## Business

### Business: Record Keeping 9-12

**Goal 1: Demonstrate Basic Record Keeping Skills**

**Show Me Standards**

<table>
<thead>
<tr>
<th>Measurable Learner Objective</th>
<th>Show Me Standards</th>
<th>Integrated Skills</th>
<th>DOK</th>
<th>Instructional Strategies</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The students will:</strong></td>
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</tr>
<tr>
<td>1) develop knowledge of record keeping positions, careers, and computers.</td>
<td>CA 6 1.7, 1.8, 1.10, 4.3, 4.8</td>
<td>W</td>
<td>Lectures/Note-taking/Student Activity Worksheets/ Review Worksheets</td>
<td>Chapter Test</td>
<td></td>
</tr>
<tr>
<td>2) enter and correct data on business forms and read special data processing symbols.</td>
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<tr>
<td>3) understanding the data processing cycle and use verifying skills.</td>
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<tr>
<td>4) explain the names and uses of common computer equipment.</td>
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<tr>
<td>5) sort the numbers and dates, file documents alphabetically, and use basic rules for filing.</td>
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<td>6) create spreadsheets.</td>
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</tbody>
</table>
Business

Goal 2: Understanding Cash Receipts Records

Show Me Standards

<table>
<thead>
<tr>
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<th>Instructional Strategies</th>
<th>Student Activities/Resources</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>The students will:</td>
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</tr>
<tr>
<td>1) prepare and record receipts.</td>
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</tr>
<tr>
<td>2) prove that the amount of money in a cash register at the end of the day is correct.</td>
<td>MA 1</td>
<td>W</td>
<td></td>
<td>Lectures/Note-taking/Student Activity</td>
<td>Textbook and Workbook</td>
<td>Chapter Test</td>
</tr>
<tr>
<td>3) prepare cashier's daily reports, tally sheets, and bank deposits.</td>
<td>1.7, 1.8, 1.10</td>
<td></td>
<td></td>
<td>Worksheets/ Review Worksheets</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Business: Record Keeping 9-12

### Goal 3: Use Checking Account Records

**Show Me Standards**

<table>
<thead>
<tr>
<th>Measurable Learner Objective</th>
<th>Show Me Standards</th>
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<th>DOK</th>
<th>Instructional Strategies</th>
<th>Student Activities/Resources</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>The students will:</td>
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</tr>
<tr>
<td>1) open a checking account, write checks correctly, and keep records of checks written.</td>
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<td></td>
<td>Lectures/Note-taking/Student Activity Worksheets/ Review Worksheets</td>
<td>Chapter Test / Scoring Guide</td>
</tr>
<tr>
<td>2) prepare deposit slips and record deposits.</td>
<td>MA 1</td>
<td>W</td>
<td></td>
<td></td>
<td>*Complete a comprehensive problem/project that incorporates objectives 1 - 4. This allows the student to physically walk through the process step by step.</td>
<td>Textbook and Workbook</td>
</tr>
<tr>
<td>3) endorse checks.</td>
<td>1.8</td>
<td></td>
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</tr>
<tr>
<td>4) find outstanding checks, make deposits, and prepare a bank reconciliation.</td>
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</tr>
<tr>
<td>Measurable Learner Objective</td>
<td>Show Me Standards</td>
<td>Integrated Skills</td>
<td>DOK</td>
<td>Instructional Strategies</td>
<td>Student Activities/Resources</td>
<td>Assessment</td>
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</tr>
<tr>
<td><strong>The students will:</strong></td>
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<td></td>
<td></td>
<td></td>
<td>Lectures/Note-taking/Student Activity Worksheets/ Review Worksheets Textbook and Workbook</td>
<td>Chapter Test</td>
</tr>
</tbody>
</table>

1) replenish and maintain the petty cash fund.

MA 1
1.8
W
Skill/Concept
## Business

### Business: Record Keeping 9-12

#### Goal 5: Prepare Budget Records

<table>
<thead>
<tr>
<th>Measurable Learner Objective</th>
<th>Show Me Standards</th>
<th>Integrated Skills</th>
<th>DOK</th>
<th>Instructional Strategies</th>
<th>Student Activities/Resources</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The students will:</strong></td>
<td></td>
<td></td>
<td></td>
<td>Lectures/Note-taking/Student Activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) prepare a budget and keep</td>
<td>MA 1</td>
<td>W</td>
<td></td>
<td>Worksheets/ Review Worksheets</td>
<td>1) Divide students into groups, present</td>
<td>Chapter Test</td>
</tr>
<tr>
<td>and prepare the records necessary</td>
<td>1.8</td>
<td></td>
<td></td>
<td></td>
<td>each group with a different scenario,</td>
<td>1) Scoring Guides</td>
</tr>
<tr>
<td>when budgeting for personal use or</td>
<td></td>
<td></td>
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<td></td>
<td>containing certain criteria and have each</td>
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<tr>
<td>for a business.</td>
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<td></td>
<td></td>
<td>group set up a budget using the information they are provided. They</td>
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<td></td>
<td></td>
<td>must then analyze this scenario, and present their findings to the other groups</td>
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<td>in class.</td>
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<td>Textbook, Workbook, Websites, Internet,</td>
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<td>Magazines, Journals</td>
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<td>Computers</td>
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</tr>
</tbody>
</table>

Cape Girardeau Public Schools 2009
## Measurable Learner Objective

The students will:

1) prepare a sales slips including sales tax.
2) handle charge sales.
3) record merchandise returned.
4) prepare statements of account.

<table>
<thead>
<tr>
<th>Show Me Standards</th>
<th>Integrated Skills</th>
<th>DOK</th>
<th>Instructional Strategies</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 1 1.8</td>
<td>W</td>
<td>Skill/Concept</td>
<td>Lectures/Note-taking/Student Activity Worksheets/ Review Worksheets</td>
<td>Chapter Test</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Textbook and Workbook</td>
<td></td>
</tr>
</tbody>
</table>

## Business: Record Keeping 9-12

### Goal 6: Demonstrate Record Keeping For Salesclerks

**Show Me Standards**

- Business:  Record Keeping 9-12
- Goal 6:  Demonstrate Record Keeping For Salesclerks

<table>
<thead>
<tr>
<th>Measurable Learner Objective</th>
<th>Show Me Standards</th>
<th>Integrated Skills</th>
<th>DOK</th>
<th>Instructional Strategies</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>The students will:</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) prepare a sales slips including sales tax.</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2) handle charge sales.</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>3) record merchandise returned.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4) prepare statements of account.</td>
<td></td>
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</tbody>
</table>

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**MA 1 1.8**

Lectures/Note-taking/Student Activity Worksheets/ Review Worksheets

**Chapter Test**

Textbook and Workbook

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5/20/2009

Cape Girardeau Public Schools 2009
### Goal 7: Demonstrate Record Keeping For Accounts Receivable Accounting Clerks

<table>
<thead>
<tr>
<th>Measurable Learner Objective</th>
<th>Show Me Standards</th>
<th>Integrated Skills</th>
<th>DOK</th>
<th>Instructional Strategies Student Activities/Resources</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>The students will:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) prepare sales invoices.</td>
<td></td>
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</tr>
<tr>
<td>2) maintain accounts receivable records for a wholesale business.</td>
<td>MA 1</td>
<td>W</td>
<td>Skill/Concept</td>
<td>Lectures/Note-taking/Student Activity Workbooks</td>
<td>Chapter Test</td>
</tr>
<tr>
<td>3) prepare a schedule of accounts receivable.</td>
<td>1.8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4) use a sales journal, a cash receipts journal, and sales and returns and allowances journal.</td>
<td></td>
<td></td>
<td></td>
<td>Textbook and Workbook</td>
<td></td>
</tr>
</tbody>
</table>
Business: Record Keeping 9-12
Goal 8: Use Record Keeping For Stock Clerks

<table>
<thead>
<tr>
<th>Measurable Learner Objective</th>
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<th>Instructional Strategies</th>
<th>Student Activities/Resources</th>
<th>Assessment</th>
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<tbody>
<tr>
<td>The students will:</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>1) keep and check stock records cards.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) prepare purchase requisitions and a record of goods expected.</td>
<td>MA 1</td>
<td>W</td>
<td>Skill/Concept</td>
<td>Lectures/Note-taking/Student Activity Worksheets/ Review Worksheets</td>
<td>Textbook and Workbook</td>
<td>Chapter Test</td>
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Business: Record Keeping 9-12
Goal 8: Use Record Keeping For Stock Clerks

Show Me Standards

The students will:

1) keep and check stock records cards.
2) prepare purchase requisitions and a record of goods expected.

<table>
<thead>
<tr>
<th>Show Me Standards</th>
<th>Integrated Skills</th>
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<th>Instructional Strategies</th>
<th>Student Activities/Resources</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 1</td>
<td>W</td>
<td>Skill/Concept</td>
<td>Lectures/Note-taking/Student Activity Worksheets/ Review Worksheets</td>
<td>Textbook and Workbook</td>
<td>Chapter Test</td>
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</tbody>
</table>
### Business: Record Keeping 9-12

#### Goal 9: Demonstrate Record Keeping For Purchase Order Clerks

<table>
<thead>
<tr>
<th>Measurable Learner Objective</th>
<th>Show Me Standards</th>
<th>Integrated Skills</th>
<th>DOK</th>
<th>Instructional Strategies</th>
<th>Student Activities/Resources</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>The students will:</em></td>
<td></td>
<td></td>
<td></td>
<td>Lectures/Note-taking/Student Activity</td>
<td>Worksheets/ Review Worksheets</td>
<td>Chapter Test</td>
</tr>
<tr>
<td>1) prepare price quotation cards, prepare purchase orders, and receiving reports.</td>
<td>MA 1 1.8</td>
<td>W</td>
<td>Skill/Concept</td>
<td>Textbook and Workbook</td>
<td></td>
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<tr>
<td>2) check purchase invoices.</td>
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</tbody>
</table>
### Business: Record Keeping 9-12

#### Goal 10: Understand Record Keeping For Accounts Payable Accounting Clerks

**Show Me Standards**

<table>
<thead>
<tr>
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<th>Student Activities/Resources</th>
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<tbody>
<tr>
<td>The students will:</td>
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</tr>
<tr>
<td>1) use a three-column creditor account.</td>
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<tr>
<td>2) use a purchases journal, an accounts payable ledger, a cash payments journal, a purchases returns and allowances journal, and an accounts payable ledger.</td>
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</tbody>
</table>

- **MA 1 1.8**
- **W**
- **Skill/Concept**
- **Lectures/Note-taking/Student Activity Worksheets/ Review Worksheets**
- **Textbook and Workbook**
- **Chapter Test**
## Business: Record Keeping 9-12

### Goal 11: Demonstrate Record Keeping For Payroll Clerks: Computing Total Wages And Net Pay

#### Show Me Standards

<table>
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<th>Student Activities/Resources</th>
<th>Assessment</th>
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<tbody>
<tr>
<td>The students will:</td>
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</tr>
<tr>
<td>1) handle time cards.</td>
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<tr>
<td>2) compute gross wages of workers including overtime.</td>
<td>MA 1 1.8</td>
<td>W</td>
<td>Skill/Concept</td>
<td>Lectures/Note-taking/Student Activity Worksheets/ Review Worksheets</td>
<td>Chapter Test</td>
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<tr>
<td>3) use a payroll book and a wage computation book.</td>
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<tr>
<td>4) compute social security taxes and use a tax table.</td>
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<tr>
<td>5) figure take-home pay and enter information in a payroll book.</td>
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<tr>
<td>6) maintain an employee record.</td>
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</tbody>
</table>

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