

Florida Department of Education
Curriculum Framework

Program Title: Finance
Program Type: Career Preparatory
Career Cluster: Finance

Secondary – Career Preparatory

Program Number	8815100
CIP Number	0252080110
Grade Level	9-12, 30, 31
Standard Length	5 credits
Teacher Certification	Refer to the <u>Program Structure</u> section.
CTSO	DECA FBLA BPA
SOC Codes	43-3021 – Billing and Posting Clerks 43-3031 – Bookkeeping, Accounting, and Auditing Clerks 43-4041 – Credit Authorizers, Checkers and Clerks 43-4011 – Brokerage Clerks
CTE Program Resources	http://www.fl DOE.org/academics/career-adult-edu/career-tech-edu/program-resources.stml

Purpose

The purpose of this program is to prepare students for employment in the financial industry. This program is divided into two pathways, Finance and Global Finance. A student would complete the Finance Core then proceed into one of two pathways.

This pathway leads to a concentration in Finance. Possible entry level jobs include: billing and posting clerks, accounting/auditing clerks, credit authorizers, customer service representatives, tellers, and brokerage clerks. This program also provides supplemental training for persons previously or currently employed in the financial industry. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the financial industry: planning; management; finance; accounting; economics; technical and production skills; underlying principles of technology; labor issues; community issues and health, safety, and environmental issues; risk management liability; and health, life, and disability insurance.

The path begins with an overview of globalization, including world factors pushing organizations to expand into other markets in order to remain viable. Students explore cultural and political differences that affect organizational operations and decision making. They then learn about

international trade investment and international finance, including an examination of the role of the International Monetary Fund. Students study the business strategies that enable organizations to compete effectively in the global marketplace.

This path offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Finance career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Finance career cluster.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instruction consisting of five credits.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the secondary program structure:

Course Number	Course Title	Teacher Certification	Length	SOC Code	Level	Graduation Requirement
8207310	Digital Information Technology OR	DIT Teacher Certifications	1 credit	15-1151	2	PA
8815150	Business Communication and Technology	BANK FINC @7 7 G BUS ED 1 @2 MKTG 1 @2 MKTG MGMT 7 G	1 credit	43-3021	2	PA
8203310	Accounting Applications 1 (<i>no substitutions</i>)	ACCTING @7 7 G BANK FINC @7 7 G BOOKKEEPIN @4 @7 7 G BUS ED 1 @2 MANAG SUPV 7 G MKTG 1 @2 MKTG MGMT 7 G TC COOP ED @7 VOE @7	1 credit	43-3031	3	
8815110	Economics and Financial Services OR	BANK FINC @7 7 G BUS ED 1 @2 MKTG 1 @2 MKTG MGMT 7 G	1 credit	43-4041	3	
2102360 2102365 2102370	AP Microeconomics OR AP Microeconomics Innovation AND AP Macroeconomics	SOCIAL SCI 1* HISTORY @1* ECON @ 1*	.5 credit .5 credit .5 credit		3	EC EC EC
8815130	Financial Internship OR	BANK FINC @7 7 G BUS ED 1 @2 MKTG 1 @2 MKTG MGMT 7 G	1 credit		2	
8501420	Finance Cooperative Education - OJT		1 credit		2	
8815120	Personal Finance		1 credit	43-4011	3	

(Graduation Requirement Abbreviations- EQ= Equally Rigorous Science, PA= Practical Arts, EC= Economics)

Note: The course AP Microeconomics Innovation (2102365) may be used to substitute AP Microeconomics (2102360).

**SOCIAL SCI 1, HISTORY @ 1, ECON @ 1 Teacher Certifications are required to teach AP Microeconomics and AP Macroeconomics and are appropriate to teach these courses only. They may not be used to teach other courses in this program, nor are the other teacher certifications identified in this program appropriate to teach AP Microeconomics and AP Macroeconomics.*

Common Career Technical Core – Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

Standards

Note 1: The standards for AP Microeconomics Innovation (2102365), AP Microeconomics (2102360) and AP Macroeconomics (2102370) can be found at www.cpalms.org.

Note 2: Digital Information Technology (8207310) is an optional course in this and other programs within the Finance Career Cluster. The standards associated with this course are listed first (01.0 – 14.0).

After successfully completing this program, the student will be able to perform the following:

- 01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
- 02.0 Develop an awareness of microprocessors and digital computers.
- 03.0 Demonstrate an understanding of operating systems.
- 04.0 Use technology to enhance the effectiveness of communication skills utilizing word processing applications.
- 05.0 Use technology to enhance communication skills utilizing presentation applications.
- 06.0 Use technology to enhance the effectiveness of communication utilizing spreadsheet and database applications.
- 07.0 Use technology to enhance communication skills utilizing electronic mail.
- 08.0 Investigate individual assessment and job/career exploration and individual career planning that reflect the transition from school to work, lifelong learning, and personal and professional goals.
- 09.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
- 10.0 Demonstrate competence using computer networks, internet and online databases to facilitate collaborative or individual learning and communication.
- 11.0 Demonstrate competence in page design applicable to the World Wide Web.
- 12.0 Develop an awareness of emerging technologies.
- 13.0 Develop awareness of computer languages and software applications.
- 14.0 Demonstrate comprehension and communication skills.

OR

- 01.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- 02.0 Demonstrate proficiency in using microcomputer and electronic skills to perform job functions.
- 03.0 Use technology to enhance the effectiveness of communication utilizing word processing applications.
- 04.0 Use technology to enhance the effectiveness of communication utilizing slide presentation applications.
- 05.0 Explain the importance of employability and entrepreneurship skills.
- 06.0 Manage career development.
- 07.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
- 08.0 Use information technology tools.
- 09.0 Describe the importance of professional ethics and legal responsibilities.
- 10.0 Apply mathematical operations and processes to accomplish job objectives and enhance workplace performance.

AND

- 15.0 Describe management functions and organizational structures as they relate to today's workplace and employer/employee roles.
- 16.0 Practice quality performance in the learning environment and the workplace.
- 17.0 Exhibit customer service skills.
- 18.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring personal and business situations.
- 19.0 Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals.
- 20.0 Apply accounting principles and concepts to the performance of accounting activities.
- 21.0 Apply accounting principles and concepts using appropriate technology.
- 22.0 Exhibit successful finance career skills.
- 23.0 Compare the differences between the various economic systems.
- 24.0 Explain the nature of American capitalism through its various concepts.
- 25.0 Explain the profit motive in our economic system.
- 26.0 Provide examples of capital markets and the role securities have within these markets.
- 27.0 Develop skill in interpreting financial content of various news sources.
- 28.0 Demonstrate an understanding of the different types of business organization.
- 29.0 Identify the role the Federal Reserve System plays in our money, credit, and banking processes.
- 30.0 Summarize how economic growth and stability impact the business cycle.
- 31.0 Explain the banking concept as used in America.
- 32.0 Outline the historical transition the banking system in America has taken from its early years to its current position.
- 33.0 Define banking operations.
- 34.0 Analyze the types of investments used by banks.
- 35.0 Evaluate the effectiveness of bank regulation and examination.
- 36.0 Identify terminology unique to the finance and finance-related industries.
- 37.0 Describe the role of consumer credit in today's society.
- 38.0 Describe the role and impact of consumer debt.
- 39.0 Identify the principles of saving and borrowing.
- 40.0 Identify career opportunities available in the consumer credit field.
- 41.0 Describe consumer credit products.
- 42.0 Define risk and consumer lending.
- 43.0 Outline the procedures utilized in processing a credit application.
- 44.0 Outline the procedures used in evaluating a loan.
- 45.0 Identify the documents and procedures utilized in closing a loan.
- 46.0 Identify the relationship between education attainment and income.
- 47.0 Outline the methods utilized in servicing a loan.
- 48.0 Evaluate the role automation plays in the buying and selling of securities.
- 49.0 Identify the laws and regulations for consumer protection.
- 50.0 Summarize global banking functions.
- 51.0 Define global trade.
- 52.0 Exhibit leadership skills needed to accomplish team goals and objectives.

AND

- 53.0 Perform critical job skills.
- 54.0 Display professional work habits.
- 55.0 Demonstrate ethical behavior.

OR

- 53.0 Perform designated job skills
- 54.0 Demonstrate work ethics

AND

- 56.0 Identify key terms/concepts/trends.
- 57.0 Identify and apply the processes used in personal financial planning.
- 58.0 Describe the role of a financial planner.
- 59.0 Outline the components of a financial plan.
- 60.0 Define the concept of risk management and insurance products.
- 61.0 Identify retirement planning strategies and industry trends.
- 62.0 Identify estate planning strategies.
- 63.0 Select a financial industry career for research.
- 64.0 Generate a comprehensive financial plan.
- 65.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 66.0 Demonstrate personal money-management concepts, procedures, and strategies.
- 67.0 Demonstrate a working knowledge of the role savings, investing and speculating play in financial planning.
- 68.0 Exhibit successful finance career skills.

**Florida Department of Education
Student Performance Standards**

Course Title: Digital Information Technology
Course Number: 8207310
Course Credit: 1

Course Description:

This course is designed to provide a basic overview of current business and information systems and trends, and to introduce students to fundamental skills required for today's business and academic environments. Emphasis is placed on developing fundamental computer skills. The intention of this course is to prepare students to be successful both personally and professionally in an information based society. Digital Information Technology includes the exploration and use of: databases, the internet, spreadsheets, presentation applications, management of personal information and email, word processing and document manipulation, HTML, web page design, and the integration of these programs using software that meets industry standards. After successful completion of this core course, students will have met Occupational Completion Point A, Information Technology Assistant - SOC Code 15-1151.

Digital Information Technology (8207310) is part of several programs across the various CTE career clusters. To ensure consistency, the standards and benchmarks for this course (01.0 – 14.0) have been placed in a separate document. To access this document, visit:
http://www.fldoe.org/core/fileparse.php/9943/urlt/DIT_2020-21.rtf.

Florida Department of Education
Student Performance Standards

Course Title: Business Communication and Technology
Course Number: 8815150
Course Credit: 1

Course Description:

This course is designed to provide an overview of current business, finance and information systems and trends and to introduce students to the foundations required for today's business environments. Emphasis is placed on developing proficiency with computer applications, so that they may be used as communication tools for enhancing personal and work place proficiency in an information-based society. This also includes proficiency with computers using databases, spreadsheets, presentation applications, financial and tax software applications and the integration of these programs using software that meets industry standards.

CTE Standards and Benchmarks	
01.0	Use oral and written communication skills in creating, expressing and interpreting information and ideas. The students will be able to:
01.01	Select and employ current communication concepts and strategies to enhance oral and written communication in the workplace.
01.02	Locate, organize, reference and validate written information from multiple sources, such as digital and print.
01.03	Design, develop and deliver presentations using appropriate media to engage and inform diverse audiences.
01.04	Demonstrate appropriate verbal and nonverbal cues/behaviors to presentation skills.
01.05	Develop and interpret tables and charts to support written and oral communications.
01.06	Exhibit public relations skills that aid in achieving effective business and social communication.
02.0	Demonstrate proficiency in using microcomputer and electronic skills to perform job functions. THE student will be able to:
02.01	Apply the following tools to increase work efficiency: word processing, database, spreadsheet programs, presentation programs, web design, email systems, and the Internet.
02.02	Utilize computer technology to access, analyze and interpret business information.
02.03	Cite Internet-based resources correctly using proper format.
03.0	Use technology to enhance the effectiveness of communication utilizing word processing applications. The student will be able to:
03.01	Select and use word processing software and accompanying features to enhance written business communications.

CTE Standards and Benchmarks

03.02	Fully utilize all word processing features including mail merge and macros to improve the efficiency of projects.
03.03	Format content to a document by applying font, paragraph attributes, indent and tab settings to text and paragraphs. Apply spacing settings to text and paragraphs. Navigate and search through a document, create and manipulate tables.
03.04	Create and manipulate illustrations, such as tables, images, media, and text.
03.05	Apply references and hyperlinks, create end and footnotes, and create a table of contents in a document.
03.06	Apply industry-accepted formats for business correspondence including block, modified block and semi-block.
04.0	Use technology to enhance the effectiveness of communication utilizing slide presentation applications. The student will be able to:
04.01	Navigate the presentation software environment, including: adjusting views, manipulating window, configuring toolbar and file options.
04.02	Create slide presentations utilizing using features such as adding and removing slides, slide layouts and format slide design.
04.03	Locate, create, adjust and incorporate graphical and multimedia elements, including: shapes, graphics, images, bullets, hyperlinks, video, and audio into a slide presentation appropriate for the project.
04.04	Explore and apply design and color theory to create dynamic and appealing visuals.
04.05	Apply slide transitions and create custom animations to slide presentations appropriate for the target audience.
05.0	Explain the importance of employability and entrepreneurship skills. The students will be able to:
05.01	Identify and demonstrate positive work behaviors needed to be employable, such as punctuality, attendance and dependability.
05.02	Develop personal career plan that includes goals, objectives, and strategies.
05.03	Examine licensing, certification, and industry credentialing requirements.
05.04	Maintain a career portfolio to document knowledge, skills, and experience.
05.05	Evaluate and compare employment opportunities that match career goals.
05.06	Identify and exhibit traits for retaining employment.
05.07	Identify opportunities and research requirements for career advancement.
05.08	Research the benefits of ongoing professional development.
05.09	Examine and describe entrepreneurship opportunities as a career planning option.
05.10	Willingness to receive and accept feedback and use it constructively.

CTE Standards and Benchmarks

05.11	Demonstrate problem solving, critical thinking, and decision making skills.
05.12	Foster teamwork to improve quality of work.
05.13	Use group consensus strategies.
06.0	Manage career development. The student will be able to:
06.01	Research and evaluate possible career paths.
06.02	Research education needs/requirements.
06.03	Explain the importance of participating in a business-related career and technical student organization, such as BPA, DECA, FBLA, etc.
06.04	Attend leadership seminars, workshops, or tradeshow offered by professional and/or student organizations.
06.05	Explain the importance of having a written job description.
06.06	Investigate industry designations/licensing/degrees.
06.07	Compare employment benefits packages.
06.08	Use personal assessment tools to identify personal strengths and weaknesses related to learning and work environments.
06.09	Analyze job and career requirements and relate career interests to opportunities in the global economy.
06.10	Build and maintain a portfolio reflecting experiences and skills gained during the course of study.
06.11	Demonstrate understanding of proper business etiquette related to finance careers. (i.e.: introductions, phone etiquette, dining, networking, marketing, online services and community service).
07.0	Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance. The student will be able to:
07.01	Apply ergonomic principles applicable to the configuration of computer workstations.
07.02	Develop keyboarding skills to enter and manipulate text and data.
07.03	Describe and use current and emerging computer technology and software to perform personal and business related tasks.
07.04	Use reference materials such as on-line help, tutorials, and manuals available for application software.
07.05	Demonstrate basic file management skills.
07.06	Troubleshoot problems with computer software, hardware, peripherals, and other office equipment.

CTE Standards and Benchmarks

07.07	Select and use standard written business and financial communication formats.
08.0	Use information technology tools. The students will be able to:
08.01	Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications.
08.02	Employ computer operations applications to access, create, manage, integrate, and store information.
08.03	Employ collaborative/groupware applications to facilitate group work.
09.0	Describe the importance of professional ethics and legal responsibilities. The students will be able to:
09.01	Evaluate and justify decisions based on ethical reasoning.
09.02	Evaluate alternative responses to workplace situations based on personal, professional, ethical, legal responsibilities, and employer policies.
09.03	Identify and explain personal and long-term consequences of unethical or illegal behaviors in the workplace.
10.0	Apply mathematical operations and processes to accomplish job objectives and enhance workplace performance. The student will be able to:
10.01	Use appropriate mathematical formulas and processes as they are needed in business.
10.02	Use spreadsheet software to develop basic financial reports.
10.03	Demonstrate knowledge of arithmetic operations.
10.04	Analyze and apply data and measurements to solve problems and interpret documents.
10.05	Construct charts/tables/graphs using functions and data.

Florida Department of Education
Student Performance Standards

Course Title: Accounting Applications 1
Course Number: 8203310
Course Credit: 1

Course Description:

This course emphasizes double-entry accounting; methods and principles of recording business transactions; the preparation of various documents used in recording income, expenses, acquisition of assets, incurrence of liabilities, and changes in equity; and the preparation of financial statements. The use of computers and appropriate software is required.

CTE Standards and Benchmarks	
15.0	Describe management functions and organizational structures as they relate to today’s workplace and employer/employee roles. The student will be able to:
15.01	Describe how accounting departments work within and across organizations.
15.02	Describe the roles and responsibilities of employees within the organization of a small, medium, or large accounting department (including the CFO, controller, accounting manager, accounts payable and receivable coordinator, payroll administrator, bookkeeper and credit and collection manager).
15.03	Explain the impact of the global economy on business organizations.
16.0	Practice quality performance in the learning environment and the workplace. The student will be able to:
16.01	Apply appropriate organizational skills to manage time and resources.
16.02	Perform tasks accurately, completely, and with attention to detail on a consistent basis.
16.03	Think critically and make informed decisions.
16.04	Project a professional image through appropriate business attire, ethical behavior, personal responsibility, flexibility, and respect for confidentiality.
16.05	Follow accepted rules, regulations, policies and workplace safety.
17.0	Exhibit customer service skills. The student will be able to:
17.01	Listen and identify customer’s needs and concerns.

CTE Standards and Benchmarks

17.02	Model appropriate ways to problem solve with customers in various situations.
17.03	Model proper business etiquette (including introductions, phone etiquette, dining, networking, marketing, online services and community service).
17.04	Develop a personal and work ethic (including punctuality, use of company's technology, and loyalty to company, distinction between personal and business tasks).
17.05	Develop and articulate a personal and business code of ethical behavior.
18.0	Apply mathematical operations and processes as well as financial planning strategies to commonly occurring personal and business situations. The student will be able to:
18.01	Develop an awareness of effective credit management.
18.02	Prepare and analyze a personal budget.
19.0	Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals. The student will be able to:
19.01	Analyze job and career requirements and relate career interests to opportunities in accounting occupations in the global economy.
20.0	Apply accounting principles and concepts to the performance of accounting activities. The student will be able to:
20.01	Demonstrate the application of the full accounting cycle (including chart of accounts, use of t accounts, journalizing business transactions, posting of journal entries, preparation of trial balance, journalizing and posting of adjusting entries, journalizing and posting of post-closing entries, and preparation of an income statement, statement of owner's equity, and balance sheet).
20.02	Demonstrate proficiency in cash control procedures (including bank deposits, electronic fund transfers, all credit and debit transactions, bank reconciliations, proof of cash, petty cash, and journal entries related to all banking activities).
20.03	Use source documents to prepare and analyze transactions (including invoices, cash receipts, sales slips, credit memos, vendor statements, purchase orders, and packing slips).
20.04	Use payroll records to prepare and analyze transactions (including maintaining payroll records to include employee time processing procedures, payroll checks, a payroll register, employee earnings record, employer payroll taxes (to include tax forms and all associated journal entries).
20.05	Analyze transactions for accuracy and prepare appropriate correcting entries.
20.06	Understand the purpose of financial accounting and the users of financial information.
21.0	Apply accounting principles and concepts using appropriate technology. The student will be able to:
21.01	Identify and use communication technology in an accounting environment such as word processing and email.
21.02	Demonstrate proficiency in the use of spreadsheet and accounting software to maintain accounting records to include creating and manipulating both data and formulas, formatting data, securing data and presenting results visually (including charts and graphs).

CTE Standards and Benchmarks

22.0 Exhibit successful finance career skills. The student will be able to:

22.01 Build and maintain a portfolio reflecting experiences and skills gained during the course of study.

22.02 Demonstrate understanding of proper business etiquette related to finance careers. (i.e.: introductions, phone etiquette, dining, networking, marketing, online services and community service).

**Florida Department of Education
Student Performance Standards**

Course Title: Economics and Financial Services
Course Number: 8815110
Course Credit: 1

Course Description:

This course presents basic topics in economics, including the principles and practices of banking, credit, and consumer lending in the United States. Additional emphasis is placed on money, credit and banking, economic growth and stability, characteristics of different economic systems and institutions. Students become familiar with the major functions of banks and other financial intermediaries, central banking by the Federal Reserve System, and modern trends in the finance industry. The students are also introduced to credit functions, principles of credit risk evaluation, loan creation, debt collection, and stocks and bonds.

CTE Standards and Benchmarks	
23.0	Compare the differences between the various economic systems. The student will be able to:
23.01	Describe the terms "market" and "market system." Compare and contrast major features of a variety of economic systems. Explain the basic principles of a market system.
23.02	Describe factors that have led to an increased international interdependence.
23.03	Explain concepts associated with trade between nations and their potential impact on nations' economies.
24.0	Explain the nature of American capitalism through its various concepts. The student will be able to:
24.01	Describe the characteristics of America's market economy.
24.02	Explain the impact of supply and demand on the American economy.
25.0	Explain the profit motive in our economic system. The student will be able to:
25.01	Define the term "profit."
25.02	Explain the role of the profit motive in investment decisions.
25.03	Explain in which area the profit motive may impact business decisions and choices
26.0	Provide examples of capital markets and the role securities have within these markets. The student will be able to:

CTE Standards and Benchmarks

26.01	Develop reasons for corporate efforts to raise capital.
26.02	Explain a variety of methods available to corporations for raising capital.
26.03	Show the major purposes of corporate annual reports.
27.0	Develop skill in interpreting financial content of various news sources. The student will be able to:
27.01	Identify important financial data components found various news sources.
27.02	Utilize daily stock trading data listed in the business section of the newspaper or on the Internet to demonstrate the importance of market fluctuations and investment results
28.0	Demonstrate an understanding of the different types of business organization. The student will be able to:
28.01	Compare the features of proprietorship, partnership, and corporation.
28.02	List the advantages and disadvantages of forming a corporation.
28.03	Discuss reasons for corporate acquisitions and mergers.
29.0	Identify the role the Federal Reserve System plays in our money, credit, and banking processes. The student will be able to:
29.01	Define money and the role it plays in the American economic system.
29.02	Describe the role financial institutions play in the economic growth and development of a society.
30.0	Summarize how economic growth and stability impact the business cycle. The student will be able to:
30.01	Interpret the concept of economic growth.
30.02	Explain the various business cycles that occur in our economy.
31.0	Explain the banking concept as used in America. The student will be able to:
31.01	Describe the services offered by a full service bank.
31.02	Identify financial services offered by major non-bank competitors.
31.03	Explain the importance of the selling of financial services by all financial institutions.
32.0	Outline the historical transition the banking system in America has taken from its early years to its current position. The student will be able to:
32.01	Review the Federal Reserve System's various roles in financial services industry.

CTE Standards and Benchmarks

32.02	Identify the major Federal banking laws and their role in financial services industry.
32.03	Diagram the organization of the Federal Reserve.
32.04	Identify new financial products and services offered by a variety of financial institutions.
33.0	Define banking operations. The student will be able to:
33.01	Identify the major departments of financial institutions.
33.02	Describe the characteristics of a time deposit transaction.
33.03	Identify types of negotiable instruments.
34.0	Analyze the types of investments used by banks. The student will be able to:
34.01	Identify the role of financial intermediaries.
34.02	Identify the most profitable assets for a bank to hold.
35.0	Evaluate the effectiveness of bank regulation and examination. The student will be able to:
35.01	Describe the audit function of a bank.
35.02	Identify the agencies responsible for bank regulation.
36.0	Identify terminology unique to the finance and finance-related industries. The student will be able to:
36.01	Identify and define commonly used financial terms, such as income, expense, and profit.
36.02	Identify and record financial data using correct terminology.
37.0	Describe the role of consumer credit in today's society. The student will be able to:
37.01	Define consumer credit.
37.02	Identify major providers of consumer credit.
37.03	State the reason(s) consumer credit exists.
38.0	Describe the role and impact of consumer debt. The student will be able to:
38.01	Define debt. Differentiate between good and bad debt.
38.02	Identify the components and consequences of a credit score.

CTE Standards and Benchmarks

38.03	Describe the long term implications of borrowing at unfavorable interest rates.
38.04	Using a personal budget model, illustrate the implications of two-year and four-year contracts for items like car loans or leases, cell phone contracts and other items at various terms.
38.05	Identify the opportunity costs of credit card debt.
38.06	Research and identify credit and loan related consumer rights.
38.07	Describe the consequences of not paying off credit card debt each month.
38.08	Explain the economic impact of consumer credit
38.09	Explain the concept of compound interest as it relates to consumer debt
39.0	Identify the principles of saving and borrowing. The student will be able to:
39.01	Describe the importance of credit to consumers in the American marketplace.
39.02	List the criteria for judging an individual's credit worthiness.
39.03	Describe three different types of consumer credit discrimination.
39.04	Describe a strategy for increasing an individual's savings.
40.0	Identify career opportunities available in the consumer credit field. The student will be able to:
40.01	List the various careers in consumer lending.
40.02	Outline an organization chart for the consumer lending department of a financial institution.
41.0	Describe consumer credit products. The student will be able to:
41.01	Identify the characteristics of consumer credit products (i.e., open ended, secured and unsecured, short and long term).
41.02	Describe the benefits and risks of credit and debit card use.
41.03	Name the activities involved in a credit transaction.
42.0	Define risk and consumer lending. The student will be able to:
42.01	Define a credit risk.
42.02	Construct a profile of a good credit risk.
42.03	Explain the method an institution uses to price a loan.

CTE Standards and Benchmarks

43.0	Outline the procedures utilized in processing a credit application. The student will be able to:
43.01	Outline the information needed on a credit application.
43.02	List the documents involved in consumer lending.
43.03	Develop a letter to notify the applicant of a credit decision.
43.04	Explain the function of a credit bureau in the credit process.
44.0	Outline the procedures used in evaluating a loan. The student will be able to:
44.01	Analyze a credit grading system.
44.02	Describe signals that may be fraud indicators.
44.03	Analyze the reasons why credit information should be verified.
45.0	Identify the documents and procedures utilized in closing a loan. The student will be able to:
45.01	Explain the significance of a loan closing.
45.02	Identify the documents involved in general consumer lending.
46.0	Identify the relationship between education attainment and income. The student will be able to:
46.01	Calculate the total cost of higher education using a variety of interest rates and compare federal and private lenders and their repayment terms.
46.02	Using median income tables from the US Department of Labor, determine the best return on investment (ROI) for educational choices and the career and salary that educational choice supports.
46.03	Calculate the cost of varying lengths of student loan deferment.
46.04	Compare and contrast the costs and outcomes of public, non-profit and for-profit educational choices.
47.0	Outline the methods utilized in servicing a loan. The student will be able to:
47.01	Describe how consumer loans are serviced.
47.02	Outline collection procedures for a consumer loan.
47.03	Define bankruptcy.
47.04	Outline the job responsibilities of a bankruptcy specialist.

CTE Standards and Benchmarks

48.0	Evaluate the role automation plays in the buying and selling of securities. The student will be able to:
48.01	Identify the key terms relating to stock trading.
48.02	Outline the sequence of events in making a stock trade.
49.0	Identify the laws and regulations for consumer protection. The student will be able to:
49.01	Interpret the purpose of the Truth-In-Lending Act.
49.02	Explain the major provisions of the Equal Credit Opportunity Act.
49.03	Explain the importance of the Fair Credit Billing Act.
50.0	Summarize global banking functions. The student will be able to:
50.01	Describe the promotion of global trade.
50.02	Analyze the interrelationship of global credit.
50.03	Identify global exchange services.
51.0	Define global trade. The student will be able to:
51.01	Describe what takes place during the rise or fall of the exchange rate of the U.S. dollar.
51.02	Outline the advantages and disadvantages of a protectionist policy.
51.03	Identify possible solutions to the problem of meeting global competition.
51.04	Distinguish between imports and exports.
51.05	Discuss the financial interdependence of nations.
51.06	Explain the advantages and disadvantages of global trade.
51.07	Define the major agreements governing the world: General Agreement on Tariffs and Trade (GATT), North American Free Trade Agreement (NAFTA), European Union (EU), ASEAN Free Trade Area (AFTA), and Southern Cone Common Market (Mercosur).
51.08	Discuss the U.S. balance of trade.
51.09	Know terms: trade, tariff, quota, embargo, voluntary export restraints, most favored nation status, foreign trade zones, export, import, dumping, kickbacks, International Monetary Fund (IMF).
52.0	Exhibit leadership skills needed to accomplish team goals and objectives. The students will be able to:

CTE Standards and Benchmarks

52.01 Apply leadership skills to accomplish organizational goals and objectives.

52.02 Establish working relationships with others in order to accomplish objectives and tasks.

52.03 Participate in meetings to accomplish work tasks.

52.04 Employ mentoring skills to inspire and teach others.

52.05 Explain the importance of participating in a business-related career and technical student organization, such as BPA, DECA, FBLA, etc.

**Florida Department of Education
Student Performance Standards**

Course Titles: AP Microeconomics Innovation, AP Microeconomics, AP Macroeconomics
Course Numbers: 2102365, 2102360, 2102370
Course Credit: .5 credit, .5 credit, .5 credit

The standards for AP Microeconomics Innovation (2102365), AP Microeconomics (2102360) and AP Macroeconomics (2102370) can be found at www.cpalms.org.

Florida Department of Education
Student Performance Standards

Course Title: Financial Internship
Course Number: 8815130
Course Credit: 1

Course Description:

The financial internship course provides students with authentic learning experiences in which they demonstrate human relations, technical, communication, and career development skills through entry level employment in the financial services industry. Through hands-on project management, major tasks outlined in a training plan, mentors supervise student learning in specific skill attainment and professional development. Students earn high school credit and financial compensation.

CTE Standards and Benchmarks	
53.0	Perform critical job skills. The student will be able to:
53.01	Apply literacy skills in technical reading, computing and calculating.
53.02	Perform tasks as outlined in the individualized job performance skills plan.
53.03	Maintain relevant employment documents.
53.04	Sustain mentoring relationships in the workplace.
53.05	Communicate in business settings by listening, writing, speaking and presenting with professional demeanor.
53.06	Collaborate, communicate and interact utilizing technology.
53.07	Offer alternative suggestions or solutions rather than simply rejecting others ideas.
53.08	Contribute to team efforts by fulfilling responsibilities and valuing diversity.
53.09	Explore networking opportunities through professional associations.
53.10	Exercise proper judgment in decision making.
53.11	Adapt to changing organizational environments with flexibility.
53.12	Build a portfolio reflecting experiences and skills gained during the internship.

CTE Standards and Benchmarks

54.0 Display professional work habits. The student will be able to:

54.01 Report as expected, on time, appropriately dressed and groomed and ready to work.

54.02 Create a positive professional image through proper introductions, eye contact, and a firm handshake.

54.03 Model acceptable work habits and conduct in the workplace as defined by company policy.

54.04 Complete and follow through on tasks and take initiative as warranted.

54.05 Respond to internal and external customers' needs and concerns.

54.06 Practice business etiquette and social sensitivity in face to face interaction, on the telephone and the Internet.

54.07 Build bridges between conflicting attitudes and ways of thinking.

55.0 Demonstrate ethical behavior. The student will be able to:

55.01 Compare business activities to professional standards.

55.02 Show empathy, respect and support for others.

55.03 Value confidentiality and privacy.

55.04 Recognize gender and cultural inappropriate behaviors.

Florida Department of Education
Student Performance Standards

Program Title: Finance Cooperative Education - OJT
Course Number: 8501420

Standards and Benchmarks	
53.0	Perform designated job skills. The student will be able to:
53.01	Perform tasks as outlined in the training plan.
53.02	Demonstrate job performance skills.
53.03	Demonstrate safety procedures on the job.
53.04	Maintain appropriate records.
53.05	Attain an acceptable level of productivity.
53.06	Demonstrate appropriate dress and grooming habits.
54.0	Demonstrate work ethics. The student will be able to:
54.01	Follow directions.
54.02	Demonstrate good human relations skills on the job.
54.03	Demonstrate good work habits.
54.04	Demonstrate acceptable business ethics.

Florida Department of Education
Student Performance Standards

Course Title: Personal Finance
Course Number: 8815120
Course Credit: 1

Course Description:

This course develops an awareness of the need for care and organization in planning for the wise use of economic resources and financial products available through a study of savings, credit, insurance, banking, investing and financial goals. The students are also made aware of the career opportunities offered in financial services.

CTE Standards and Benchmarks	
56.0	Identify key terms/concepts/trends. The student will be able to:
56.01	Explain the characteristics of various investment vehicles, including mutual funds, 401Ks, IRAs, 403(b)
57.0	Identify and apply the processes used in personal financial planning. The student will be able to:
57.01	Discuss the importance of financial planning to an individual’s overall well-being.
57.02	Explain basic steps in the financial planning process.
57.03	Evaluate a hypothetical situation from a financial planning point of view.
57.04	Summarize the extent to which financial planning would benefit people of different financial circumstances.
58.0	Describe the role of a financial planner. The student will be able to:
58.01	Define abbreviations associated with degrees granted by various financial institutions and industries.
58.02	Develop a set of criteria for evaluating a planner's credentials.
58.03	Describe the skills, education, and training necessary for a career in financial planning.
59.0	Outline the components of a financial plan. The student will be able to:
59.01	Explain the importance of goals during the various phases of financial planning.
59.02	List and describe financial information needed in the data gathering phase of planning.
59.03	Explain significance of an income statement and balance sheet for financial planning.

CTE Standards and Benchmarks

59.04	Explain how a planner analyzes financial data using the components of a financial plan.
59.05	Identify key terms, concepts, and industry trends for creating a financial pla.
59.06	List & describe common components of a financial plan (financial statements, emergency fund, debt management, insurance, housing, retirement & wealth building, estate planning) .
59.07	Prepare & analyze financial statements.
59.08	Calculate emergency funds, debt management, life insurance needs, retirement assets requirements, and make recommendations to improve current financial plan.
60.0	Define the concept of risk management and insurance products. The student will be able to:
60.01	List common insurance products (Life, Health, Employee Benefits, Auto, Property, Business, Others).
60.02	List the most common insurance products available to consumers.
60.03	Explain the purposes of various insurance products in wealth and retirement planning, including property, disability, medical, and life (whole & term) insurances.
60.04	Explain the major insurance-related concept of risk sharing.
60.05	Identify key terms, concepts, and industry trends for Property & Casualty and Life Insurance.
60.06	Develop a list of criteria for determining the amount of insurance an individual needs.
60.07	Determine the amount of auto insurance a person needs
60.08	Calculate the amount of life insurance a family needs using the needs based approach
60.09	Explain the difference between an emergency accounts vs. savings.
61.0	Identify retirement planning strategies and industry trends. The student will be able to:
61.01	Identify key terms and concepts for retirement planning.
61.02	Identify and categorize sources of retirement funds (Three Legged Stool).
61.03	Describe the characteristics of various pension plan options.
61.04	Describe the role of pensions, company sponsored plans, and individual plans.
61.05	Identify retirement benefits, key components, and limitations of Social Security.
61.06	Outline personal income tax planning strategies, including the impact of timing” (Pre-tax vs. after-tax)

CTE Standards and Benchmarks

61.07	Create a retirement investment plan using IRS approved qualified accounts, social security, and other assets.
62.0	Identify estate planning strategies. The student will be able to:
62.01	Define key terms and concepts and industry trends relating to estate planning.
62.02	List & describe major components of an estate planning (wills, living wills,, health care directives, power of attorney, child care instructions, trusts, life insurance)” of an individual estate plan.
62.03	Describe the roll of a financial advisor vs. attorney in estate planning.
62.04	Create an estate plan for a case study.
62.05	Identify the major provisions of a will and explain why the drafting of a will is vital to estate planning.
63.0	Select a financial industry career for research. The student will be able to:
63.01	Identify current trends that have developed in the financial field.
63.02	Identify sources of information for career planning.
63.03	Conduct in-depth career research including requirements for entry and advancement, career ladders, and opportunities related to the finance field.
63.04	Develop an individualized education and career plan related to the financial field.
64.0	Generate a comprehensive financial plan. The student will be able to:
64.01	Identify key terms, concepts, and industry trends for creating a financial plan.
64.02	List & describe common components of a financial plan (financial statements, emergency fund, debt management, insurance, housing, retirement & wealth building, estate planning).
64.03	Actively practice the key services provided by financial planners including savings/investing, and retirement planning.
64.04	Calculate emergency funds, debt management, life insurance need, retirement assets requirements.
64.05	Develop a personal financial plan for the purchase of an automobile including purchase price, interest, tax, down payment, dealers’ fees, auto tag, auto insurance, etc.
64.06	Develop a personal financial plan for the purchase of a home including mortgage, interest rates, closing costs, pre-paid, homeowners insurance, etc.
64.07	Prepare and present a comprehensive financial plan based on a given set of circumstances and needs.
65.0	Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives. The students will be able to:

CTE Standards and Benchmarks

65.01	Employ leadership skills to accomplish organizational goals and objectives.
65.02	Establish and maintain effective working relationships with others in order to accomplish objectives and tasks.
65.03	Conduct and participate in meetings to accomplish work tasks.
65.04	Use mentoring skills to inspire and teach others.
65.05	Discuss the importance of participating in a business-related career and technical student organization, such as BPA, DECA, FBLA, etc.
66.0	Demonstrate personal money-management concepts, procedures, and strategies. The students will be able to:
66.01	Identify and describe the services and legal responsibilities of financial institutions.
66.02	Describe the effect of money management on personal and career goals.
66.03	Develop a personal budget and financial goals.
66.04	Maintain financial records.
66.05	Research, compare and contrast investment opportunities.
67.0	Demonstrate a working knowledge of the role savings, investing and speculating play in financial planning. The students will be able to:
67.01	Identify key terms, concepts, and industry trends for Saving, investing, and speculating
67.02	Describe reasons for saving, investing, speculating
67.03	Compare and explain risk vs return
67.04	Compare saving vs investing vs speculating
67.05	Calculate investment returns using rule of 72 for 3%, 6%, 12%
67.06	Calculate investment returns using a TVM calculator
67.07	Manage a hypothetical portfolio to track against the stock market
68.0	Exhibit successful finance career skills. The student will be able to:
68.01	Build and maintain a portfolio reflecting experiences and skills gained during the course of study.
68.02	Demonstrate understanding of proper business etiquette related to finance careers. (i.e.: introductions, phone etiquette, dining, networking, marketing, online services and community service).

Additional Information

Laboratory Activities

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies should be provided to enhance hands-on experiences for students.

Academic Alignment

Secondary Career and Technical Education courses are pending alignment to the B.E.S.T. (Benchmarks for Excellent Student Thinking) Standards for English Language Arts (ELA) and Mathematics that were adopted by the State Board of Education in February 2020. Academic alignment is an ongoing, collaborative effort of professional educators that provide clear expectations for progression year-to-year through course alignment. This initiative supports CTE programs by improving student performance through the integration of academic content within CTE courses.

Florida Standards for English Language Development (ELD)

English language learners communicate for social and instructional purposes within the school setting. ELD.K12.SI.1.1

English Language Development (ELD) Standards Special Notes:

Teachers are required to provide listening, speaking, reading and writing instruction that allows English language learners (ELL) to communicate for social and instructional purposes within the school setting. For the given level of English language proficiency and with visual, graphic, or interactive support, students will interact with grade level words, expressions, sentences and discourse to process or produce language necessary for academic success. The ELD standard should specify a relevant content area concept or topic of study chosen by curriculum developers and teachers which maximizes an ELL's need for communication and social skills. To access an ELL supporting document which delineates performance definitions and descriptors, please click on the following link: <http://www.cpalms.org/uploads/docs/standards/eld/SI.pdf>.

For additional information on the development and implementation of the ELD standards, please contact the Bureau of Student Achievement through Language Acquisition at sala@fldoe.org.

Special Notes

The occupational standards and benchmarks outlined in this secondary program correlate to the standards and benchmarks of the postsecondary program with the same Classification of Instructional Programs (CIP) number.

The course AP Microeconomics Innovation (2102365) may be used to substitute AP Microeconomics (2102360).

MyCareerShines is an interactive resource to assist students in identifying their ideal career and to enhance preparation for employment. Teachers are encouraged to integrate this resource into the program curriculum to meet the employability goals for each student. Access MyCareerShines by visiting: www.mycareershines.org.

Career and Technical Student Organization (CTSO)

DECA, Future Business Leaders of America (FBLA) and Business Professionals of America (BPA) are the intercurricular career and technical student organizations providing leadership training and reinforcing specific career and technical skills. Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered.

Cooperative Training – OJT

On-the-job training is appropriate but not required for this program. Whenever offered, the rules, guidelines, and requirements specified in the OJT framework apply.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's Individual Educational Plan (IEP) or 504 plan or postsecondary student's accommodations' plan to meet individual needs and ensure equal access. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

In addition to accommodations, some secondary students with disabilities (students with an IEP served in Exceptional Student Education (ESE)) will need modifications to meet their needs. Modifications change the outcomes or what the student is expected to learn, e.g., modifying the curriculum of a secondary career and technical education course. Note: postsecondary curriculum and regulated secondary programs cannot be modified.

Some secondary students with disabilities (ESE) may need additional time (i.e., longer than the regular school year), to master the student performance standards associated with a regular course or a modified course. If needed, a student may enroll in the same career and technical course more than once. Documentation should be included in the IEP that clearly indicates that it is anticipated that the student may need an additional year to complete a Career and Technical Education (CTE) course. The student should work on different competencies and new applications of competencies each year toward completion of the CTE course. After achieving the competencies identified for the year, the student earns credit for the course. It is important to ensure that credits earned by students are reported accurately. The district's information system must be designed to accept multiple credits for the same course number for eligible students with disabilities.

Additional Resources

For additional information regarding articulation agreements, Bright Futures Scholarships, Fine Arts/Practical Arts Credit and Equivalent Mathematics and Equally Rigorous Science Courses please refer to:

<http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml>.