

Name of School:

Name of Course: **Recordkeeping**

Instructor Information

Name:

E-mail address:

School phone number:

Web page address:

Best times to be reached:

Course Description

Students will learn to keep and maintain the basic and most commonly used records of individuals and businesses. These records include: budgeting records, checking accounts, sales slips, inventory records, purchase invoices, accounts payable, accounts receivable, cash journal, and payroll records. This course is not available to students who have successfully completed Accounting I. Workbook costs \$20.50 per term.

District Standards and Power Benchmarks

Power Standards

1. Students will understand the importance of keeping accurate records
2. Students will be able to differentiate between personal and business records.
3. Students will be able to prepare basic business financial documents.

Power Benchmarks

1. Arrange data numerically, alphabetically, and chronologically.
2. Prepare a personal budget.
3. Determine the interest charged when buying on credit.
4. Prepare a cash proof report.
5. Prepare check, stub, register and checking account.
6. Classify business expenses using a petty cash record.
7. Compute sales tax on the sale of goods and services.
8. Prepare a sales slip for cash and charge sales.
9. Record transactions in sales, cash receipts, and sales return and allowance journals.
10. Post transactions from the journals to the account receivable ledger accounts.

Course Information

Course is 1 term and 0.5 Business elective credits

Course Outline/Calendar

Chapters 1-9 in text and workbook

Text/Other Required Materials/Resources

Textbooks: Southwestern Keeping Financial Records for Business
Required Materials: Workbook Keeping Financial Records for Business Chapters 1-9

Instructional Procedures & Support

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Classroom Management Procedures

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Assessment Plan

Progress reports: Mid-term grades will be based on work completed
Methods of Assessment: Daily assignments, quizzes, tests, final exam

Grading System

A	92-100%
B	83- 91%
C	68- 82%
D	60- 67%
F	0- 59%