
Coal City Unit District #1
Recordkeeping
Career and Technical Curriculum

CTE.RK:1 Students will demonstrate knowledge of basic recordkeeping concepts. (NBES ACT 1)

- CTE.RK:1-1 Define rule, double rule, footing, transpose, verify, guide, and money columns.
- CTE.RK:1-2 Identify the three parts to a recordkeeping form.
- CTE.RK:1-3 Demonstrate the basic recordkeeping rules of behavior.
- CTE.RK:1-4 Explain basic error rules in recordkeeping.
- CTE.RK:1-5 Identify the steps for entering data.
- CTE.RK:1-6 Demonstrate organization of data by numeric, chronological, and alphabetical coding.
- CTE.RK:1-7 Manipulate the seven rules of alphabetizing.

CTE.RK:2 Students will demonstrate knowledge of a budget. (NBES ACT 1)

- CTE.RK:2-1 Define a budget.
- CTE.RK:2-2 Identify reasons for a budget.
- CTE.RK:2-3 Identify parts of a budget.
- CTE.RK:2-4 Explain the steps to completing a budget.
- CTE.RK:2-5 Determine a positive or negative cash flow on a budget.

CTE.RK:3 Students will demonstrate knowledge of credit, credit cards and promissory notes. (NBES ACT 1)

- CTE.RK:3-1 Define credit.
- CTE.RK:3-2 Identify the reasons for using credit cards.
- CTE.RK:3-3 Define the key parts of credit cards. (e.g. APR, down payment, installment price, grace period)
- CTE.RK:3-4 Prepare a reconciliation of a credit card statement.
- CTE.RK:3-5 Define and compute a down payment.
- CTE.RK:3-6 Define and compute amount financed.
- CTE.RK:3-7 Define and compute finance charge.
- CTE.RK:3-8 Prepare an installment plan contract.
- CTE.RK:3-9 Define promissory note.
- CTE.RK:3-10 Properly use the formula for interest.
- CTE.RK:3-11 Define and compute principal, time and due date.

CTE.RK:4 Students will demonstrate knowledge of cash handling skills. (NBES ACT 1)

- CTE.RK:4-1 Define cash handling.
- CTE.RK:4-2 Identify the parts to cash handling.
- CTE.RK:4-3 Carry out the steps to completing a receipt.
- CTE.RK:4-4 Discuss the duties and responsibilities of a retail cashier.
- CTE.RK:4-5 Describe cashier terms.
- CTE.RK:4-6 Prepare a cash proof.
- CTE.RK:4-7 Prepare bank deposit.

CTE.RK:5 Students will demonstrate knowledge of checking accounts and features. (NBES PRF 6)

- CTE.RK:5-1 Explain the advantages to a checking account.
- CTE.RK:5-2 Distinguish between a joint and individual checking account.
- CTE.RK:5-3 Identify the basic checking account parts.
- CTE.RK:5-4 Prepare a deposit slip.
- CTE.RK:5-5 Define the parts of a check.
- CTE.RK:5-6 Prepare a check.
- CTE.RK:5-7 Prepare a checkbook register.
- CTE.RK:5-8 Distinguish between the different types of endorsements.
- CTE.RK:5-9 Define reconciliation.
- CTE.RK:5-10 Prepare checkbook reconciliation.

CTE.RK:6 Students will demonstrate knowledge of petty cash. (NBES ACT 1)

- CTE.RK:6-1 Define petty cash.
- CTE.RK:6-2 Prepare a petty cash voucher.
- CTE.RK:6-3 Identify proper cash handling methods.
- CTE.RK:6-4 Define a petty cash clerk.
- CTE.RK:6-5 Define classification.

CTE.RK:7 Students will demonstrate knowledge of retail sales. (NBES ACT 1)

- CTE.RK:7-1 Define gross, c, m, ream and unit price.
- CTE.RK:7-2 Prepare a sales slip.
- CTE.RK:7-3 Compute Illinois sales tax.
- CTE.RK:7-4 Complete a retail tax report for the state of Illinois.