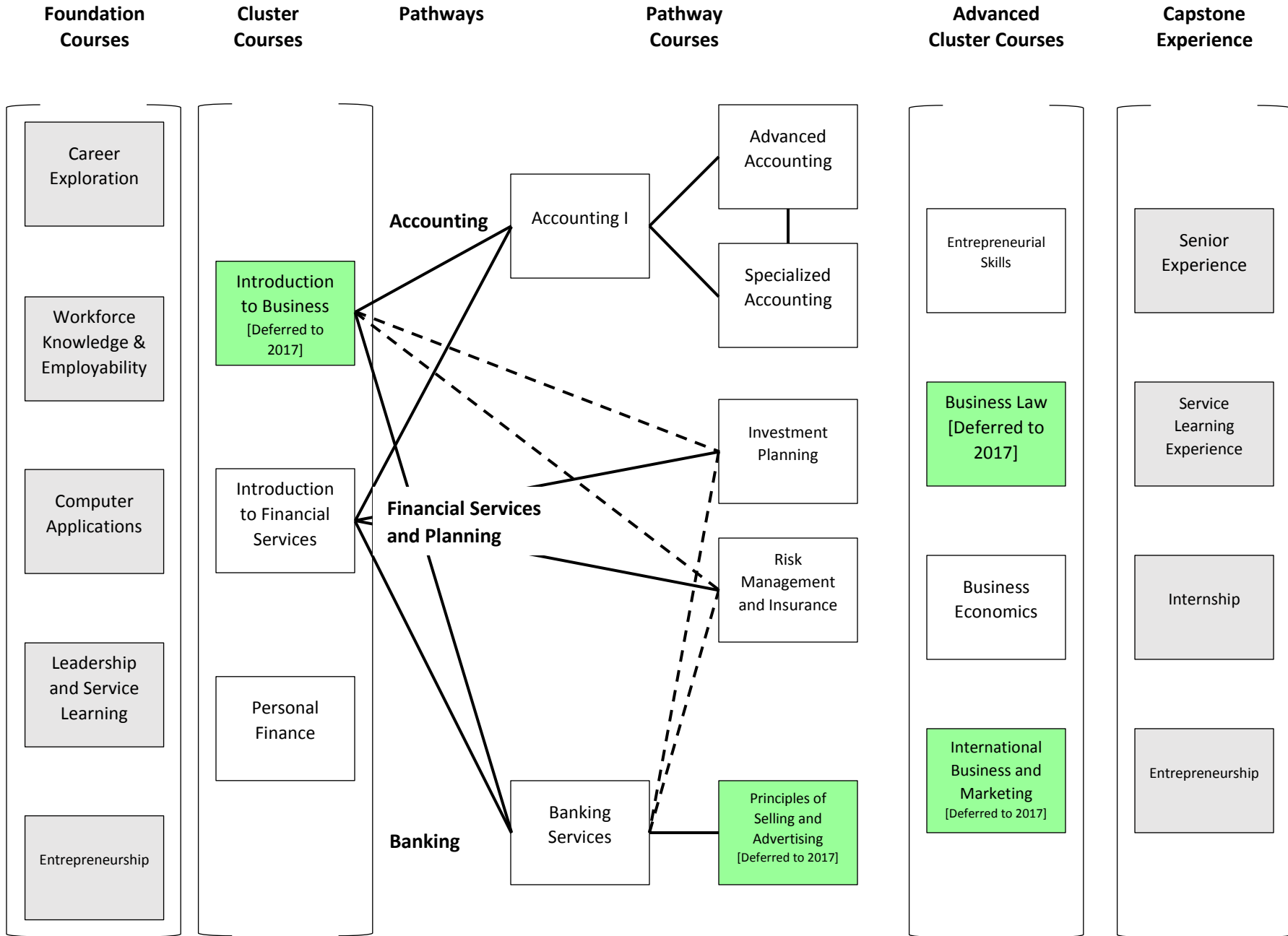


Finance Programs of Study
Updated 1/8/2017





Introduction to Financial Services

Career Cluster	Finance
Course Code	
Prerequisite(s)	None
Credit	0.5
Graduation Requirement	No
Program of Study and Sequence	Foundation Courses -- Introduction to Financial Services – Accounting I or Banking Services or Risk Management and Insurance or Investment Planning – Advanced Cluster Courses – Capstone Experience
Student Organization	FBLA, DECA
Coordinating Work-Based Learning	
Industry Certifications	
Dual Credit or Dual Enrollment	
Teacher Certification	
Resources	

Course Description:

This course focuses on the banking and financial industries including an understanding of economics as the underlying basis of the transfer and growth of money in our system. Students will gain knowledge of the securities, banking, and insurance industries with information that will not only help them to be a better consumer but also help them to make decisions about careers in the various fields of finance. The course provides information on financial planning and counseling and how it relates to financial services.

Program of Study Application

Introduction to Financial Services is a cluster course within the Finance Cluster. Introduction to Financial Services would be preceded by a Foundation Course and would prepare a student to enter any of the pathways within the Finance Cluster.

Course Standards**IFS 1 Explain how economics relates to the banking and financial industries.**

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 2 Skill/Concept	IFS 1.1 Describe the role of the Federal Reserve and how interest rates affect the economy. Examples: <ul style="list-style-type: none"> • Identify different interest rates including prime, discount and federal funds. • Explain concept of compound interest and the importance of time and accumulating wealth 	
Level 2 Skill/Concept	IFS 1.2 Explain inflation, deflation, recession, depression and their impact on the banking and financial industries. Examples: <ul style="list-style-type: none"> • Discuss the time value of money. • Explain the risk / reward rule. 	

Notes:

IFS 2 Analyze investment opportunities as they relate to the financial industry.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 2 Skill/Concept	<p>IFS 2.1 Explain the structure of the securities market.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Identify various stock exchanges and the differences among them. • Identify the difference between a bull and a bear market. • Describe the process of executing a stock transaction. • Explain the role of various stock market tracking devices. 	
Level 3 Strategic Thinking	<p>IFS 2.2 Differentiate mutual funds, corporate, and government bonds as they relate to investing.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Compare and contrast the advantages and disadvantages of investing in mutual bonds versus individual stocks. • Demonstrate ability to determine the profitability of mutual fund companies. Explain the inverse relationship of the value of bonds to interest rates. • Describe the characteristics of corporate bonds, convertible bonds, treasury bills and bonds, savings bonds and municipal bonds. 	

Notes:

IFS 3 Examine the various types of insurance handled in the financial industry.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 2 Skill/Concept	<p>IFS 3.1 Discuss property and casualty insurance.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Explain the use of riders and endorsements on insurance policies. • Describe the characteristics of various automobile coverage including liability, collision and comprehensive. • Identify different types of insurance including homeowners' policy, disability, auto, health, product liability, etc. • Explain what a deductible is and how the amount of the deductible alters the premium rates. 	
Level 2 Skill/Concept	<p>IFS 3.2 Compare types of life insurance policies.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Identify the difference between tax free and tax deferred benefits as it applies to life insurance. • Distinguish between term, whole life and universal life insurance including face amount, cash value, premium, etc. • Explain the tax benefits of purchasing tax insurance annuities as an investment alternative. 	

Notes:

IFS 4 Examine financial planning and counseling and how it relates to financial services.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 1 Recall	<p>IFS 4.1 Identify successful strategies to help individuals/families achieve financial goals.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Define the SMART (Specific, Measurable, Achievable, Realistic, Timely) goal setting model. • Understand needs of individuals and families at various life cycle stages. • Identify financial goals. 	<p>https://afcpe.org/assets/pdf/vol28.pdf</p>
Level 1 Recall	<p>IFS 4.2 Discuss the importance of confidentiality when working one-on-one with individuals/families as they work through their financial challenges.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Define the role of a fiduciary. • Discuss issues of confidentiality when working with individuals and families. • Recognize debt management issues that impact financial security. 	
Level 1 Recall	<p>IFS 4.3 Explain the importance of avoiding consumer fraudulent activities and the importance of consumer ethics.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Discuss ethical issues that impact financial planning. • Recognize the impact of credit score on access to financial services. • Understand impact of identity theft on access to financial services. 	

Notes:

IFS #5 Explain industry, consumer and career practices.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 1 Recall	<p>IFS 5.1 Identify the difference between banks and credit unions.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Explain the importance of insured deposits for banks and who insures financial institutions' deposits (FDIC – Federal Deposit Insurance Corporation, NCUA – National Credit Union Association, FS-LIC – Federal Savings and Loan Insurance Corporation). • Describe how financial institutions make money and the role of savers and borrowers. 	
Level 2 Skill/Concept	<p>IFS 5.2 Describe the loan process.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Discuss ways to establish and maintain a good credit rating. • Explain collateral cosigners and the role they play in getting a loan and making it more secure. • Describe the consequences of extending the loan life to achieve lower monthly payments. • Explain the consequences of borrowing money and describe an amortization schedule. • Describe the debt-to-income ratio and the maximum range that most lending institutions will allow. 	
Level 2 Skill/Concept	<p>IFS 5.3 Explore career-ready practices.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Understand professionalism and communication skills in the workplace. • Compare career opportunities in the financial industry. • Demonstrate necessary job skills needed in financial industries. <ul style="list-style-type: none"> ○ Attendance and punctuality ○ Positive attitude ○ Positive work ethic ○ Use of proper social skills ○ Display ability to work as part of team and take direction from others 	

Notes:



Personal Finance

Career Cluster	Finance
Course Code	22210
Prerequisite(s)	
Credit	
Graduation Requirement	
Program of Study and Sequence	Foundation course-personal finance-pathway
Student Organization	DECA, FBLA, FCCLA
Coordinating Work-Based Learning	Speakers, industry tours
Industry Certifications	
Dual Credit or Dual Enrollment	BUS220 (STI, WDT)
Teacher Certification	
Resources	

Course Description:

This course will provide a foundational understanding for making informed personal financial decisions leading to financial independence.

Program of Study Application

This is a cluster course in the finance career cluster. It is recommended to take a foundation course before taking the personal finance course.

Course Standards

Indicator #1: Analyze elements that affect personal income.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Two Skill/Concept	PF 1.1 Explain controllable factors involved in personal finance. <ul style="list-style-type: none"> • Compare incomes for various careers to one’s own personal lifestyle goals. • Determine correlation between education and income 	www.bls.gov/ooh/ Sdmylife.com http://realitycheck.intocareers.org/RealityCheck_SD/
Two Skill/Concept	PF 1.2 Analyze factors that affect take home pay. <ul style="list-style-type: none"> • Calculate gross and net income • Identify voluntary vs. mandatory payroll deductions 	Irs.gov W4 form Paycheckcity.com

Notes

Indicator #2: Implement processes involved in managing personal finances.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Four Extended Thinking	PF 2.1 Execute a rational decision-making process considering alternatives and consequences. <ul style="list-style-type: none"> • Comparison shop for a product based on features, benefits and budget 	http://practicalmoneyskills.com/foreducators/lesson_plans/
One Recall	PF 2.2 Differentiate among various money management tools. <ul style="list-style-type: none"> • Compare and contrast money management tools (Certificates of Deposit, bonds, money market accounts, checking accounts) 	
Two Skill/Concept	PF 2.3 Generate a system to organize finances and maintain records. <ul style="list-style-type: none"> • Prepare a net worth statement • Develop a system to organize financial records • Create a budget and track expenses 	Mint.com

Notes

Indicator #3: Use an informed decision-making process to manage credit and debt.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
One Recall	PF 3.1 Differentiate the sources, costs and benefits of using consumer credit. <ul style="list-style-type: none"> • Calculate the length of time and total cost of consumer credit (credit cards, installment loans, student loans, and mortgages) • Compare different types of consumer credit 	Minimum Payment Calculators
Two Skill/Concept	PF 3.2 Explain the positive and negative consequences of using credit. <ul style="list-style-type: none"> • Explain how financial decisions affect credit history and score • Explain consequences of poor financial decisions 	https://www.youtube.com/watch?v=pTd9Z2nCiM0 www.myfico.com/crediteducation/whatsinyourscore.aspx

Notes

Indicator #4: Evaluate savings and investment options to meet short- and long-term goals.

Webb Level	Sub Indicator	Integrated content
Two Skill/Concept	PF 4.1 Explain how saving contributes to financial security. <ul style="list-style-type: none"> • Explain difference between saving and investing. • Set savings goals • Calculate how long it will take to save a three to six month emergency fund. 	Feedthepig.org
Two Skill/Concept	PF 4.2 Explain how investing builds wealth and helps meet financial goals. <ul style="list-style-type: none"> • Participate in “stock market” simulation. • Understand relationship between risk and return • Calculate time value of money • Identify benefits of a diversified investment portfolio 	Howthemarketworks.com www.msn.com/en-us/money/tools/timevalueofmoney

Notes

Indicator #5: Use appropriate and cost-effective risk management strategies.

Webb Level	Sub Indicator	Integrated content
Four Extended Thinking	PF 5. 1 Evaluate how risk management protects against financial loss. <ul style="list-style-type: none"> • Compare and contrast insurance needs throughout the life cycle. • Determine types of risks and basic risk management methods • Identify factors affecting cost of insurance 	https://www.horacemann.com/teacher-lounge/resources-for.../teaching-ki...
Three Strategic Thinking	PF 5. 2 Determine how consumer protection laws protect consumers. <ul style="list-style-type: none"> • Purpose of consumer protection laws and regulations • Describe ways to avoid identity theft and fraud. 	https://www.bbb.org/ Consumerfinance.gov

Notes



Accounting I

Career Cluster	Finance
Course Code	12104
Prerequisite(s)	
Credit	
Graduation Requirement	
Program of Study and Sequence	Cluster courses – Accounting I – Advanced Accounting or Specialized Accounting – Advanced cluster courses – Capstone experience
Student Organization	FBLA, DECA
Coordinating Work-Based Learning	
Industry Certifications	
Dual Credit or Dual Enrollment	
Teacher Certification	
Resources	

Course Description:

Accounting is the language of business and an integral aspect of all business activities. Accounting I introduces concepts and principles based on a double entry system of maintaining financial records for a sole proprietorship, partnership, and corporation. It includes analyzing business transactions, journalizing, posting, and preparing worksheets and financial statements. Technology will be incorporated as an essential tool where resources are available. Computerized accounting may be incorporated where resources are available.

Program of Study Application

Accounting I is the first course in the Accounting pathway in the Finance cluster. This course is a prerequisite for the remaining pathway courses of Advanced Accounting and Specialized Accounting.

Course Standards

A 1: Examine the role of accounting in business.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 1: Recall	A 1.1 Identify career opportunities in the accounting profession. <ul style="list-style-type: none"> • Identify career opportunities, skills, and competencies necessary within the accounting profession • Discuss ethical implications pertaining to the accounting profession 	www.startheregoplaces.com
Level 3: Strategic Thinking	A 1.2 Compare and contrast various types of business ownership and accounting principles that apply. <ul style="list-style-type: none"> • Classify business ownership as sole proprietorship, partnership, or corporation 	www.sba.gov/starting-business/choose-your-business-structure
Level 2: Skills/Concept	A 1.3 Comprehend proper cash management techniques and prepare necessary documents and transactions. <ul style="list-style-type: none"> • Prepare banking documents along with a bank statement reconciliation • Establish and maintain a petty cash system • Discuss ethical issues concerning business cash management 	www.finlitproject.com

Notes

A 2: Demonstrate the basic principles and procedures of the accounting cycle.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 3: Strategic Thinking	A 2.1 Examine, analyze, and categorize financial transactions. <ul style="list-style-type: none"> • Classify assets, liabilities, and owners' equity • Analyze usage of T accounts • Analyze transactions into debit and credit parts • Create and maintain proper file maintenance for all accounts 	
Level 3: Strategic Thinking	A 2.2 Assess the accounting equation as a guide to journalize transactions. <ul style="list-style-type: none"> • Use algebraic operations to work with the accounting equation • Specify various journals such as general, multi-column, and special • Apply the double-entry system of accounting to record business transactions • Total, prove, and rule journals • Computer software may be utilized to complete transactions. 	
Level 3: Strategic Thinking	A 2.3 Post information from journals into general and subsidiary ledgers. <ul style="list-style-type: none"> • Apply the procedure of posting separate amounts from a journal to a general or subsidiary ledger. • Post column totals from a journal to the general ledger. 	
Level 4: Extended Thinking	A 2.4 Analyze and complete payroll using appropriate accounting practices. <ul style="list-style-type: none"> • Complete payroll time cards and payroll register • Calculate gross earnings using regular and overtime hours • Analyze and compute payroll deductions • Determine net pay and prepare payroll checks 	

Notes

A 3: Create and interpret financial statements.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 3: Strategic Thinking	A 3.1 Complete and analyze an accounting worksheet. <ul style="list-style-type: none"> • Prepare a trial balance from the general ledger • Analyze and calculate adjusting entries on the worksheet • Extend and complete the worksheet to assess a net gain or net loss 	
Level 3: Strategic Thinking	A 3.2 Prepare and interpret formal end-of-fiscal period financial statements. <ul style="list-style-type: none"> • Prepare a balance sheet • Prepare an income statement and calculate component percentages • Prepare an owners' equity statement • Journalize and post adjusting and closing entries • Prepare a post-closing trial balance. 	

Notes



Advanced Accounting

Career Cluster	Finance
Course Code	12108
Prerequisite(s)	Accounting I
Credit	
Graduation Requirement	
Program of Study and Sequence	Cluster courses – Accounting I – Advanced Accounting and/or Specialized Accounting – Advanced cluster courses – Capstone experience
Student Organization	FBLA, DECA
Coordinating Work-Based Learning	
Industry Certifications	
Dual Credit or Dual Enrollment	
Teacher Certification	
Resources	

Course Description:

Students in Advanced Accounting will develop advanced skills that build upon those acquired in Accounting I. Additional accounting skills such as departmentalized accounting, reconciling uncollectible accounts, calculating depreciation on assets, interpreting financial information, and calculating notes and interest will be developed. Computerized accounting may be incorporated where resources are available.

Program of Study Application

Advanced Accounting is a continuing course in the Accounting pathway of the Finance cluster. Accounting I must be completed as a prerequisite and Specialized Accounting may be taken to complete the Accounting pathway.

Course Standards

AA 1 Demonstrate advanced principles and procedures of the accounting cycle.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 3: Strategic Thinking	<p>AA 1.1 Analyze and prepare financial transactions for a departmentalized accounting system.</p> <ul style="list-style-type: none"> • Journalize and post departmentalized transactions • Calculate payroll records • Calculate interim statements of gross profit • Prepare departmental financial statements 	
Level 3: Strategic Thinking	<p>AA 1.2 Apply accounting control system procedures to maintain accurate records.</p> <ul style="list-style-type: none"> • Prepare and maintain vouchers and record transactions in a voucher system • Compare and contrast periodic and perpetual inventory methods • Calculate the cost of inventory and apply appropriate valuation methods • Discuss ethical implications surrounding the use of vouchers • Discuss ethical issues involving inventory 	

Notes

AA 2 Demonstrate advanced accounting procedures.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 2: Skill/concept	AA 2.1 Demonstrate the ability to handle uncollectible accounts/bad debts. <ul style="list-style-type: none"> • Justify the need for writing off uncollectible accounts/bad debts • Explain the differences between the direct write-off and allowance methods • Journalize and post the adjusting entries for collecting a previously written-off account • Discuss how to deal ethically with customers 	
Level 2: Skill/concept	AA 2.2 Examine and apply the principles for plant assets and depreciation of assets. <ul style="list-style-type: none"> • Prepare and maintain plant asset records • Calculate and record depreciation using accepted methods 	
Level 3: Strategic Thinking	AA 2.3 Analyze the principles for notes payable and notes receivable. <ul style="list-style-type: none"> • Calculate interest, maturity dates, and maturity values of notes payable and receivable • Analyze and record transactions for notes payable • Analyze and record transactions for notes receivable 	
Level 3: Strategic Thinking	AA 2.4 Analyze the principles for accruals. <ul style="list-style-type: none"> • Explain the difference between prepaid and accrued expenses • Explain the difference between unearned and accrued revenue • Calculate, journalize and post accrual adjusting entries 	

Notes

AA 3 Perform accounting functions specific to corporations.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 4: Extended Thinking	AA 3.1 Analyze the factors that affect acquiring additional capital, issuing stock, and calculating and paying dividends. <ul style="list-style-type: none"> • Demonstrate methods for the stock issuance • Compute and record dividends of preferred and common stock • Examine the reasons for acquiring treasury stock and journalize related transactions 	
Level 4: Extended Thinking	AA 3.2 Analyze and interpret financial statements for corporations. <ul style="list-style-type: none"> • Complete worksheets for corporations • Prepare, analyze, and interpret balance sheets for corporations • Prepare, analyze, and interpret income statements for corporations • Prepare, analyze, and interpret statements of stock holder's equity for corporations • Calculate corporate income tax 	

Notes



Specialized Accounting

Career Cluster	Finance
Course Code	12109
Prerequisite(s)	Accounting I
Credit	
Graduation Requirement	
Program of Study and Sequence	Cluster courses – Accounting I – Advanced Accounting and/or Specialized Accounting – Advanced Cluster Courses – Capstone Experience
Student Organization	FBLA, DECA
Coordinating Work-Based Learning	Internship
Industry Certifications	
Dual Credit or Dual Enrollment	
Teacher Certification	
Resources	

Course Description:

Specialized Accounting will develop knowledge and skills for cost accounting practices for merchandising and manufacturing businesses. Students will be exposed to specialized managerial accounting functions pertaining to corporations and not-for-profit organizations.

Program of Study Application

Specialized Accounting is a continuing pathway course of the Accounting pathway of the Finance cluster. Accounting I must be completed as a prerequisite and Advanced Accounting may be taken to complete the Accounting pathway.

Course Standards

SA 1: Utilize cost accounting methods to track, record, and analyze business costs.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 2: Skill/concept	<p>SA 1.1 Explain and demonstrate appropriate cost accounting practices for a departmentalized merchandising business.</p> <ul style="list-style-type: none"> • Explain terms related to cost accounting for a merchandising business • Identify concepts and practices related to cost accounting for a merchandising business • Journalize entries for direct and indirect expenses • Prepare departmental margin and income statements 	
	<p>SA 1.2 Explain and demonstrate appropriate cost accounting practices for a manufacturing business.</p> <ul style="list-style-type: none"> • Explain terms related to cost accounting for a manufacturing business • Identify concepts and practices related to cost accounting for a manufacturing business • Identify manufacturing costs: (1) direct materials; (2) direct labor; (3) factory overhead • Maintain job order cost sheets and inventories • Compute overhead rebates and apply overhead to jobs • Prepare a worksheet, statement of cost of goods manufactured, income statement, and balance sheet for a manufacturing business 	

Notes

SA 2: Assess and interpret the financial conditions of corporations to make informed business decisions.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 4: Extended Thinking	<p>SA 2.1 Evaluate and assess budget reports to make business decisions.</p> <ul style="list-style-type: none"> • Determine the information that can be obtained from analyzing financial statements • Recognize the primary areas of analysis and explain the information that can be obtained from each type of analysis • Prepare budget reports • Assess profitability by calculating and interpreting financial ratios • Calculate breakeven points • Discuss ethical decisions concerning budgets 	
Level 2: Skill/concept	<p>SA 2.2 Demonstrate specialized accounting procedures to track cash flows.</p> <ul style="list-style-type: none"> • Identify accounting concepts and practices related to cash flow analysis • Describe operating, investing, and financing activities and provide examples of each • Prepare statements of cash flows 	

Notes

SA 3: Demonstrate budgeting, accounting and financial reporting for not-for-profit organizations.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 2: Skill/concept	<p>SA 3.1 Perform special accounting functions pertaining to budgeting for not-for-profit organizations.</p> <ul style="list-style-type: none"> • Define accounting terms related to budgeting and accounting for not-for-profit organizations • Identify accounting concepts and practices related to budgeting and accounting for not-for-profit organizations • Describe the process used to develop an operating budget • Journalize budget transactions for not-for-profit organizations • Journalize revenue transactions for not-for-profit organizations • Journalize expenses, encumbrances, and other transactions for not-for-profit organizations • Discuss special ethical considerations for not-for-profit 	
Level 3: Strategic Thinking	<p>SA 3.2 Prepare financial statements for not-for-profit organizations.</p> <ul style="list-style-type: none"> • Identify accounting concepts and practices related to financial reporting for not-for-profit organizations • Prepare financial statements for not-for-profit organizations • Record adjusting and closing entries for not-for-profit organizations 	

Notes



Banking Services

Career Cluster	Finance
Course Code	
Prerequisite(s)	None
Credit	0.5
Graduation Requirement	No
Program of Study and Sequence	Cluster Courses -- Personal Finance – Banking Services – Principles of Selling and Advertising – Advanced Cluster Courses -- Capstone Experience
Student Organization	FBLA, DECA
Coordinating Work-Based Learning	
Industry Certifications	
Dual Credit or Dual Enrollment	
Teacher Certification	
Resources	

Course Description:

This course explores the fundamental principles and practices of banking and credit in the United States giving an overview of the concepts of banking services including the following: money and banking, customer service, lending fundamentals, banking regulations for handling financial transactions, and basic compliance regulations.

Program of Study Application

Banking Services is the first course in the Finance cluster, Banking pathway. This course is a prerequisite for the remaining pathway courses of Advanced Accounting and Specialized Accounting.

Course Standards

BNKS Indicator 1: Describe laws and regulations to manage business operations and transactions in the banking services industry.

<i>Webb Level</i>	<i>Sub-Indicator</i>	<i>Integrated Content</i>
Level 1: Recall	<p>BNKS 1.1 Understand a compliance program and how it protects the company's well-being.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Explain the elements of a compliance program. • Discuss functional areas of a compliance audit. 	<p>http://www.mckinsey.com/business-functions/risk/our-insights/a-best-practice-model-for-bank-compliance</p>
Level 2: Skill/Concept	<p>BNKS 1.2 Describe regulations and ethical practices governing banking services.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Discuss e-compliance issues in banking services. • Discuss state and federal regulation of lending functions. • Discuss federal regulation of operations functions in banking services. • Discuss the responsibilities of regulatory agencies that oversee the banking industry. • Describe the process for implementing regulatory changes. • Describe provisions of bankruptcy law. 	<p>http://www.federalreserve.gov/bankinforeg/reglisting.htm</p>

Notes:

Indicator 2: Understand how to create and maintain positive, ongoing relationships with banking customers.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 1: Recall	BNKS 2.1 Understand how to develop positive relationships with customers to enhance company image. Examples: <ul style="list-style-type: none">• Discuss the importance of meeting and exceeding customer expectations.• Describe the relationships that institutions providing banking services have with their communities.	
Level 3: Strategic Thinking	BNKS 2.2 Manage a profitable investment portfolio to build customer relationships. Examples: <ul style="list-style-type: none">• Select customers for portfolios using established criteria.• Develop portfolio criteria that support the institution's business goals.	

Notes:

Indicator 3: Manage the use of financial resources to enhance banking performance.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 2: Skill/Concept	<p>BNKS 3.1. Describe the manner in which banks generate profit.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Explain measures banks have taken to ensure profitability. 	
Level 4: Extended Thinking	<p>BNK 3.2. Utilize financial formulas commonly used in banking to determine the growth and stability of banking services.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Explain key ratios/terms in banking. • Compute key banking calculations (e.g., interest, annual percentage rate, etc.) • Explain the CAMELS rating system (Capital adequacy, Asset quality, Management administration, Earnings, Liquidity and Sensitivity to market risk). 	<p>https://support.office.com/en-us/article/Financial-functions-reference-5658d81e-6035-4f24-89c1-fbf124c2b1d8?ui=en-US&rs=en-US&ad=US</p>

Notes:

Indicator 4: Understand banking technology.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 4: Extended Thinking	BNKS 4.1. Utilize banking technology to increase workplace efficiency and effectiveness. Examples: <ul style="list-style-type: none">• Discuss the impact of technology on the banking industry.• Utilize word processing, spreadsheets, e-mails, scanning and other technologies to produce required banking documents.	http://smallbusiness.chron.com/employee-productivity-efficiency-calculations-841.html

Notes:

Indicator 5: Plan, monitor and manage the day-to-day activities within a banking organization to ensure secure operations.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 2: Skill/Concept	<p>BNKS 5.1. Describe how bank security programs minimize chance for loss.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Discuss procedures for the secure handling of cash. • Discuss the secure handling of checks. • Explain procedures for detecting and reporting counterfeit currency. • Describe crimes to which a bank could fall victim (e.g., fraud, robbery, phishing, etc.). • Discuss the elements and role of a bank security program. • Describe the nature of business continuity plans. 	
Level 2: Skill/Concept	<p>BNKS 5.2. Describe the loan application process to determine creditworthiness of customers.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Describe the loan application generating process. • Explain the process of credit analysis. • Describe factors affecting loan pricing and loan structuring. 	<p>http://www.freddiemac.com/singlefamily/docs/Step-by-Step-Mortgage-Guide-English.pdf</p>
Level 2: Skill/Concept	<p>BNKS 5.3. Discuss real estate lending and servicing.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Discuss the involvement of financial institutions in the real estate industry. • Explain approaches to real estate lending. • Describe the functions and responsibilities of the loan servicing department. 	<p>http://www.occ.gov/publications/publications-by-type/comptrollers-handbook/cre.pdf</p>
Level 2: Skill/Concept	<p>BNKS 5.4. Discuss problem loan management.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Explain correct procedures, as appropriate, for problem loans. 	<p>http://pdf.usaid.gov/pdf_docs/Pnadj936.pdf</p>

Notes:

Indicator 6: Determine client needs and wants

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 2: Skill/Concept	BNKS 6.1 Describe sales techniques to acquire new business. Examples: <ul style="list-style-type: none">• Describe the importance of selling in the banking industry.• Cross-sell banking products and services.• Demonstrate the relationship-selling process.• Assist a customer in the opening of an account.• Call on small business clients.• Interpret loan terms for a client.• Describe the nature of event-based selling.• Plan a sales campaign.	

Notes:

Indicator 7: Utilize career-planning concepts, tools and strategies to explore, obtain and/or develop a career in banking services.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 2: Skill/Concept	<p>BNKS 7.1. Describe the importance of ethical practices in the banking industry.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Discuss ethical issues in the banking industry. • Discuss the fiduciary role of banks. • Describe bank policies that pertain to fiduciary activities. 	
Level 1: Recall	<p>BNKS 7.2. Identify the nature and scope of types of banking institutions.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Describe the nature of the national banking system. • Explain the role of central banks. • Describe the nature of retail banking. • Explain the nature of investment banking. • Explain the nature of financial services companies (universal banks). • Discuss the role of credit unions. • Explain the role of savings and loan associations. • Discuss the role of the World Bank Group in international financial assistance. • Explain the nature of government agencies that provide financing to businesses (e.g., Export-Import Bank of the United States, Small Business Administration, etc.). 	
Level 3: Strategic Thinking	<p>BNKS 7.3. Acquire knowledge of banking processes and services.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Describe the nature of banking processes. • Describe types of banking services. • Discuss retail bank products and services. • Explain business bank products and services. • Describe basic teller performance standards. • Discuss the nature of loan products. • Describe trust services available to customers. 	
Level 2: Skill/Concept	<p>BNKS 7.4. Describe roles and responsibilities in banking services.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Explain the role and responsibilities of administrative careers in banking services. • Describe the role and responsibilities of executive/managerial careers in banking services. 	

Notes:



Investment Planning

Career Cluster	Finance
Course Code	
Prerequisite(s)	none
Credit	0.5
Graduation Requirement	no
Program of Study and Sequence	Cluster Courses – Introduction to Financial Services – Investment Planning – Risk Management and Insurance – Advanced Cluster Courses – Capstone Experience
Student Organization	FBLA, DECA
Coordinating Work-Based Learning	
Industry Certifications	
Dual Credit or Dual Enrollment	
Teacher Certification	
Resources	

Course Description:

This course defines and analyzes the investment goals of a client, investment tools used, and investment recommendations prescribed to develop a client investment portfolio. Students will gain an understanding of the concepts of investment regulation, client assessment, investment theory, financial markets, strategies, and modern portfolio theory.

Program of Study Application

Investment Planning is a second pathway course in the Finance cluster, Financial Services and Planning pathway. The course would be preceded by Introduction to Financial Services or Banking Services. Completion of Investment Planning would prepare a student to participate in an advanced cluster course or capstone experience.

Course Standards

INV 1: Describe laws and regulations to manage transactions in the securities and investments industry.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 2: Skill/Concept	<p>INV 1.1 Explain regulations and ethical practices of the securities and investments industry.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Discuss legal and ethical considerations in buying and selling securities. • Discuss state regulation of the securities and investments industry. • Explain the role of the National Association of Securities Dealers (NASD) in the regulation of securities and investments. • Explain the regulation of extensions of credit in the securities industry. • Describe the nature of the Securities Investor Protection Corporation. • Discuss taxation issues that impact securities and investments. • Describe the nature of the Chartered Financial Analysts (CFA) Institute Code of Ethics and Professional Conduct. 	<p>http://www.secc.gov</p>
Level 2: Skill/Concept	<p>INV 1.2 Describe fundamental concepts of real estate law.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Explain state licensure laws for the real estate industry. • Discuss laws pertaining to the conveyance of real estate. • Discuss the impact of local zoning regulations on the real estate industry. • Discuss the nature of a real estate sales contract. 	<p>https://dlr.sd.gov/bdcomm/realestate/publications/license law book real estate.pdf</p>
Level 2: Skill/Concept	<p>INV 1.3 Explain the nature and scope of real estate titling.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Discuss methods of transferring real estate titles. • Discuss reasons for title work. • Explain the nature of title insurance. • Discuss types of real estate property titling (e.g., sole ownership, joint tenancy with right of survivorship, tenancy in common, etc.). 	<p>http://cfed.org/assets/pdfs/mh_realproperty.pdf</p>

Notes

INV 2: Manage the use of financial resources to perform key duties in the securities and investments industry.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 2: Skill/Concept	<p>INV 2.1 Describe investment analysis and selection processes.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Discuss types of investment objectives. • Discuss the nature of investment risk. • Describe the nature of diversification strategies. • Explain factors to consider when selecting investments. • Explain information that can be obtained from financial statements. • Describe information that can be obtained from annual reports. • Explain the nature of a mutual fund prospectus. • Explain fundamental analysis used in making investment decisions. • Describe the nature of technical analysis. • Explain strategies for selecting investments. • Discuss performance measurements for venture capital. • Explain Modern Portfolio Theory (MPT). • Discuss the Capital Asset Pricing Model (CAPM). • Explain the Arbitrage Pricing Theory (APT). 	<p>https://www.sec.gov/investor/pubs/tenthingstoconsider.htm</p>
Level 4: Extended Thinking	<p>INV 2.2 Select investments for clients.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Interpret financial ratios significant to investors. • Calculate stock-related values (e.g., the value of a constant growth stock, the expected value of future dividends, the expected rate of return, etc.). • Calculate bond-related values (e.g., the price of a bond given its yield to maturity, the coupon interest payment for a bond, the effects of interest rates on the price of a bond, etc.). • Assess securities' fundamentals. • Choose investments based on fundamental analysis. 	<p>https://www.sec.gov/about/offices/ocie/adviser-due-diligence-alternative-investments.pdf</p>

Level 3: Strategic Thinking	INV 2.3 Appraise assets to determine their value. Examples: <ul style="list-style-type: none">• Define fair market value of assets.• Conduct a real estate appraisal.• Prepare a real estate appraisal report.• Appraise an investment property.	http://www.appraisalinstitute.org/assets/1/7/GoingConcern_Presentation_8_17_2011.pdf
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Notes

INV 3: Plan, monitor and manage day-to-day securities and investments operations.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 4: Extended Thinking	INV 3.1 Implement securities and investments operations activities. Examples: <ul style="list-style-type: none">• Discuss the functions of operations departments in securities and investments.• Perform the buy/sell functions of a brokerage clerk.• Post transaction data to accounting ledgers and certificate records.• Schedule the delivery of customers' securities.• Calculate commissions.	Simulations (e.g. Stock Market Game)

Notes

INV 4: Utilize career-planning concepts, tools and strategies to explore, obtain and/or develop in a securities and investments career.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 2: Skill/Concept	<p>INV 4.1 Describe careers in securities, investments, and real estate.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Describe the roles and responsibilities of individuals in the securities and investments industry. • Explain the roles and responsibilities of real estate sales agents. • Describe the roles and responsibilities of real estate appraisers. • Discuss the roles and responsibilities of title company personnel. • Explain the roles and responsibilities of real estate entrepreneurs. • Discuss the roles and responsibilities of property managers. 	<p>http://www.bls.gov/ooh/sales/securities-commodities-and-financial-services-sales-agents.htm#tab-3</p> <p>http://www.realtor.org/REALTORorg.nsf/pages/careers</p>
Level 2: Skill/Concept	<p>INV 4.2 Explore securities and investments licensing and certification programs.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Describe the Series 6 and Series 7 licensing exams required to sell securities and other financial products. • Explain professional designations in the securities and investments industry (e.g., CFS - Certified Fund Specialist, CFA - Charter Financial Analyst, CFP - Certified Financial Planner, etc.). 	<p>http://www.financialplannerworld.com/finra-exams/</p>
Level 2: Skill/Concept	<p>INV 4.3 Describe securities and investments services.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Discuss considerations in selecting a securities sales agent. • Describe types of securities and investment firms. • Describe how securities are traded. • Explain the principal factors that affect securities markets. • Explain causes of stock price fluctuations. • Discuss the relationship between bond prices and yields. • Discuss the role of investment banking in the primary marketplace. • Discuss the nature of margin accounts. • Explain the nature of short sales. • Discuss the nature of market timing. • Discuss the nature of international investment strategies. 	<p>http://www.bls.gov/ooh/sales/securities-commodities-and-financial-services-sales-agents.htm#tab-3</p>

Notes

INV 5: Determine client needs and wants to guide purchase decisions and enhance future securities and investments opportunities.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 2: Skill/Concept	<p>INV 5.1 Explain securities and investments products and their benefits.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Explain the nature of stocks. • Describe the rights of stockholders. • Explain the nature of dividends. • Discuss the nature of stock splits. • Discuss the nature of options strategies. • Discuss the nature of hedge funds. • Describe the nature of futures. • Explain the nature of bonds. • Describe the nature of mutual funds. • Explain the rights of mutual fund shareholders. • Explain the nature of venture capital. • Explain the nature of real estate investments. • Discuss the nature of retirement investment plans. • Explain the nature of education savings plans. 	<p>https://www.bogleheads.org/wiki/Financial_securities</p>
Skill Level 4: Extended Thinking	<p>INV 5.2 Complete a securities and investments sale.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Conduct lectures, seminars and forums to attract potential clients. • Schedule appointments with prospective clients and interview clients. • Obtain information on the client's finances and investment goals. • Determine investment strategies for meeting client's investment goals. • Develop an investment recommendation for the client. • Prepare sales presentation materials. • Present investment recommendation to client. • Close the securities/investment sale. • Complete the order ticket according to the client's instructions and enter the order. • Follow up on the completion of the transaction. • Monitor the client's portfolio. 	<p>http://accounting.utep.edu/sklandon/c12/c12a.pdf</p>

Level 3: Strategic Thinking	INV 5.3 Demonstrate knowledge of Investment and Savings Plan. Examples: <ul style="list-style-type: none">• Compare the impact of simple interest versus compound interest on savings.• Compare and contrast investment and savings options.• Explain costs and income sources for investments.• Examine the fundamental workings of the Social Security System and the system's effects on retirement planning and investments.• Contrast alternative retirement plans.	https://www.practicalmonneyskills.com/foreducators/lesson_plans/lev_3/L3TeachersGuide12.pdf
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Notes



Risk Management and Insurance

Career Cluster	Finance
Course Code	
Prerequisite(s)	None
Credit	0.5
Graduation Requirement	No
Program of Study and Sequence	Cluster Courses – Introduction to Financial Services – Risk Management and Insurance or Investment Planning – Advanced Cluster Courses – Capstone Experience
Student Organization	FBLA, DECA
Coordinating Work-Based Learning	
Industry Certifications	
Dual Credit or Dual Enrollment	
Teacher Certification	
Resources	

Course Description:

Risk Management and Insurance focuses on learning about the various types of insurance. The course will explore the opportunities of careers in insurance. Students will gain an understanding of risk management and the benefits of insurance.

Program of Study Application

Risk Management and Insurance is a second pathway course in the Finance cluster, Financial Services and Planning pathway. The course would be preceded by Introduction to Financial Services or Banking Services. Completion of Risk Management and Insurance would prepare a student to participate in an advanced cluster course or capstone experience.

Course Standards**RMI 1: Utilize career-planning concepts, tools and strategies to explore, obtain and/or develop a career in insurance.**

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 1: Recall	<p>RMI 1.1. Describe essential knowledge and skills needed to be employed in the insurance industry.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Describe the nature of the insurance industry. • Discuss the manner in which insurance companies generate income. • Explain the use of state risk pool programs. • Discuss trends in the insurance industry (e.g., hacker insurance, identity theft insurance, etc.). • Discuss licensing and certification in the insurance industry. 	<p>http://talentegg.ca/incubator/2014/04/21/6-skills-found-in-successful-insurance-applicants/</p>
Level 2: Skill/Concept	<p>RMI 1.2. Describe roles and responsibilities associated with careers in the insurance industry.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Discuss the role and responsibilities of an underwriter. • Discuss the role and responsibilities of an insurance sales representative. • Discuss the role and responsibilities of an actuary. • Discuss the role and responsibilities of claims personnel. • Explain the role and responsibilities of a loss control specialist. 	<p>https://www.ciab.com/uploadedfiles/resources/roleofinsint.pdf</p>
Level 2: Skill/Concept	<p>RMI 1.3. Describe insurance licensing and certification programs.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Identify insurance licensing and certification laws, rules and/or regulations. • Describe steps in insurance licensing and certification. 	<p>https://www.prometric.com/en-us/clients/insurance/Documents/southdakota/SDINSLIB_20150319.pdf</p>

Notes

RMI 2: Acquire product knowledge to communicate product benefits and to ensure appropriateness of product for the customer.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 2: Skill/Concept	<p>RMI.2.1 Discuss the components of automobile insurance coverage.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Identify components of automobile insurance • Describe the benefits of each component 	<p>https://www.allstate.com/tools-and-resources/car-insurance/components-auto-insurance.aspx</p>
Level 2: Skill/Concept	<p>RMI.2.2 Discuss the components of health insurance coverage.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Discuss components of disability insurance • Explain long-term care insurance • Describe how the Affordable Care Act impacts health insurance decisions • Identify the difference between Medicare and Medicaid 	<p>http://www.healthinsuranceindepth.com/health-policy-essentials.html</p>
Level 2: Skill/Concept	<p>RMI.2.3 Discuss the components of life insurance coverage.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Classify the different types of life insurance • Identify the role of life insurance in investment and estate planning 	<p>http://www.insurancescored.com/the-key-components-of-life-insurance/</p>
Level 2: Skill/Concept	<p>RMI.2.4 Discuss the components of homeowner’s and renter’s insurance. Examples:</p> <ul style="list-style-type: none"> • Identify the different characteristics of homeowner’s and renter’s insurance • Explain the components and need for flood and earthquake insurance 	<p>http://realtormag.realtor.org/tool-kit/closing/article/5-basic-components-homeowners-insurance</p> <p>https://www.allstate.com/tools-and-resources/renters-insurance/what-does-renters-insurance-cover.aspx</p>

Notes

RMI 3: Determine client needs and wants to guide purchase decisions and enhance future insurance business opportunities.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 2: Skill/Concept	<p>RMI 3.1. Describe insurance products and their benefits.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Explain the nature of liability insurance. • Describe components of automobile insurance coverage. • Discuss components of homeowners insurance. • Discuss components of flood and earthquake insurance. • Describe components of commercial property insurance. • Explain the nature of commercial liability insurance. • Discuss the nature of title insurance. • Discuss the nature of health insurance coverage. • Discuss the nature of long-term care insurance. • Explain the nature of Medicare. • Discuss the nature of Medicaid. • Discuss the nature of unemployment insurance. • Explain the nature of workers compensation insurance. • Describe the nature of disability insurance. • Discuss the nature of life insurance. • Discuss the role of life insurance in investment and estate planning. 	<p>http://www.investopedia.com/financial-edge/0212/4-types-of-insurance-everyone-needs.aspx</p>
Level 3: Strategic Thinking	<p>RMI.3.2 Evaluate existing client insurance and risk management needs. Examples:</p> <ul style="list-style-type: none"> • Evaluate a client’s insurance needs • Identify coverage upgrades to clients where appropriate 	<p>http://www.journalofaccountancy.com/issues/2001/may/howtoevaluateaninsurancepolicy.html</p>

Notes

RMI 4: Describe laws and regulations to manage transactions in the insurance industry.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 1: Recall	<p>RMI 4.1. Define regulations that ensure compliance and demonstrate adherence to insurance industry regulations.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Discuss federal and state regulations governing the insurance industry. • Explain the significance of the Consolidated Omnibus Budget Reconciliation Act (COBRA). • Discuss Title I of the Health Insurance Portability and Accountability Act (HIPAA). 	<p>http://www.naic.org/documents/topics_white_paper_hist_ins_reg.pdf</p>
Level 2: Skill/Concept	<p>RMI 4.2. Explain legal concepts and ethics pertinent to the insurance industry.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Discuss fundamental legal principles that pertain to insurance (e.g., indemnity, insurable interest, subrogation, utmost good faith). • Describe the nature of insurance contracts. 	<p>http://www.slideshare.net/alardler/legal-concepts-of-liability-insurance-2010</p>

Notes

RMI 5: Demonstrate underwriting techniques and strategies to evaluate the risk posed by potential insurance clients.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 3: Strategic Thinking	<p>RMI 5.1. Analyze the risk posed by potential clients in order to make insurance approval/denial decisions.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Explain the importance of actuarial science in the insurance industry. • Discuss the nature of credit-based insurance scores. • Underwrite an insurance policy. 	<p>http://www3.ambest.com/ambv/ratingmethodology/OpenPDF.aspx?rc=197707</p>

Notes



Entrepreneurial Skills

Career Cluster	All 16 clusters
Course Code	
Prerequisite(s)	Entrepreneurship recommended
Credit	
Graduation Requirement	
Program of Study and Sequence	Foundational course-cluster-pathway-advanced
Student Organization	DECA, FCCLA, FBLA, Skills USA
Coordinating Work-Based Learning	
Industry Certifications	
Dual Credit or Dual Enrollment	
Teacher Certification	
Resources	https://www.sba.gov/starting-business/ http://www.thesekidsmeanbusiness.org/educators_guide/high_school_lesson_plans.php http://www.entre-ed.org/teach/activits.htm http://www.themint.org/teens/be-your-own-boss.html

Course Description:

The Entrepreneurial Skills course provides students with the knowledge, skills, and motivation to support entrepreneurial success in a variety of settings.

Program of Study Application

This is an advanced cluster course. It is recommended to take the entrepreneurship foundation course before taking this course.

Course Standards**ES 1: Evaluate leadership styles and management functions for entrepreneurs.**

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
3-Strategic Thinking	ES 1.1 Describe how cultural/ethnic/generational differences affect interpersonal interactions/communications within a business structure <ul style="list-style-type: none"> See How Can Cultural Differences Affect Business Communication? 	http://catalog.flatworldknowledge.com/bookhub/3158?e=fwk-168388-ch04_s03 http://www.fdu.edu/news_pubs/magazine/05ws/generations.htm Eeoc.gov
2-Skill/concept	ES 1.2 Compare and contrast leadership styles and characteristics.	
2-Skill/concept	ES 1.3 Distinguish the roles of support staff, supervisors, and managers.	
3-Strategic Thinking	ES 1.4 Discuss the role of ethics in business.	

Notes:

ES 2: Demonstrate an understanding of the elements and purpose of business and strategic planning in entrepreneurship

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
1-Recall	ES 2.1 Identify and explain the components of a business plan.	
2-Skill/concept	ES 2.2 Conduct market research using a variety of methods.	
3-Strategic Thinking	ES 2.3 Compare and contrast sample business plans, identifying strengths and weaknesses.	
4-Extended Thinking	ES 2.4 Synthesize all elements into a business plan.	

Notes:

ES 3: Identify strategies for business startup and growth.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
4-Extended Thinking	ES 3.1 Develop mission, purpose, core values, and vision statement.	
2-Skill/concept	ES 3.2 Identify factors for business expansion.	
3-Strategic Thinking	ES 3.3 Evaluate advantages and disadvantages of business locations.	
2-Skill/concept	ES 3.4 Identify startup costs	
3-Strategic Thinking	ES 3.5 Assess barriers to startup	

Notes:

ES 4: Understand financial planning, reports, and projections.

Webb Level	Sub Indicator	Integrated Content
2-Skill/concept	ES 4.1 Research sources of capital.	
4-Extended Thinking	ES 4.2 Formulate pricing strategies for goods and services	
4-Extended Thinking	ES 4.3 Project annual and monthly business income and expenses.	
4-Extended Thinking	ES 4.4 Calculate projected sales, income, expenses, and taxes.	
4-Extended Thinking	ES 4.5 Construct a financial plan	

Notes:

ES 5: Understand effective marketing.

Webb Level	Sub Indicator	Integrated Content
4-Extended Thinking	ES 5.1 Identify target markets, competition, and customer profiles.	
3-Strategic Thinking	ES 5.2 Know the components of a promotional plan (i.e., advertising, public relations, sales promotion) and how the plan is used to achieve a stated outcome.	
1-Recall	ES 5.3 Identify the selling techniques used to aid customers and clients in making buying decisions	
4-Extended Thinking	ES 5.4 Use market research to develop strategies for marketing products or services.	
4-Extended Thinking	ES 5.5 Create an effective marketing plan including current social media, viral marketing, and other technologies	

Notes:

ES 6: Understand the role of human resources.

Webb Level	Sub Indicator	Integrated Content
2-Skill/concept	ES 6.1 Research job descriptions, compensation, and benefits for potential employees.	
1-Recall	ES 6.2 Identify government regulations (federal, state, and local) that affect small business.	
1-Recall	ES 6.3 Recognize various types of taxes that affect small business.	
2-Skill/concept	ES 6.4 Understand policies and laws regarding harassment, nondiscrimination, and workplace safety.	

Notes:



Business Economics

Career Cluster	Finance
Course Code	
Prerequisite(s)	
Credit	
Graduation Requirement	
Program of Study and Sequence	Foundation Course - Cluster Course – Pathway Courses – Business Economics
Student Organization	FBLA, DECA
Coordinating Work-Based Learning	
Industry Certifications	
Dual Credit or Dual Enrollment	
Teacher Certification	
Resources	http://ed.ted.com/lessons?category=business-economics http://www.econedlink.org/ http://ecedweb.unomaha.edu/lessons/lessons6-12.cfm http://www.pbslearningmedia.org/search/?q=economics&selected_facets=grades_exact%3A9&selected_facets=grades_exact%3A10&selected_facets=grades_exact%3A11&selected_facets=grades_exact%3A12&selected_facets=&selected_facets=

Course Description:

This course provides an in-depth study of fundamental concepts, free enterprise trading practices, and the various players in the economic system. Topics include the production, marketing, and distribution of goods and services, as well as the roles of financial institutions and the government within the free enterprise system. Students will explore various careers within the free market system.

Program of Study Application

This is an advanced cluster course in the Finance Cluster.

Course Standards**BE 1: Analyze the basic economic systems in relation to scarcity, choice, and opportunity costs.**

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 4 – Extended Thinking	BE 1.1: Analyze concepts of basic economics.	
Level 1 - Recall	BE 1.2: Differentiate among economic systems.	https://frbatlanta.org/education/publications/extra-credit/2015/fall/lessons-and-activities/high-school/basic-economic-concepts/economic-systems-infographic-activity
Level 3 – Strategic Thinking	BE 1.3: Analyze economic problems and goals of society. <ul style="list-style-type: none"> Analyze the economic problem of scarcity. 	
Level 3 – Strategic Thinking	BE 1.4: Assess the importance of natural resources and their relationship to economic decision making.	

Notes

BE 2: Analyze the role of business in a free enterprise system.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 3 – Strategic Thinking	BE 2.1: Analyze types of business organizations.	
Level 2 - Skill/Concept	BE 2.2: Apply the concepts of buying and selling of stock.	
Level 3 – Strategic Thinking	BE 2.3: Analyze effects of competition and monopoly on a free enterprise system.	
Level 3 – Strategic Thinking	BE 2.4: Explain and analyze the concepts and characteristics of production and marketing.	
Level 1 - Recall	BE 2.5: Explain supply and demand.	
Level 2 - Skill/Concept	BE 2.6: Analyze the role of unions in the economy	

Notes

BE 3: Analyze the role of government in a free enterprise system.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 4 – Extended Thinking	BE 3.1: Connect concepts related to government's role in a free enterprise system. <ul style="list-style-type: none"> Connect government regulation to the creation of natural monopolies 	
Level 2 - Skill/Concept	BE 3.2: Formulate and analyze the components of gross national product (GNP), gross domestic product (GDP) and national income.	
Level 1 – Recall	BE 3.3: Investigate and differentiate the types of taxes.	
Level 3 – Strategic Thinking	BE 3.4: Analyze cause/effect of inflation and recession.	
Level 4 – Extended Thinking	BE 3.5: Investigate and analyze governmental policies and their economic consequences at the national, state and local levels.	

Notes

BE 4: Analyze global economic concepts

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 3 – Strategic Thinking	BE 4.1: Connect concepts as they apply to international economics. <ul style="list-style-type: none"> • Outsourcing • Imports/Exports 	
Level 3 – Strategic Thinking	BE 4.2: Investigate and analyze the effect of world trade on the United States economy. <ul style="list-style-type: none"> • Develop a logical argument for/against protective trade barriers 	
Level 4 – Extended Thinking	BE 4.3: Utilize business economic concepts to determine advantages/disadvantages of International trade, including the global impact.	
Level 3 – Strategic Thinking	BE 4.4: Investigate and analyze the purpose and effects of foreign aid.	

Notes