

**2023 Instructional Material Summer Review Institute**  
**Review Team Appraisal of Title**  
**Grades 7-12 Career and Technical Education**

This appraisal form is provided for use by educators responsible for the selection of instructional materials for implementation with districts and charter schools across New Mexico to meet the need of their student populations.

[NMPED Adoption Information](#)

<b>Text Title</b>	Century 21 Accounting: Multicolumn Journal, 11E Student Edition + MindTap 6-year Access	<b>Publisher</b>	Cengage Learning Inc.
<b>SE ISBN</b>	9780357878675	<b>TE ISBN</b>	9781337565431
<b>SW ISBN</b>		<b>Grade Level/Content</b>	9-12 CTE

**Core Instructional Material Designation** (Core instructional material (CIM) is the comprehensive print and/or digital educational material, including basal material, which constitutes the necessary instructional components of a full academic course of study in those subjects for which the department has adopted content standards and benchmarks.)

**Recommended**  
(90% and above)

**Recommended with Reservations** (80-89%)

**Not Recommended and Not Adopted**  
(below 80%)

**Total Score** - The final score for the materials is averaged between the team of reviewers.

Average Score

87%

**Cultural and Linguistic Relevance Recognition** - Materials are reviewed for relevant criteria pertaining to the support for teachers and students in the material regarding cultural relevance and the inclusion of a culturally responsive lens. Those materials receiving a score of 85% or above on the CLR portion of the review are recognized as culturally and linguistically relevant.

**CLR Recognized**

Average Score

88%

**FOCUS AREA 3 CULTURAL AND LINGUISTIC PERSPECTIVES AND RESPONSIVENESS:**

**Instructional materials represent a variety of cultural and linguistic perspectives and highlight diversity in culture and language through multiple perspectives.**

*Statements of appraisal and supporting evidence:*

Instructional Materials inform culturally and linguistically responsive pedagogy by affirming students' backgrounds in the materials themselves and through student discussions that emphasize the importance of mastery of previously explored accounting terms. Through the use of activities involving English and various other languages, students are familiarized with the globalization of business. The material does not include cultures of New Mexico, past and present.

**CTE Standards Review** - Materials are reviewed for alignment with the state adopted content standards, benchmarks and performance standards.

Average Score
76%

**OVERALL ALIGNMENT**

Materials align with the CTE standards overall, including strands 1-10: Academic Foundations; Communications; Problem Solving and Critical Thinking; Information Technology Applications; Systems; Safety, Health, and Environmental Management; Leadership and Teamwork; Ethics and Legal Responsibilities; Employability and Career Development; and Technical Skills.

*Statements of appraisal and supporting evidence:*

The instructional materials are partially aligned to the standards. The academic foundation includes interdisciplinary activities in language arts and math. The materials provide a variety of communication through presentations, writing, and discussions using verbal and non-verbal exercises. They include many activities for practicing problem solving and critical thinking in both print and online formats. The materials provide different ways of using technology. They promote cooperative learning using heterogeneous groups. In Think Like an Accountant, students role play leadership and teamwork positions to explore careers in accounting. Every chapter includes literacy related to ethics and legal responsibilities. Employability and career development is practiced in multiple lessons. The Online Working Papers provide students immediate feedback with instant grading and integrated gradebook for tracking student progress. The material does not fully meet the standards because the students do not earn a certification when completing a chapter. The materials do not clearly state how to communicate with coworkers and clients even though the instructions are given in a written form. The materials do not include a section that supports students with the correct use of punctuation and grammar.

**STRAND ALIGNMENT**

Materials align with specific CTE content strands. *(Optional)*

<b>Strand:</b>	<i>Statements of appraisal and supporting evidence:</i>
Choose CTE Content Strand (optional)	
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Choose CTE Content Strand (optional)	

**CCTC Standards Review** - Materials are reviewed for alignment with the state adopted Common Career Technical Core Career Cluster and Career Pathway standards.

Average Score
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91%
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**OVERALL ALIGNMENT**

**Materials align with the CCTC standards.**

*Statements of appraisal and supporting evidence:*

The instructional materials, in general, align with the CCTC standards when utilizing mathematical concepts, skills, and problem solving to obtain necessary information for decision making in the finance industry.

**CAREER CLUSTER**

**Materials align to the CCTC standards for the Career Cluster reviewed.**

*Statements of appraisal and supporting evidence:*

Instructional materials include a section called 21st Century Skills that provides opportunities to practice problem solving, communication, and technology. Critical thinking activities explore college and career readiness and analysis. Students use both online and printed journals to record accounting entries while working through the lessons. The instructional text offers related accounting topics that illustrate current trends, concerns, and issues in global business.

**CAREER PATHWAY(S)**

**Materials align to the CCTC standards for the Career Pathway reviewed.**

*Statements of appraisal and supporting evidence:*

The instructional materials were reviewed for alignment with the Accounting Career Pathway. They include different sections like: Forensic Accounting, Why Accounting, Careers in Accounting, Accounting in the Real World, and Commercial Technology, which provide examples of how accounting is applicable in a variety of business situations. They have a full description of and examples to follow laws and regulations to make accounting operations and transactions, including ethical codes.

**CTE Content Review** - Materials are reviewed against relevant criteria pertaining to the support for teachers and students in the specific content area reviewed.

Average Score
95%

#### **FOCUS AREA 1 SEQUENCING AND ARTICULATION**

**Instructional materials show sequencing and articulation within and across grade bands and/or pathways.**

*Statements of appraisal and supporting evidence:*

The organization of the text includes the learning objectives and a step-by-step instructional approach. The lesson structure consists of 2 to 6 lessons per chapter. At the end of the lesson, students have to work together on a problem and on their own assignment to demonstrate the new accounting concept.

#### **FOCUS AREA 2 ENGAGING INSTRUCTION**

**Instructional materials are engaging for students.**

*Statements of appraisal and supporting evidence:*

A series of instructional activities are provided. All of them are collaborative among students in groups of two or more, and include research, problem-solving, and discussions. Texts include a broad range of careers in the accounting field and encourage students to pursue this pathway through one-on-one interviews with professionals.

#### **FOCUS AREA 3 CAREER DEVELOPMENT**

**Instructional materials provide career development information for students.**

*Statements of appraisal and supporting evidence:*

The instructional materials in the pathway incorporate relevant equipment, materials, and technology to support learning. For example, the section called 21st Century Skills provides activities to master essential skills to prepare and compete in the workplace. There is another section called Critical Thinking Activities that prepares the students for college and career readiness.

#### **FOCUS AREA 4 TECHNOLOGY**

**Instructional materials incorporate opportunities to use industry appropriate technology.**

*Statements of appraisal and supporting evidence:*

Instructional materials provide a variety of computer software that facilitates the progression of accounting data and the use of computers in accounting. For instance, Online Working Papers, Online QuickBooks, Sage50c Accounting, the use of Microsoft Excel, and different accounting websites offer interactive learning experiences.

**All Content Review** - Materials are reviewed against relevant criteria pertaining to the support for teachers and students in the material regarding the progression of the standards, pacing, assessment, individual learners, and cultural and linguistic relevance and responsiveness.

CLR Recognition Average Score	Average Score
88%	85%

**FOCUS AREA 1 RESOURCES AND SUPPORTS FOR TEACHERS AND STUDENTS:**  
**Instructional materials provide teacher resources to support planning and supports for all students.**  
*Statements of appraisal and supporting evidence:*

All the content lessons and scope and sequence are listed at the beginning of each chapter. The learning objectives are included at the beginning of the lessons and throughout the lesson in the summary assessment page. The instructional materials incorporate features that aid students and teachers in making meaning of the text by using informational texts related to real-world experiences. Each chapter has an estimated timeframe, but does not include an estimated timeframe for the completion of each lesson.

**FOCUS AREA 2 ASSESSMENT**  
**Instructional materials offer teachers a variety of assessment resources and tools to collect ongoing data about student progress related to the standards.**  
*Statements of appraisal and supporting evidence:*

At the end of each lesson, the instructional materials provide a formative assessment and at the end of each chapter is included a variety of assessments that measure student progress in all strands of the standards. The instructional materials provide appropriate assessment alternatives for English Learners, assessing understanding by having students match, choose, move, draw or point, and by adjusting the length of time allotted to complete assignments and tests. It reminds students that the primary objective is to assess knowledge of accounting rather than the ability to translate and comprehend the question or problem. The materials do not address the New Mexico Content Standards within the assessments.

**FOCUS AREA 3 CULTURAL AND LINGUISTIC PERSPECTIVES AND RESPONSIVENESS**  
**Instructional materials represent a variety of cultural and linguistic perspectives and highlight diversity in culture and language through multiple perspectives.**  
*Statements of appraisal and supporting evidence:*

Instructional Materials inform culturally and linguistically responsive pedagogy by affirming students' backgrounds in the materials themselves and through student discussions that emphasize the importance of mastery of previously explored accounting terms. Through the use of activities involving English and various other languages, students are familiarized with the globalization of business. The material does not include cultures of New Mexico, past and present.

**Reviewers' Professional Summary** - These materials are reviewed by Level II and Level III educators from across New Mexico. The reviewers have brought their knowledge, experience and expertise into the review of these materials. They offer here their individual summary of the material as a whole.

Reviewer #: 28

*Background and experience:*

Master's Degree in Educational Leadership at New Mexico Highlands University. Master's Degree in Education at Technology University in Mexico. Holding two licenses level three in New Mexico: A6-12 Secondary; and, AK-8 Elementary. Wide experience in the area of Finance serving as a Subdirector in the Federal Electoral Institute, managing the Finances of the political parties in Mexico for about nine years.

*Professional summary of material:*

The materials are well organized and provide opportunities to practice different concepts and knowledge related to the Accounting pathway. Students are given multiple examples of different careers within the accounting field and the requirement of education, salary information, and qualifications necessary in this area of study. Through the use of technology, there are a variety of resources to put accounting skills into practice. Materials include a variety of strategies for differentiating instruction for gifted and at-risk students and employ learning styles such as print, visual, auditory, tactile, and kinesthetic. The variety of assessments provides teachers and students with evidence of knowledge acquisition. Using online working papers helps teachers provide immediate feedback to students.

Reviewer #: 29

*Background and experience:*

Master's Degree in Instructions and Curricular Studies - Mathematics Education from University at Nevada, Las Vegas.

Bachelor's Degree in Elementary Education from University at Nevada, Las Vegas.

New Mexico Licenses:

Level 3-A Instructional Leader 6-12 Secondary with Endorsements in Science, Mathematics, TESOL, Level 3-A Instructional Leader K-8

Elementary with endorsement in TESOL, Language Arts, Mathematics, Science,

Level 3-A Instructional Leader 5-9 Middle Level with endorsements in Science, TESOL, Mathematics,

Level 3 7-12 Athletic Coach.

Professional Experience in education in Elementary School, Nevada.

Professional experience in education at middle school (Language Arts, Science, Mathematics), high school (Science, Mathematics), college level (Mathematics).

*Professional summary of material:*

The materials are organized and user-friendly. The format of each chapter and unit design is consistent through the entire text with different special features sprinkled throughout. An example is 'Global Awareness', which explores how accounting operates around the world. There is a variety of both online resources and software incorporated throughout the course. There are Journal pages, both online and in print form, for students to document current and past learning. The Online Working Papers is online software and an excellent way for students to manage and master understanding of concepts. This program has a self-grading feature to support teachers with time management.

Reviewer #: 30

*Background and experience:*

Master's Degree in Secondary Education with an Emphasis in Mathematics -University of New Mexico; Bachelor's Degree in Mathematics

from Fort Lewis College, Durango, Co; Bachelor's Degree in Bicultural Studies from Fort Lewis College, Durango, CO; New Mexico License

Level 3-A Instructional Leader 6-12 Secondary with Endorsement in Mathematics

*Professional summary of material:*

Century 21 Accounting uses a variety of technology tools to engage and assist students with their understanding and skill building of accounting. They are exposed to the different careers within the accounting cluster and the requirement of education, salary information, and qualifications needed. Students are also given many opportunities to simulate real-life applications, and modification for differentiated instruction is given as a resource to guide instructors.