CURRICULUM MAP
RECORD KEEPING

Week 1-2	Weeks 3-4	Weeks 5-6	Weeks 7-10	Weeks 11-13	Weeks 14-18
Program Goals I. Acquire knowledge of record keeping careers. **Student Objectives** A. Develop an understanding of entry level job opportunities in the field of record keeping. **Program Goals** II. Acquire record keeping skills in the Computer/Information Age. **Student Objectives** A. Develop skill in basic filing, basic math, data entry, and error detection and correction. **Program Goals** III. Acquire knowledge of cashier careers. **Student Objectives** A. Develop an understanding of job opportunities in the field of cashier. **Credit – 0.5** **Prerequisites – Introduction to Business** **Single Block** **One Semester**	**Program Goals** IV. Acquire skill in the use of cash receipts records. **Student Objectives** A. Develop skill in accurately completing cash receipts records. **Program Goals** V. Acquire skill in checking account records. **Student Objectives** A. Develop skill in the preparation of checking account records. **Program Goals** VI. Acquire knowledge of careers in banking. **Student Objectives** A. Develop an understanding of job opportunities in the field of banking.	**Program Goals** VII. Acquire skill in petty cash records. **Student Objectives** A. Develop skill in establishing and maintaining petty cash records. **Program Goals** VIII. Acquire skill in budget reports. **Student Objectives** A. Develop skill in establishing and maintaining budget reports. **Program Goals** IX. Acquire skills needed by sales clerks. **Student Objectives** A. Develop skill in the preparation and maintenance of sales-related records.	**Program Goals** X. Acquire knowledge in record keeping for charge sales. **Student Objectives** A. Develop skill in maintaining charge account records. **Program Goals** XI. Acquire knowledge in record keeping for accounts receivable clerks. **Student Objectives** A. Develop skill in preparing and maintaining accounts receivable records. **Program Goals** XII. Acquire skill in record keeping for purchase orders. **Student Objectives** A. Develop skill in preparing and maintaining purchase order records.	**Program Goals** XIII. Acquire skill in record keeping for accounts payable accounting clerks. **Student Objectives** A. Develop skill in preparing and maintaining accounts payable records. **Program Goals** XIV. Acquire skill in record keeping for payroll clerks. **Student Objectives** A. Develop skill in preparing and maintaining payroll records.	**Program Goals** XV. Acquire skill in record keeping for small business. **Student Objectives** A. Develop an understanding of the relationship between record keeping skills and their application to a small business. **Program Goals** XVI. Acquire skill in the use of a general ledger. **Student Objectives** A. Develop skill in the use of a general ledger in the record keeping of a small business. 11/9/2005