

Recordkeeping

Credit - ½ Term(s) -
1 Semester

No Prerequisites

Course Description:

This introductory level course is intended to acquaint students with a variety of entry-level jobs in office and sales occupations. Clerical and computational skills are developed. Students acquire an understanding of various business forms and procedures. Work habits and attitudes that will lead to success on the job are discussed. Personal business skills are developed for everyday use.

Course Content:

1. Basic Recordkeeping Skills
2. Budget Records
3. Credit Records
4. Cash receipts Records
5. Checking Account Records
6. Petty Cash Records
7. Sales Records
8. Retail Charge Sales Records
9. Accounts Receivable Records
10. Stock Clerk Records

Course Format:

Teacher presentations are given to introduce and teach students terminology and procedures.

Course Expectations:

Students are expected to read chapters and complete textbook and workbook assignments by following teacher instructions and provided samples. Students are assessed on written tests and problem tests.

Course Objectives:

- Perform basic business math operations.
- Work with records.
- Complete personal banking tasks.
- Manage and budget money and keep personal financial records.
- Use credit wisely.
- Perform basic cash receipts procedures.
- Complete cashier's activities.
- Complete and manage records for a small business.
- Complete and manage petty cash and travel records.
- Manage business banking records.
- Record sales records and complete reports.