Steiner	29.1	13.2
MOA	From Patient to Payment, Glencoe McGraw Hill	52	9.3
AAT MA, MOA	Fundamental of Anatomy and Physiology, Rizzo	41.7	10.9
MAP	Medical Assisting Administrative and Clinical Competencies 5th ed. Keir,Wise,Krebs 2002	51.7	10
CMA, AAT MA, Phlebotomy, MOLT, ECG	Medical Terminology for Health Professions Ehrlich, Schroeder, 2005 Thomson Delmar Learning	45.9	10.8
Med Term	The Language of Medicine 7th ed. Chabner 2004	56.3	9.5
CMA, AAT MA, Phlebotomy, MOLT, ECG	Principles of Pharmacology for Medical Assisting, Rice 2006, Delmar Learning	37.3	13
AAT MA, Pharmacology, Medical Math	Administrative Medical Assisting, Fordney, French, Folis 200, Delmar Learning	37	13.4
MOA		41.9	11.7



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Information Technology

CLASS	TEXT(S)*Courseware	Reading	
		Ease	Grade Level
Admin. a Windows Network Infrastructure	MCSE Guide to Microsoft Windows 2000 Networking Certification Edition	37.0	12.0
Administering SQL Server I	MCSE Guide to Microsoft SQL Server 2000 Administration	41.9	12.0
Administering Windows Directory Services	Windows 2000 Active Directory Certification Edition	49.4	11.0
Administering Windows Professional	MCSE Guide to Microsoft Windows XP Professional	39.0	12.8
Administering Windows Server	MCSE Guide to Managing a Microsoft Windows Server 2003 Environment, Enhanced	21.6	17.0
Administering Windows Server	Lab Manual for MCSE Guide to Managing a Microsoft Windows Server 2003 Environment	42.5	11.6
Computer Hardware	A+ Guide to Managing and Maintaining Your PC	62.3	9.5
Database Development I	Access 2003	49.6	11.1
Design. a Windows Network Infrastructure	MCSE Guide to Designing a Microsoft Windows 2000 Network Infrastructure	30.8	12.0
Design. Security for a Windows Network	MCSE Guide to Designing Microsoft Windows 2000 Security	35.0	12.0
Intro. to Information Technology	Discovering Computer 2004 Web Enhanced Complete	37.6	11.5
Introduction to Programming	Programming Logic and Design, Comprehensive Third Edition	40.4	12.0
Managing a Windows Network Environment	MCSA Guide to Managing a Microsoft Windows 2000 Network	47.5	11.3
Networking Technology	Network+ Guide to Networks	42.8	12.5
Networking, Routing, and Switching I	* CCNA - INCD Exam Certification Guide	47.3	10.4
Networking, Routing, and Switching II	* CCNA - INCD Exam Certification Guide	47.8	10.2
Operating Systems Technology	A+ Guide to Managing and Maintaining Your PC	62.3	9.5



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Media Technology

CLASS	TEXT(S)*Courseware	Reading	
		Ease	Grade Level
Computer Illustration I	The Complete Guide to Digital Graphic Design	45.1	11.7
Design Principles	The Complete Guide to Digital Graphic Design	45.1	11.7
Desktop Publishing Applications I	The Complete Guide to Digital Graphic Design	45.1	11.7
Desktop Publishing Applications II	N/A		
Desktop Publishing Applications III	N/A		
Desktop Publishing Fundamentals	The Complete Guide to Digital Graphic Design	45.1	11.7
Graphic Design Applications I	Adobe Illustrator CS Classroom in a Book	44.7	11.6
Image Editing	The Complete Guide to Digital Graphic Design	45.1	11.7
Internet Technology	i-Net+ Guide to the Internet	47.8	11.7
Media Design Introduction	The Complete Guide to Digital Graphic Design	45.1	11.7
Media Ethics and Law	Graphic Artists Guild Handbook: Pricing and Ethical Guidelines	33.4	15.4
Multimedia I: Design and Development	N/A		
Multimedia II: Production	N/A		
Video Production I	Video Basics and Settl's Video Basics *	N/A	N/A
Video Production II	Video Basics and Settl's Video Basics *	N/A	N/A
Video Production III	Video Basics and Settl's Video Basics *	N/A	N/A
Web Design Animation	The Complete Guide to Digital Graphic Design	45.1	11.7
Web Design Authoring I	The Complete Guide to Digital Graphic Design	45.1	11.7
Web Design Fundamentals	The Complete Guide to Digital Graphic Design	45.1	11.7



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Public Safety Technology

CLASS	TEXT(S)*Courseware	Reading	
		Ease	Grade Level
EMT Basic	Prehospital Emergency Care 7th ed. Mistovich, Hafen, Karen	52.1	12
Firefighter I & II	Firefighter's Handbook, Essentials of firefighting and Emergency Response, 2nd ed. Walkter, Wutz, Carter, Coleman Maile, Dodson et. Al	44.4	10.9



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Transportation Technology

CLASS	TEXT(S)*Courseware	Reading	
		Ease	Grade Level
Automotive Technician Courses			
Introduction and Safety	<i>Automotive Service-Inspection, Maintenance, Repair</i>	66.4	7.2
Preventative Maintenance	<i>Automotive Service-Inspection, Maintenance, Repair</i>	66.4	7.2
Technical Essentials	<i>Automotive Service-Inspection, Maintenance, Repair</i>	66.4	7.2
Electrical/Electronic Systems	<i>Automotive Service-Inspection, Maintenance, Repair</i>	66.4	7.2
Electrical/Electronic Systems	<i>Automotive Electricity and Electronics</i>	52	10.4
Suspension and Steering	<i>Automotive Service-Inspection, Maintenance, Repair</i>	66.4	7.2
Suspension and Steering	<i>Automotive Suspension and Steering Systems</i>	54.9	10.4
Brake Systems	<i>Automotive Service-Inspection, Maintenance, Repair</i>	66.4	7.2
Brake Systems	<i>Automotive Brake Systems</i>	51	10.9
Engine Performance	<i>Automotive Service-Inspection, Maintenance, Repair</i>	66.4	7.2
Engine Performance	<i>Automotive Engine Performance</i>	45.8	11.8
Undercar Basics and Essentials	<i>Automotive Service-Inspection, Maintenance, Repair</i>	66.4	7.2
CDL	Utah Commercial Vehicle Driver Handbook, Utah Department of Transportation, 2005. <i>Keller's Tractor-Trailer Driver Training Manual</i> : J.J. Keller & Associates.		9.5 11.8
HD Diesel Program Courses			
Safety and Shop Skills	<i>Heavy Duty Truck Systems</i>	55.8	9.6
Preventative Maintenance and Inspection	<i>Heavy Duty Truck Systems</i>	55.8	9.6
Electrical/Electronic Systems	<i>Heavy Duty Truck Systems</i>	55.8	9.6
Heavy Duty Brakes	<i>Heavy Duty Truck Systems</i>	55.8	9.6
Suspension and Steering	<i>Heavy Duty Truck Systems</i>	55.8	9.6
Drive Train	<i>Heavy Duty Truck Systems</i>	55.8	9.6
Heavy Duty HVAC	<i>Heavy Duty Truck Systems</i>	55.8	9.6
Hydraulics I	<i>Heavy Duty Truck Systems</i>	55.8	9.6
Diesel Engines	<i>Heavy Duty Truck Systems</i>	55.8	9.6