

**CAREER AND LIFE SKILLS EDUCATION
RENTON SCHOOL DISTRICT #403**

Renton, Washington



RECORDKEEPING

Curriculum Guide

Approved by the Board: June 8, 2005

If you have special needs which require this document to be provided in an alternative format, please contact the school principal (or program director) or Kay Hermann, ADA/509 Compliance Coordinator, 425-204-2421, 300 S.W. 7th St., Renton, WA 98055-2307.

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RENTON SCHOOL DISTRICT #403

Renton, Washington

A Philosophy of Education for the Renton Public Schools

A basic function and duty of a free society is the education of its children, youth and adults.

It is the responsibility of the schools to provide each student with the opportunities necessary to develop the scholarship, skills and attitudes which will enable the student to achieve mental, physical, emotional and social maturity.

Further, each student should, as a result of the school experience, be able to make decisions and to accept responsibility for those decisions.

POLICY: 6001

ADOPTED: February 3, 1977

Renton School District No. 403

Renton, Washington

Renton School District #403 recognizes the need for every graduate to have acquired job entry skills or at least to possess a level of knowledge and skills permitting continued training after high school.

RENTON SCHOOL DISTRICT #403

Renton, Washington

General Instructional Goals Policy 6010

The Renton School District fosters an educational process which helps all students achieve at their highest potential.

The Renton School District:

LEARNING

- Offers a curriculum which prepares our students for the future.
- Emphasizes that diversity contributes positively to the individual and to the community.
- Provides learning experiences matched to the needs, interests, and abilities of our diverse student population.
- Extends learning opportunities beyond the school.

INSTRUCTION

- Offers a variety of high quality instructional resources and services to students, staff, and community.
- Supports multiple instructional strategies.
- Provides resources and opportunities for continuing professional development of our staff.
- Conducts ongoing evaluations of our instructional programs.
- Maintains safe and inviting facilities that are conducive to learning.

COMMUNITY

- Creates partnerships which involve students, parents, staff and other community members and organizations.
- Promotes effective communication.
- Values and encourages development of a spirit of community service.
- Respects the rights and responsibilities of all.

As a result of the educational process in Renton, students will understand and apply:

Language skills including reading, writing and communication, with opportunities to learn world languages.

Mathematics skills including concepts, procedures, problem solving, reasoning, and mathematical language.

Science Skills including concepts, principles, and the scientific process.

Social studies skills, concepts, and processes - emphasizing history, geography, economics, international perspectives, multiculturalism, and participatory democracy.

Arts and humanities skills, concepts, and processes to create, perform, and solve problems and respond effectively.

Health and physical education skills, concepts, and processes to promote lifelong physical, mental and social well being.

In order to strengthen the above curricular areas, Renton students will understand and apply:

Thinking skills including the ability to - gather and analyze information, think logically, critically and creatively, integrate experience and knowledge in making reasoned judgments, and solve problems.

Career and life skills necessary for successful and responsible participation in family, work and community.

Technological skills to support learning, problem solving, and communication.

Skills necessary to be a lifelong learner and a contributor to the general welfare and the quality of life for all.

EVALUATION: The Renton School District regularly reviews, evaluates and modifies these General Instructional Goals to meet the changing needs of students, staff and community.

CAREER AND LIFE SKILLS EDUCATION
RENTON SCHOOL DISTRICT #403
Renton, Washington

Program Goals

GOAL 1: PROVIDE HIGH QUALITY CAREER AND LIFE SKILLS EDUCATION PROGRAMS AND SERVICE

Objectives:

- A. Assure that students completing Career and Life Skills Education programs have technical and behavioral competencies and basic skills sufficient to succeed in the workplace or higher education.
- B. Establish course and/or program transferability and articulation processes among K-12, community and technical colleges, private schools, colleges and universities, industry, apprentice-related training, and military training.
- C. Establish and regularly review standards for all Career and Life Skills Education programs.
- D. Evaluate Career and Life Skills programs based on standards, objectives, placements, job performance, costs, and community/industry acceptance.
- E. Utilize global, national, state, regional, and local data and advisory committee recommendations to identify appropriate curriculum and course offerings, program standards which meet the need of families, communities, business and industry.
- F. Provide facilities, equipment and instructional programs which meet the needs of a changing workplace.
- G. Revise or discontinue these programs that no longer meet the needs of students, business, labor, industry, and/or the community.
- H. Provide qualified instructors and administrators for Career and Life Skills Education based on relevant certification standards.
- I. Develop and utilize competency-based curricula for Career and Life Skills Education programs.

GOAL 2: CONTRIBUTE TO THE ECONOMIC DEVELOPMENT OF THE STATE

Objectives:

- A. Facilitate cooperation between public and private sector entities.
- B. Establish new Career and Life Skills programs based on existing and projected employment needs/demands and entrepreneurial opportunities.
- C. Work cooperatively with the public and private sectors, economic development organizations, labor, and educational institutions to provide creative, targeted programs that meet the needs of youth in economically depressed areas.
- D. Provide family life education programs which serve to strengthen families and contribute to the effectiveness of workers in managing their consumer and family roles and in their careers.
- E. Strengthen management skills for those seeking employment in worker owned and managed businesses.
- F. Create a stronger working partnership with Team Washington and other economic agencies and the associate development organizations.

GOAL 3: ASSURE ALL INDIVIDUALS EQUAL ACCESS TO CAREER AND LIFE SKILLS EDUCATION PROGRAMS, SERVICES, AND ACTIVITIES

Objectives:

- A. Provide Career and Life Skills programs, services, and activities that are free from racial, socio-economic, age, ethnic or sex bias, discrimination or stereotyping.
- B. Provide access to barrier-free Career and Life Skills Education programs.
- C. Actively recruit under-represented groups to all aspects of Career and Life Skills Education.
- D. Provide supportive services which promote entrance and success in Career and Life Skills programs.

GOAL 4: PROVIDE/UTILIZE AN INTEGRATED STATE PLANNING PROCESS

Objectives:

- A. Involve business, industry, agriculture, labor and other governmental and educational agencies in the planning processes at the state and local levels to ensure that establishment of delivery objectives and budget priorities.
- B. Identify instructional area/programs based on demand, placements, training needs, program costs, and follow-up.

- C. Utilize local, regional, state, national and global employment data, trends and advisory committees/organizations in identifying program offerings.

GOAL 5: PROVIDE AND MARKET CAREER AND LIFE SKILLS EDUCATION

Objectives:

- A. Increase public awareness, understanding, and acceptance of Career and Life Skills Education.
- B. Actively involve students, parents, community leaders, legislators, labor representatives, business organizations, industry, representatives, and other decision-makers from state and local arenas in Career and Life Skills Education program events and issues.

GOAL 6: PROVIDE INDIVIDUALS WITH CAREER DEVELOPMENT PROGRAMS AND EXPERIENCES

Objectives:

- A. Provide career orientation, exploration, occupational information, self-appraisal, and educational planning.
- B. Provide instruction in job search, job retention and job change skills and further education pursuits.
- C. Assure that Career and Life Skills Education programs encompass demands of today's workplace and include attitudinal, employability, leadership, basic interpersonal, and job specific skills.

GOAL 7: ASSURE A QUALITY STAFF DEVELOPMENT PROGRAM

Objectives:

- A. Provide appropriate channels for advisory committee recommendations in the program and policy-making process.
- B. Provide in-service training opportunities for local advisory committee members.
- C. Provide in-service training for administrators and Career and Life Skills instructors regarding the effective use of advisory committees.

CAREER AND LIFE SKILLS EDUCATION

RENTON SCHOOL DISTRICT #403

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Program Description

Renton School District #403 operates a comprehensive Career and Life Skills Education Program through its three comprehensive high schools and two alternative programs. The district also participate a countywide Tech Prep consortium with local community, technical colleges as well as universities. This partnership allows students to earn college credit while still enrolled in high school programs. Secondary and post-secondary curricula are coordinated and students master and achieve skills, concepts, and technical competencies in high school that articulate with college programs. Students earn credit towards high school graduation and college technical programs at their home high schools.

The focus has changed in recent years from an emphasis on only job preparation to one of career exploration and support of core academic skill development. While skill development and employment readiness is still a primary goal, emphasis has been placed on career exploration, career pathway preparation, and post-secondary articulation.

The **Family and Consumer Science Education Program** is offered at Hazen, Lindbergh, Renton, Black River High Schools, and Sartori Education Center. The program is comprised of the following: American Sign Language 1-6; Careers in Education; Child Development; Culinary Arts 1-4; Design; Health; Independent Living; Leadership in Family and Employment (L.I.F.E. 101); and Personal Fitness. School district and community sites provide applied work-based learning opportunities for program students.

The **Business Education Program** is offered in the District's three comprehensive high schools and two alternative high school sites. The program consists of technical business related classes sequentially arranged into a course of instruction leading to a Certificate of Proficiency or Mastery to facilitate job placement or post secondary articulation. Industry and professional certifications are also a goal for participating students. These courses are as follows: Accounting 1-4; Business Communications; Business Law; Business Management; Computer Program Design 1-2; Electronic Math Applications; Introduction to Information Technology; Information Technology 1-2; Information Technology-MultiMedia; Information Technology-Project Management; Principles of Business; Recordkeeping; Web Site Development 1; and Yearbook. Several of the programs are often arranged and blocked with language arts programs to support program integration and technology use in the writing process.

A comprehensive **Work-based/Work-site Learning Program** is offered in all of the facilities in the Renton School District. This program couples on-the-job experience and related classroom training to prepare students for employment during and beyond high school. The **Marketing Education Program** which offers Introduction to Marketing 1-2, Advanced Marketing 1-2, Marketing-Entrepreneurship, Marketing Education Seminar 1-2, and **Career Choices Programs** provide students the opportunity to combine related

classroom instruction and paid work experience to earn high school credit. These programs assist and support students as they make the transition from school to work. **Volunteer experiences**, **Internships**, **Job Shadows**, and **Service Learning** are also strong components of this community based applied experiences.

The community also plays a vital role in other programs offered through the Renton School District. The **Athletic Trainer/Sports Medicine Programs** is reliant on clinical training stations and coordinated work experiences for students through local health and physical therapy facilities and community hospitals. This program is offered to all students in the Renton School District but operates only at Hazen High School and Sartori Education Center.

Technology Education Programs are offered at all three comprehensive high school facilities, and the Sartori Education Center. These programs are often integrated with the Science and Math departments to support applied learning and the development of technical skills and competencies for all students. Courses in this department are: Automotive Service Technician 1-2; Building Maintenance Technology 1-2; Computer Aided Design and Drafting 1-6; Computer Graphics 1-8; Construction and Manufacturing Technology 1-6; Fundamentals of Networking Technology 1-4; Jewelry Manufacturing 1-2; Light Duty Mechanics and Related Careers 1-2; Power Mechanics 1-2; Principles of Technology/Robotics 3-4; and Video Production 1-2.

Integrated instruction has been the focus of the Career and Life Skills Education instructional team for a number of years and the results can be seen throughout the program in each of the secondary schools. Several programs have been launched and are operating very successfully in all of the secondary sites. While these programs qualify for career and technical education funding, the District has made the commitment to operate them collaboratively with a related academic instructor. These **Applied Career and Technical Education Approved Programs** are titled: Applied Communications; Applied Mathematics; Material Science Technology 1-2; and Principles of Technology 1-2.

Renton School District has made a commitment to provide career and technical education instruction and job preparation opportunities for Special Needs students in addition to mainstreaming them, when appropriate. In order to have enough students to support several offerings, the district has entered into interdistrict cooperative agreements with surrounding school districts to accept students on a space available basis. There are three such **special programs**: **Building Maintenance** operates at the Sartori Education Center; the **Career Ladders/Community Classroom** is offered at Valley Medical Center; and the **Horticulture/Landscape Design 1-2 Program** is operated at Black River High School.

CAREER AND LIFE SKILLS EDUCATION
RENTON SCHOOL DISTRICT #403
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Mission Statement

The mission of Career and Life Skills Education in the Renton School District #403 is to prepare all learners for successful roles in families, careers and communities.

THREE BELIEFS

A. Beliefs about individual needs

1. All learners have unique gifts and talents and can be successful.
2. All learners must develop self-esteem and personal confidence for productive roles in society.
3. All learners need to have and attain personal and career goals, arising from a lifespan approach to personal growth and career development.

B. Beliefs about society's expectations

1. All learners must be prepared to become ethical, responsible and contributing world citizens.
2. All learners must adapt to change and participate in lifelong learning.
3. All learners must prepare for family roles and to balance work and family responsibilities.
4. All learners must develop essential creative/critical thinking, problem solving and communication skills.
5. All learners must value and have an appreciation for diversity in their schools, communities and workplaces.
6. All learners must recognize the impact of productive work on our economy.

C. Beliefs about systems that care for and support learners

1. All learners must have equitable access to a quality education.
2. All learners deserve to participate in learning systems where programs are mutually reinforcing and interdependent and where learning is related to life applications.
3. All learners must discover that school is part of a broader set of community resources they must access for learning and for achieving success in life.
4. All school programs must be developed in cooperative with family, business, labor and community representatives.
5. All staff must be accountable to ensure that all learners have the opportunity to establish and reach their goals.

RECORDKEEPING

Washington State Essential Academic Learning Requirements

RECORD KEEPING This Career and Life Skills class supports the Washington State Essential Academic Learning Requirements.	ART	COMMUNICATIONS	MATHEMATICS	SCIENCE	WRITING	READING
COURSE OBJECTIVES:						
Unit 1: Basic Record Keeping Skills		*	*		*	*
Unit 2: Budget Records		*	*		*	*
Unit 3: Credit Records		*	*		*	*
Unit 4: Cash Receipts Records		*	*		*	*
Unit 5: Checking Account Records		*	*		*	*
Unit 6: Petty Cash Records		*	*		*	*
Unit 7: Record Keeping for Sales Clerks		*	*		*	*
Unit 8: Record Keeping for Retail Charge Sales		*	*		*	*
Unit 9: Record Keeping for Stock Record Clerks		*	*		*	*
Unit 10: Record Keeping for Purchase Order Clerks		*	*		*	*
Unit 11: Safety		*	*		*	*
Unit 12: Leadership Development		*	*		*	*

RECORDKEEPING

History

Recordkeeping is a one-semester career and technical education approved course for ninth, tenth, eleventh and twelfth grade students. This is an introductory course in keeping financial records with emphasis on personal use and development of entry-level job skills. This course is elective in nature and provides one-half credit towards graduation. This course may be used to fulfill the Occupational Education requirement for graduation. Recordkeeping is a stand-alone course; however, successfully completing this course is an excellent introduction to the four semester accounting sequence which articulates for college credit through tech-prep.

Recordkeeping will introduce the student to the steps required to track, maintain, and store financial data at the source level. Both manual and computerized methods will be practiced. Emphasis will be on budgeting, credit records, cash receipts, checking accounts, sales records, and purchases.

This course is conducted in a manner which meets the standards for career and technical education that are defined by the Office of the State Superintendent of Public Instruction as being in conformance with the Washington State Plan for Career and Technical Education as approved by the Commission for Career and Technical Education.

RECORDKEEPING

Program and Course Goals

Program Goals

Students completing the recordkeeping program will have a foundation of knowledge that will prepare them to be successful, life-long learners capable of managing personal finances as well as duties in a record keeping environment appropriate for their level of maturity and training. Completion of the one semester record keeping curriculum will be valuable in itself but also excellent preparation for further studies in the accounting sequence.

Students will be able to:

- Understand terminology used in the record keeping/accounting field
- Prepare simple budgets
- Prepare simple support statements appropriate for an accounts receivable or stock clerk
- Describe the basic fundamentals necessary for a career in record keeping and assess their personal attributes relative to the requirements in the field.
- Understand the variety of career opportunities available as a record keeper and the importance of record keeping in today's business environment
- Develop an understanding of keeping accurate and complete records so that improved personal economic decisions can be made
- Develop an understanding of the overall relationship between record keeping, accounting, and business
- Apply business ethics to problem solving in a business environment
- Develop an understanding of and appreciation for proper safety techniques and practices

Course Goals

Renton School District Record Keeping students will be able to:

- Use technology as an entry-level record keeping clerk
- Keep budgets for personal, family, or business purposes
- Apply for and manage credit cards, installment purchases and loans
- Prepare cash receipt records for business and personal use
- Manage all phases of a bank checking account including timely reconciliation
- Maintain petty cash funds including classifying business expenses
- Maintain sales records including computing sales taxes, handling charge sales, and refunds on charge card sales
- Preparing inventory records, purchase requisitions and open purchase orders
- Maintaining and verifying price quotations, purchase orders, and receiving reports

RECORDKEEPING

Scope and Sequence

Unit 1: Basic Record Keeping Skills

- Record Keeping and the Computer
- Entering, verifying, and filing record keeping data
- Using electronic spreadsheets

Unit 2: Budget Records

- Keeping personal, family, and business budgets
- Analyzing budgets

Unit 3: Credit Records

- Applying for bank credit cards
- Checking credit card statements
- Buying on an installment plan
- Obtaining a loan

Unit 4: Cash Receipts Records

- Preparing and recording receipts
- Using a cash register
- Preparing proofs of cash, cashier reports, and bank deposits

Unit 5: Checking Account Records

- Opening a checking account
- Writing checks and keeping a checkbook
- Using a check register
- Endorsing checks
- Savings Accounts and other bank services
- Reconciling bank statements
- Handling outstanding deposits, bank service charges, interest, and errors

Unit 6: Petty Cash Records

- Writing petty cash vouchers
- Classifying business expenses
- Using a petty cash book
- Replenishing and maintaining the petty cash fund

Unit 7: Record Keeping for Sales Clerks

- Completing sales slips
- Computing sales tax on merchandise and goods and services
- Handling charge sales
- Making refunds on charge card sales

Unit 8: Record Keeping for Retail Charge Sales

- Keeping records for charge customers
- Handling sales returns
- Preparing customer statements

Unit 9: Record Keeping for Stock Record Clerks

- Keeping stock records
- Checking stock records
- Preparing purchase requisitions and open order reports

Unit 10: Record Keeping for Purchase Order Clerks

- Preparing price quotation records, purchase orders, and receiving reports
- Checking and filing purchase invoices

Unit 11: Safety

- General safety precautions
- Specific safety rules

Unit 12: Leadership Development

- Business career familiarity
- Organizational/responsibility skills
- Human relations
- FBLA

RECORDKEEPING
Evaluation/Assessment

Students may demonstrate proficiency through one or more of the following methods:

- By completing classroom projects
- Through classroom participation and interaction
- Completion of applications, tests, quizzes, and business simulations
- Self-evaluation

RECORDKEEPING

Instructional Materials

- Schultheis, Robert A., Ph.D., et. al.. *Keeping Financial Records for Business*. South-Western Educational Publishing Thompson Learning. 2005
- Student Working Papers for textbook
- Microsoft Office Suite: Word and Excel
- Industry Standard Accounting Software i.e. QuickBooks
- Simulations as available from publisher

RECORDKEEPING

Leadership and Vocational Plan

LEADERSHIP AREAS	STUDENTS WILL:	VOCATIONAL ASPECTS	INTEGRATED INTO CURRICULUM
<p><u>Area 1: Introduction to Leadership</u> Students will develop an understanding and demonstrate knowledge for the purpose of student leadership in Career and Technical Education.</p>	<ul style="list-style-type: none"> • Discuss the purpose of developing personal and group leadership skills 	<ul style="list-style-type: none"> • Guest speakers from industry 	<ul style="list-style-type: none"> • Projects completed for community
<p><u>Area 2: Personal Qualities</u> Students will demonstrate personal qualities necessary to function in a family, community and work setting.</p>	<ul style="list-style-type: none"> • Determine the importance of values and goals • Identify short and long term goals • Describe how personal values are reflected in work ethics • Share how they will personally act in certain situations 	<ul style="list-style-type: none"> • Code of ethics • Case studies 	<ul style="list-style-type: none"> • Utilizing materials from the Internet that may be covered by a copyright
<p><u>Area 3: Interpersonal Skills</u> Students will become aware of and demonstrate interpersonal skills needed to function in a global society.</p>	<ul style="list-style-type: none"> • Demonstrate how to work cooperatively with community members and classmates • Develop goals from self-evaluations • Determine whether goals are conceivable, achievable, and can be measured • Write down necessary steps to carry out each goal. Evaluate each step. • Manage and resolve positive stress and adversity in the work setting 	<ul style="list-style-type: none"> • Field trip-accounting office • Guest speakers from colleges and industry 	<ul style="list-style-type: none"> • Utilizing a variety of resources including the Internet to obtain information to complete projects

<p>Area 4: Communication Skills Students will be able to communicate effectively utilizing the tools learned in the classroom setting.</p>	<ul style="list-style-type: none"> • Will prepare formal and informal written materials • Utilize industry standard vocabulary 	<ul style="list-style-type: none"> • Interoffice memos • Letters to clients and shareholders • Creating publishable quality projects 	<ul style="list-style-type: none"> • Integrated projects utilizing more than one resource and application
<p>Area 5: Community Students will develop an understanding and demonstrate a knowledge of how to work effectively in the community using tools and skills learned in the classroom.</p>	<ul style="list-style-type: none"> • Recognize areas where accounting skills enhance community resources 	<ul style="list-style-type: none"> • Participated in project required from the community • Internship • Job shadow 	<ul style="list-style-type: none"> • Case studies
<p>Area 6: Personal and Technical Resources Students will be able to utilize personal and technological resources to make decisions for the family, community and workplace.</p>	<ul style="list-style-type: none"> • Understand ethical requirements for financial decision-making • Develop advanced computer literacy skills 	<ul style="list-style-type: none"> • Demonstrate ability to successfully use a variety of applications of software applications 	<ul style="list-style-type: none"> • Industry standard computerized accounting software • Microsoft Office Suite
<p>Area 7: Group Dynamics Students will demonstrate organizational skills in large and small group situations.</p>	<ul style="list-style-type: none"> • Understand team skills • Develop group facilitation skills • Project Management 	<ul style="list-style-type: none"> • Discuss how companies and colleges are using teams to complete projects 	<ul style="list-style-type: none"> • Variety of classroom projects completed through team cooperation
<p>Area 8: Employability Skills Students will understand and demonstrate effective employability skills.</p>	<ul style="list-style-type: none"> • Identify behaviors to establish successful working relationships • Identify means of dealing with conflict resolution within team setting • Identify and demonstrate proper work ethics in financial disclosure 	<ul style="list-style-type: none"> • Field trip-accounting firm/bank • Guest speakers from industry and possible college choices 	<ul style="list-style-type: none"> • Completing projects to industry standard • Meeting reasonable time lines