



# Career & Technology Record Keeping

Unit Name					
Academic Alignment with TEKS	CTE TEKS	Content/Vocabulary	Guiding Questions	Activities	Resources and Web links
Alg. I §111.32 (a) 5	§120.27. Recordkeeping  (1) The student identifies the rights and responsibilities of consumer credit.	Credit, credit report, consumer protection laws, regular credit account, revolving credit account	What is the effect of poor credit on a consumer's credit worthiness?  What are the qualifications and procedures needed to obtain credit?  .	Use credit scoring criteria  Use credit scoring criteria	Formulas in textbook, <a href="#">Keeping Financial Records</a>
Alg.1 §111.32 (c)2	§120.27. Recordkeeping  (2)The student demonstrates an understanding of personal financial management.	Gross pay, net pay, budget, bank statement, income tax return	How do you calculate gross and net pay?  How do you plan and maintain a budget?  How do you reconcile a bank statement?  How do you prepare an individual income tax return?	Show formula for calculation  Construct components of budget and show calculations  Show steps for reconciling a bank statement  Show steps for income tax return preparation	Formulas in textbook, <a href="#">Keeping Financial Records</a>
Alg.1 §111.32(a)6	§120.27. Recordkeeping  (3) The student applies mathematical processes to solve business problems.	Order of operations principle, numeric key pad, currency conversion	How do you apply the order of operations principle when solving business problems?  How do you calculate percentages, and decimals?	Use mathematical processes to solve problems.	Use formulas in textbook.



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<p>Eng.I §110.42 B(5)A-B</p>	<p>§120.27. Recordkeeping (4) The student researches the components of productivity. The student is expected to;</p>	<p>Time management, productivity, absenteeism</p>	<p>(A)Develop time management skills; (B)Enhance time management skills by using technology; (C)Evaluate the effects of errors versus accuracy on productivity; and (D)Evaluate the effects of employee absenteeism on business productivity;</p>	<p>Classroom procedures and rationale</p>	<p>MLA references, On site job visits</p>
<p>Eng. I§111.42 B(3)A-D</p>	<p>§120.27. Recordkeeping (5) The student explains the concepts of integrity and confidentiality as related to the business environment.</p>	<p>Business ethics,</p>	<p>(A)Define business ethics; (B)Define honest and dishonest business practices; (C)Analyze the effects of unethical practices on business; (D) Analyze the effects of unethical practices on consumers; and (E) Identify ethical considerations resulting from technological advances.</p>	<p>Classroom procedures and rationale</p>	<p>MLA references, On site job visits.</p>