



Curriculum Document for Business Education

Course Title:

Recordkeeping

Learner Objective #1: Students will be able to use basic record keeping skills.

- Learn why records are important
- Learn how to enter and correct data on business forms
- Learn about the data processing cycle
- Learn basic rules for filing information using different systems
- Learn how data is entered and stored in a data processing system

Learner Objective #2: Students will be able to keep and understand budget records.

- Learn how to keep a record of receipts and payments
- Learn how to keep a budget for an individual and a family
- Learn how to plan and keep a budget for a business
- Learn how to compare budgeted amounts with actual amounts

Learner Objective #3: Students will be able to understand and use credit records.

- Learn what factors are used in granting credit
- Learn the advantages and disadvantages of using credit
- Learn how to find common errors and the correct credit card balance
- Learn how to determine the cost of credit
- Learn how to determine the total cost of buying on the installment plan
- Learn how to find the interest on a promissory note
- Learn how to determine the amount due on a promissory note

Learner Objective #4: Students will be to understand and keep cash records.

- Learn how to prepare and record receipts when you receive money
- Learn how to use a cash register and how to make change

- Learn how to handle checks, coupons, and refunds from customers
- Learn how to a cashier proves cash at the end of the day
- Learn how to prepare daily cashier reports for a store with many departments
- Learn how to prepare a tally sheet and a bank deposit slip

Learner Objective #5: Students will be use checking accounts.

- Learn how to use a signature card to open a checking account
- Learn how to write and record checks
- Learn how to transfer checks from one party to another
- Learn how to select and use the proper savings account
- Learn about other services that banks provide for customers
- Learn how to read bank statement and to prepare a bank reconciliation statement

Learner Objective #6: Students will be able to keep and use petty cash records.

- Learn how to use a petty cash fund
- Learn how to record payments from a petty cash fund
- Learn how to calculate and record petty cash shortages and overages
- Learn how to record an entry for replenishing a petty cash fund
- Learn how to keep a petty cash fund for an extended period of time

Learner Objective #7: Students will be able to keep and use records for salesclerks.

- Learn how to complete sales slips for retail stores
- Learn how to find the amount of sales tax on a retail sale
- Learn how to complete sales slips when sales taxes are charged
- Learn how to complete sales slips that include goods, services, and sales taxes
- Learn how to handle charge sales in a retail business
- Learn how to complete a credit slip

Learner Objective #8: Students will be able to keep and use records for retail charge clerks.

- Learn how to keep records for charge customers
- Learn how to record merchandise returned by charge customers
- Learn how to prepare customer statements

Learner Objective #9: Students will be able to maintain and use accounts receivable

- Learn how to prepare sales invoices from sales orders

- Learn how to find the due dates of invoices from the terms of the sale
- Learn how to keep accounts receivable records for a wholesale business
- Learn how to prepare a schedule of accounts receivable
- Learn how to record sales in a sales journal and to post to customer accounts
- Learn how to record cash received from a customer in a cash receipts journal
- Learn how to post to customer accounts from a cash receipts journal
- Learn how to record and post returns to a customers account

Learner Objective #10: **Students will be able to account for stock records**

- Learn how to record the receipt and issuance of merchandise on a stock record
- Learn how to use the information on a stock record
- Learn how to prepare purchase requisitions using stock information

Learner Objective #11: **Students will be able to maintain purchase records**

- Learn how to keep records of prices that different companies charge for the same item
- Learn how to prepare purchase orders
- Learn how to keep records for stock received based on purchase orders
- Learn how to compute trade and cash discounts on purchase invoices
- Learn how to file and pay purchase invoices by due dates

Learner Objective #12: **Students will to maintain accounts payable accounts.**

- Learn how to keep a record of the amounts owed to creditors
- Learn how to prepare a schedule of accounts payable
- Learn to record purchase invoices in a purchases journal and to post this information to creditor accounts
- Learn how to record payments to creditors in a cash payments journal
- Learn how to maintain an accounts payable ledger
- Learn how to use credit memos to record and post information to creditor accounts

Learner Objective #13: **Students will be able to understand and keep records for small businesses.**

- Learn how a small business earns and records income
- Learn how to use four-column general ledger accounts
- Learn how to use special journals to record transactions
- Learn how to transfer information from special journals to accounts

- Learn how to prepare a trial balance to determine the accuracy of posting information from journals
- Learn how to audit information to determine accuracy

Learner Objective #14: **Students will be able to prepare financial statements for small businesses.**

- Learn how to determine net income for a service business
- Learn how to prepare an income statement
- Learn how to use an income statement to determine taxes for people who are self-employed
- Learn how to prepare a capital statement
- Learn how to prepare a balance sheet
- Learn how to prepare and use a 6-column work sheet

Learner Objective #15: **Students will able to compute payroll information for individuals and businesses**

- Learn how to find the number of hours and earnings for an employee using the time card system
- Learn how to record time card data in a payroll system
- Learn how to compute earnings based on regular and overtime pay
- Learn how to record payroll data in a payroll register
- Learn how to record earnings based on incentive systems such as piecework and commission plans
- Learn how to calculate deductions from gross pay
- Learn how to find a worker's take-home pay after making deductions for taxes and other deductions