

Finance (2021) - Grades 9, 10, 11, 12

Adopted 2021

Financial Literacy (7.426)

FIN-FL-1. Demonstrate employability skills required by business and industry. FIN-FL-1

1. Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities. FIN-FL-1.1
2. Demonstrate creativity by asking challenging questions and applying innovative procedures and methods. FIN-FL-1.2
3. Exhibit critical thinking and problem solving skills to locate, analyze and apply information in career planning and employment situations. FIN-FL-1.3
4. Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity. FIN-FL-1.4
5. Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply teamwork skills. FIN-FL-1.5
6. Present a professional image through appearance, behavior and language. FIN-FL-1.6

FIN-FL-2. Identify various forms of income, and analyze and evaluate factors that affect income as a part of the career decision-making process. FIN-FL-2

1. Describe the basic characteristics of the marketplace and the free enterprise system. FIN-FL-2.1
2. Explain trends in the workplace (e.g., flexible schedules, job rotation, job sharing, permanent part-time employment, contract work). FIN-FL-2.2
3. Identify sources of income. FIN-FL-2.3
4. Analyze how career choice, education, skills, and economic conditions affect income. FIN-FL-2.4
5. Explain the return on investment of the time and cost associated with the education, training, and skill development of a desired career choice. FIN-FL-2.5
6. Compute gross pay, payroll deductions and net pay. FIN-FL-2.6
7. Demonstrate an understanding of different forms of payment (salary, hourly, contract, 1099's). FIN-FL-2.7
8. Identify optional and required employee benefits and recognize the value in addition to net pay. FIN-FL-2.8
9. Apply fractions, percent, and ratios to solve problems related to income. FIN-FL-2.9
10. Explore the applications of ratios, proportions, and percent in financial situations. FIN-FL-2.10
11. Use basic functions to solve and model problems related to income while applying linear and quadratic functions, as well as applying greatest integer and piecewise functions. FIN-FL-2.11
12. Use data displays (graphs and charts) to recognize and interpret income. FIN-FL-2.12

FIN-FL-3. Analyze taxes in the United States and evaluate the effect on personal income. FIN-FL-3

1. Explain the purposes and types of taxes in the United States (e.g., progressive, regressive, and proportional taxes). FIN-FL-3.1
2. Explain how taxes, government transfer payments, and employee benefits relate to disposable income FIN-FL-3.2
3. Define basic tax terminology (e.g., taxable income, tax credits, exemptions, deductions, itemized deductions). FIN-FL-3.3
4. Prepare U.S. individual federal income tax return Forms 1040EZ and 1040A. FIN-FL-3.4
5. Apply fractions, percentages, and ratios to solve problems related to taxes. FIN-FL-3.5
6. Use basic functions to solve and model problems related to taxes while applying linear, and quadratic functions, as well as applying greatest integer and piecewise functions. FIN-FL-3.6
7. Use data displays (graphs and charts) to recognize and interpret income taxes. FIN-FL-3.7
8. Use basic mathematical functions to solve and model problems related to stock transactions, banking and credit, employment and taxes, rent and mortgages, retirement planning, and other related finance applications. FIN-FL-3.8

FIN-FL-4. Develop and evaluate a spending and savings plan while applying rational decision making to personal spending and saving choices. FIN-FL-4

1. Explain how limited personal financial resources affect the choices people make. FIN-FL-4.1
2. Identify the opportunity cost of financial decisions. FIN-FL-4.2
3. Discuss the importance of taking responsibility for personal financial decisions. FIN-FL-4.3
4. Apply a decision-making process to personal financial choices. FIN-FL-4.4
5. Explain how inflation affects spending and investing decisions. FIN-FL-4.5
6. Design a plan for earning, spending, saving, and investing. FIN-FL-4.6
7. Explain how to use money-management tools available from financial institutions. FIN-FL-4.7
8. Evaluate services provided by financial deposit institutions to transfer funds. FIN-FL-4.8
9. Explain the concept of net worth. FIN-FL-4.9
10. Apply fractions, percentages, and ratios to solve problems related to spending and savings. FIN-FL-4.10
11. Use basic functions to solve and model problems related to spending and savings while applying linear and quadratic functions, as well as applying greatest integer and piecewise functions. FIN-FL-4.11
12. Use data displays (graphs and charts) to recognize and interpret spending and savings. FIN-FL-4.12

FIN-FL-5. Analyze checking accounts and other banking services and explain how financial institutions channel funds from savers to investors. [FIN-FL-5](#)

1. List and explain types of checking accounts and banking services available to customers. [FIN-FL-5.1](#)
2. Identify various ways to deposit and withdraws funds from accounts and verify how to use each method safely (e.g., using a secure network when transmitting pictures of checks for deposit). [FIN-FL-5.2](#)
3. Prepare checks and deposit slips. [FIN-FL-5.3](#)
4. Record transactions in checkbook registers and reconcile bank statements. [FIN-FL-5.4](#)
5. Identify and distinguish between various check endorsements (e.g., blank, restricted and special). [FIN-FL-5.5](#)
6. Explain the difference between a debit card and a credit card. [FIN-FL-5.6](#)
7. Apply simple and compound interest formulas. [FIN-FL-5.7](#)
9. Demonstrate using basic functions to solve and model problems related to banking while applying linear and quadratic functions, as well as applying greatest integer and piecewise functions. [FIN-FL-5.9](#)
10. Analyze the role of banks and other financial institutions. [FIN-FL-5.10](#)
11. Demonstrate using formulas to investigate investments in banking and retirement planning. [FIN-FL-5.11](#)

FIN-FL-6. Analyze factors that affect the choice of credit, the cost of credit, and the legal aspects of using credit [FIN-FL-6](#)

1. Compare the advantages and disadvantages of different payment methods and understand the implications of paying minimum balances. [FIN-FL-6.1](#)
2. Analyze the benefits and costs of consumer credit. [FIN-FL-6.2](#)
3. Compare sources of consumer credit. [FIN-FL-6.3](#)
4. Explain factors that affect creditworthiness and the purpose of credit records. [FIN-FL-6.4](#)
5. Explain the components of credit scores. [FIN-FL-6.5](#)
6. Identify ways to avoid or correct credit problems. [FIN-FL-6.6](#)
7. Explain the rights and responsibilities of buyers and sellers under consumer protection laws. [FIN-FL-6.7](#)
8. Explain how and who uses your credit report. [FIN-FL-6.8](#)
9. Identify the credit-reporting agencies, obtain and review a sample credit report. [FIN-FL-6.9](#)
10. Apply fractions, percentages, and ratios to solve problems related to components of credit scores, while applying percent increase/decrease and ratios/proportions. [FIN-FL-6.10](#)
11. Use data displays (graphs and charts) to recognize and interpret components of credit scores. [FIN-FL-6.11](#)

FIN-FL-7. Evaluate savings and investment options to meet short- and long-term goals. FIN-FL-7

1. Explain the purpose of financial planning. FIN-FL-7.1
2. Explain the relationship between saving and investing. FIN-FL-7.2
3. Describe reasons for saving and investing. FIN-FL-7.3
4. Identify and classify investment options (e.g., stocks, government and corporate bonds, mutual funds). FIN-FL-7.4
5. Identify and describe various retirement accounts (e.g., Roth and Traditional IRAs, 401k, 403b). FIN-FL-7.5
6. Compare the risk, return, and liquidity of investment alternatives. FIN-FL-7.6
7. Describe how to buy and sell investments. FIN-FL-7.7
8. Explain how different factors affect the rate of return of investments. FIN-FL-7.8
9. Explain how to use the Rule of 72 to evaluate investment choices. FIN-FL-7.9
10. Evaluate sources of investment information. FIN-FL-7.10
11. Explain how agencies that regulate financial markets protect investors. FIN-FL-7.11
12. Apply simple and compound interest formulas. FIN-FL-7.12
13. Apply future and present value formulas. FIN-FL-7.13
14. Demonstrate using fractions, percent, and ratios to solve problems related to investing. FIN-FL-7.14
15. Apply basic math functions to solve and model problems related to investing while applying linear and quadratic functions, as well as applying greatest integer and piecewise functions. FIN-FL-7.15
16. Demonstrate using matrices to represent data, and solve banking and retirement planning problems. FIN-FL-7.16
17. Demonstrate using probability and expected value to model and predict outcomes related to the stock market, retirement planning, and investing. FIN-FL-7.17
18. Demonstrate using measures of central tendency to investigate data found in the stock market, retirement planning, transportation, budgeting, and home rental or ownership. FIN-FL-7.18

FIN-FL-8. Analyze laws and options available to consumers for protection from deceptive or unfair business practices. FIN-FL-8

1. Identify and explain fraudulent and deceptive business practices. FIN-FL-8.1
2. Identify and describe wise consumer behavior by classifying benefits and costs of spending decisions, evaluating information about products and services, and using rational decision making model to select one option over another. FIN-FL-8.2
3. List and describe consumer legislation and sources of consumer protection. FIN-FL-8.3
4. Describe how to contact public officials to express opinions. FIN-FL-8.4
5. Explain how consumers can get redress and other ways of finding remedies to consumer problems (e.g. third-party arbitration). FIN-FL-8.5
6. Explain warranties and the relevance of the Federal Trade Commission. FIN-FL-8.6

FIN-FL-9. Evaluate how to help deter, detect, and defend against identity theft. FIN-FL-9

1. Describe consumer protections related to debt collection and bankruptcy FIN-FL-9.1
2. Describe common ways ID theft happens (e.g. dumpster diving, skimming, phishing, changing address, stealing, computer hacking). FIN-FL-9.2
3. Describe ways to deter identity theft by safeguarding information (e.g. shredding financial documents, protecting Social Security number, not giving out personal information, using secure networks for on-line banking, and not using obvious passwords). FIN-FL-9.3
4. Describe ways to detect suspicious activity by routinely monitoring accounts (e.g. reviewing credit reports, on-line balances, and monthly statements). FIN-FL-9.4
5. Describe ways to defend against ID theft as soon as theft is suspected (e.g., placing fraud alerts on credit reports, closing accounts, filing police reports, and reporting to the Federal Trade Commission). FIN-FL-9.5

FIN-FL-10. Evaluate various consumer loan options and analyze factors that affect lending decisions. FIN-FL-10

1. Describe auto, student and home loans. **FIN-FL-10.1**
2. Explain interest rates and what affects interest rates. **FIN-FL-10.2**
3. Explain the components of the loan payment (principle, interest and time) and demonstrate reading an amortization table. **FIN-FL-10.3**
4. Explain loan payment terms and pre-payment penalties. **FIN-FL-10.4**
5. Identify the difference in loans for new versus used cars. **FIN-FL-10.5**
6. Explain how credit scores affect the rate and terms of the loan. **FIN-FL-10.6**
7. Explain private mortgage insurance and identify requirements by the lender. **FIN-FL-10.7**
8. Apply future and present value formulas. **FIN-FL-10.8**
9. Apply fractions, percentages, and ratios to solve problems related to investing. **FIN-FL-10.9**
10. Demonstrate using basic functions to solve and model problems related to investing while applying linear and quadratic functions, as well as applying greatest integer and piecewise functions. **FIN-FL-10.10**
11. Demonstrate an understanding of matrices to represent data and solve banking and retirement planning problems. **FIN-FL-10.11**

FIN-FL-11. Explain the principles of risk management and insurance as a strategy to protect against financial loss. [FIN-FL-11](#)

1. Examine the concept of risk and probability. [FIN-FL-11.1](#)
2. Explain how risk is transferred through insurance. [FIN-FL-11.2](#)
3. Define insurability and explain why rates vary. [FIN-FL-11.3](#)
4. Distinguish between insurable and non-insurable risks and the concept of economic loss. [FIN-FL-11.4](#)
5. Examine ways to reduce the cost of insurance. [FIN-FL-11.5](#)
6. Identify and cite reasons for policy cancellation. [FIN-FL-11.6](#)
7. Evaluate different types of automobile insurance coverage, including riders and endorsements. [FIN-FL-11.7](#)
8. Describe coverage common to most homeowners and renters policies and explain how the amount of coverage needed is determined. [FIN-FL-11.8](#)
9. Assess the need for umbrella and excess liability coverage. [FIN-FL-11.9](#)
10. Identify and describe basic types of coverage and features offered by health insurance companies. [FIN-FL-11.10](#)
11. Define the responsibility of the insured for co-pay, deductible, and non-covered medical expenses. [FIN-FL-11.11](#)
12. Define Medicaid and Medicare and describe the role of Consolidated Omnibus Budget Reconciliation Act (COBRA). [FIN-FL-11.12](#)
13. Explain the purpose of life insurance and the basic difference between term and whole life insurance. [FIN-FL-11.13](#)
14. Explain the need for and benefits of disability coverage. [FIN-FL-11.14](#)
15. Explain the role of Social Security in providing disability benefits. [FIN-FL-11.15](#)
16. Discuss the purpose of long-term care insurance. [FIN-FL-11.16](#)
17. Explain the role of workers compensation insurance. [FIN-FL-11.17](#)
18. Define unemployment insurance. [FIN-FL-11.18](#)

FIN-FL-12. Explore how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, entrepreneurship development, and competitive events. FIN-FL-12

1. Explain the goals, mission and objectives of Future Business Leaders of America. FIN-FL-12.1
2. Explore the impact and opportunities a student organization (FBLA) can develop to bring business and education together in a positive working relationship through innovative leadership and career development programs. FIN-FL-12.2
3. Explore the local, state, and national opportunities available to students through participation in related student organization (FBLA) including but not limited to conferences, competitions, community service, philanthropy, and other FBLA activities. FIN-FL-12.3
4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development. FIN-FL-12.4
5. Explore the competitive events related to the content of this course and the required competencies, skills, and knowledge for each related event for individual, team, and chapter competitions. FIN-FL-12.5

Introduction to Financial Technology (7.427)

FIN-IFT-1. Demonstrate employability skills required by business and industry. FIN-IFT-1

1. Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities. FIN-IFT-1.1
2. Demonstrate creativity by asking challenging questions and applying innovative procedures and methods. FIN-IFT-1.2
3. Exhibit critical thinking and problem-solving skills to locate, analyze and apply information in career planning and employment situations. FIN-IFT-1.3
4. Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity. FIN-IFT-1.4
5. Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply team work skills. FIN-IFT-1.5
6. Present a professional image through appearance, behavior and language. FIN-IFT-1.6

FIN-IFT-2. Identify and summarize the major companies in the financial technology (FinTech) and their contributions to the industry. FIN-IFT-2

1. List and describe the major categories of participants in the FinTech industry (e.g., banks, nonbank financial companies, technology companies, retail). FIN-IFT-2.1
2. Compare and contrast the importance of partnerships in the FinTech industry. FIN-IFT-2.2
3. Summarize the connection between financial innovation and financial inclusion. FIN-IFT-2.3

FIN-IFT-3. Research and categorize the basic concepts and terminology of financial technology (FinTech), electronic payments, and the operating platforms that power transactions within the financial technology industry. FIN-IFT-3

1. Describe the role of FinTech in the economy. FIN-IFT-3.1
2. Construct and show the use of technology that powers financial ecosystems. FIN-IFT-3.2
3. Define terminology unique to the FinTech industry, such as digital finance platforms, mobile payments, digital asset management, blockchain technology, cryptography, and other terminology. FIN-IFT-3.3
4. Compare and contrast the characteristics and functions of various electronic and mobile payment systems. FIN-IFT-3.4
5. Outline and explain the core functions of banks and explain how FinTech companies are enhancing and disrupting such functions. FIN-IFT-3.5

FIN-IFT-4. Identify the unique characteristics of financial innovation. FIN-IFT-4

1. Research and identify patterns how financial innovation impacts society. FIN-IFT-4.1
2. Explain the advantages and disadvantages of financial services innovation. FIN-IFT-4.2
3. Identify recent FinTech developments and analyze their impact on the financial industry. FIN-IFT-4.3

FIN-IFT-5. Describe how emerging and disruptive financial technologies become drivers of change in the financial industry. FIN-IFT-5

1. Research and show the relationships between specific technologies, including Artificial Intelligence (AI), machine learning, cybersecurity technologies, and cloud computing. FIN-IFT-5.1
2. Describe the types of FinTech applications including investment/robo-advising; personal finance (e.g., day-to-day, bill-pay); payments; aggregators (Plaid); lending (microlending); and insurance. FIN-IFT-5.2
3. Compare and contrast the different types of mobile payment systems, such as Zelle, Venmo, PayPal, and others. FIN-IFT-5.3
4. Evaluate the concepts of open banking and embedded banking and describe how they relate to the shift from financial products and channels to financial services experiences. FIN-IFT-5.4

FIN-IFT-6. Critique and interpret financial terminology, business models, and emerging trends in FinTech. FIN-IFT-6

1. Explain the concepts and implications of open banking, particularly with respect to developing new financial technology applications that leverage the access to data resulting from the shift to open banking. FIN-IFT-6.1
2. Define financial inclusion (unbanked/ underbanked) and its cultural and societal impact. FIN-IFT-6.2
3. Research and analyze the ways FinTech can impact financial literacy. FIN-IFT-6.3
4. Compare and contrast eBanking with traditional banking services. FIN-IFT-6.4
5. Identify digital investment applications and explain their effects on the investment industry. FIN-IFT-6.5

FIN-IFT-7. Identify the primary sources of financial data and how to effectively manage and analyze that data. FIN-IFT-7

1. Analyze and critique data sources, collection and mining in the FinTech industry. FIN-IFT-7.1
2. Evaluate underlying trends in obtaining data (Application Programming Interfaces vs. Screen Scraping). FIN-IFT-7.2
3. Interpret data analytics methods and tools for efficient and effective decision making in FinTech. FIN-IFT-7.3
4. Hypothesize how big data is a catalyst for convergence in FinTech. FIN-IFT-7.4
5. Draw conclusions regarding ownership of data and detail ways to protect data. FIN-IFT-7.5

FIN-IFT-8. Investigate the limits, risks, policy and social implications of financial technology. FIN-IFT-8

1. Assess and explain the financial regulations designed to prevent fraud in the FinTech industry and identify agencies charged with enforcing these regulations. FIN-IFT-8.1
2. Differentiate the role and principles of cybersecurity to handle threats, vulnerabilities, and risks within the public and private sector entities' resiliency controls. FIN-IFT-8.2
3. Cite evidence and develop a logical argument for the legal, ethical, and compliance issues that arise when working with financial services technology in a global economy. FIN-IFT-8.3

FIN-IFT-9. Identify and evaluate career options in the FinTech industry. FIN-IFT-9

1. Categorize career opportunities within the FinTech industry, the demand and growth of specific careers, and their earning potential (e.g., blockchain developer, FinTech application developer, financial analyst, product manager, compliance expert, cybersecurity analyst, business development manager, data specialist, IT architect). FIN-IFT-9.1
2. Collect and compile education and licensing requirements for careers in FinTech (post-secondary and graduate opportunities). FIN-IFT-9.2
3. Describe skills and job responsibilities for careers in FinTech, such as proficiency in Java, Python, and related technologies, smart contract development, agile process frameworks, Ethereum networking, machine learning, cloud computing, robo-advising, Ripple/payment protocols, Solidity, and others. FIN-IFT-9.3
4. Analyze and synthesize companies and organizations hiring within the FinTech industry and categorize how different technology companies are driving many of the most innovative FinTech products and services. FIN-IFT-9.4

FIN-IFT-10. Examine how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, and competitive events. FIN-IFT-10

1. Research the history of Future Business Leaders of America (FBLA). FIN-IFT-10.1
2. Discuss the mission, purpose, motto, colors, official dress, and other distinguishing characteristics of FBLA. FIN-IFT-10.2
3. Explain how participation in FBLA can promote lifelong responsibility for community service, professional growth, and development. FIN-IFT-10.3
4. Create a personal leadership plan to participate in programs, conferences, community service, and competitive events on the local, state, and national level that align with the competencies, skills, and knowledge of this course. FIN-IFT-10.4

Principles of Accounting II (7.412)

FIN-PA2-1. Demonstrate employability skills required by business and industry. FIN-PA2-1

1. Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities. FIN-PA2-1.1
2. Demonstrate creativity by asking challenging questions and applying innovative procedures and methods. FIN-PA2-1.2
3. Exhibit critical thinking and problem solving skills to locate, analyze and apply information in career planning and employment situations. FIN-PA2-1.3
4. Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity. FIN-PA2-1.4
5. Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply team work skills. FIN-PA2-1.5
6. Present a professional image through appearance, behavior and language. FIN-PA2-1.6

FIN-PA2-2. Apply the various steps of the accounting cycle for various business entities and explain the purpose of each step. FIN-PA2-2

1. Collect and verify source documents. FIN-PA2-2.1
2. Analyze business transactions using source documents and interpret the effect on the accounting equation. FIN-PA2-2.2
3. Journalize business transactions using multi-column journals. FIN-PA2-2.3
4. Prepare and use an 8- and/or 10-column worksheet. FIN-PA2-2.4
5. Analyze and prepare adjusting entries, including accruals and deferrals. FIN-PA2-2.5
6. Create, evaluate, and analyze financial statements and describe relationships between each. FIN-PA2-2.6
7. Execute the closing process by journalizing and posting the closing entries and preparing the post-closing trial balance. FIN-PA2-2.7
8. Use manual and computerized accounting systems. FIN-PA2-2.8

FIN-PA2-3. Apply Generally-Accepted Accounting Principles (GAAP) to determine the value of assets. FIN-PA2-3

1. Differentiate current and long-term assets and analyze the effect on financial statements. FIN-PA2-3.1
2. Identify and apply cash control techniques. FIN-PA2-3.2
3. Establish and maintain accounts related to accounts receivable interest. FIN-PA2-3.3
4. Apply appropriate accounting techniques for uncollectible accounts. FIN-PA2-3.4
5. Explain the purpose of notes receivable, by establishing, calculating, and maintaining records for receivables and related interest. FIN-PA2-3.5
6. Compare and evaluate inventory concepts and costing procedures and apply these concepts and procedures to merchandising and manufacturing businesses. FIN-PA2-3.6
7. Apply appropriate accounting concepts and techniques for acquisition, depreciation, depletion, and disposal of assets. FIN-PA2-3.7
8. Explain, compare, and analyze various depreciation methods and the effect on the value of assets. FIN-PA2-3.8
9. Use manual and computerized accounting systems for assets. FIN-PA2-3.9

FIN-PA2-4. Apply Generally-Accepted Accounting Principles (GAAP) to determine the value of liabilities. FIN-PA2-4

1. Differentiate current and long-term liabilities and analyze the effect on financial statements. FIN-PA2-4.1
2. Explain the purpose of notes payable, by establishing, calculating, and maintaining records for payables and related interest. FIN-PA2-4.2
3. Apply GAAP and techniques to analyze and record the issuance, amortization, and retirement of bonds. FIN-PA2-4.3
4. Analyze and record mortgage and lease obligations. FIN-PA2-4.4
5. Use manual and computerized accounting systems for liabilities. FIN-PA2-4.5

FIN-PA2-5. Apply Generally-Accepted Accounting Principles (GAAP) to determine the value of stockholders' equity. FIN-PA2-5

1. Explain the purpose of the following capital accounts for a corporation: common stock, preferred stock, paid-in capital, retained earnings, and dividends. FIN-PA2-5.1
2. Analyze and record investments by stockholders and the declaration and payment of dividends for a corporation. FIN-PA2-5.2
3. Differentiate between stockholders' equity and retained earnings. FIN-PA2-5.3
4. Use manual and computerized accounting systems for stockholders' equity. FIN-PA2-5.4

FIN-PA2-6. Apply Generally-Accepted Accounting Principles (GAAP) to determine the value of revenues and expenses. FIN-PA2-6

1. Analyze the effects of revenue on financial statements. FIN-PA2-6.1
2. Determine procedures for cash basis versus accrual methods. FIN-PA2-6.2
3. Demonstrate using manual and computerized accounting systems for revenues. FIN-PA2-6.3
4. Differentiate between cost of sales and general operating expenses. FIN-PA2-6.4
5. Compare and contrast transactions recorded as assets versus expenses, such as supplies inventory/supplies expense. FIN-PA2-6.5
6. Discuss year-end cut-offs for expenses. FIN-PA2-6.6
7. Demonstrate using manual and computerized accounting systems for expenses. FIN-PA2-6.7

FIN-PA2-7. Create, interpret, and analyze end-of-fiscal-period activities and financial statements. FIN-PA2-7

1. Create and evaluate financial statements, including the Income Statement, Balance Sheet, Statement of Retained Earnings and the Cash Flow statement. FIN-PA2-7.1
2. Evaluate financial statements using horizontal analysis, vertical analysis, and commonly used financial ratios. FIN-PA2-7.2
3. Generate all necessary end-of-period journal entries (adjusting and closing entries). FIN-PA2-7.3
4. Demonstrate using software to evaluate the effect of changes in operating procedures, accounting methods, and estimates on the financial statements and ratios. FIN-PA2-7.4
5. Demonstrate using software to generate charts and graphs to analyze the financial condition of the business. FIN-PA2-7.5
6. Discuss the importance of integrity, confidentiality, and high-ethical standards in the preparation of financial statements. FIN-PA2-7.6
7. Discuss the three basic types of business activities –operating, investing and financing. FIN-PA2-7.7
8. Generate statements of cash flow using the direct and indirect methods. FIN-PA2-7.8
9. Demonstrate using manual and computerized accounting systems for preparing financial statements. FIN-PA2-7.9

FIN-PA2-8. Apply appropriate accounting principles to various forms of ownership. FIN-PA2-8

1. Apply appropriate accounting techniques for the formation, allocation and distribution of earnings and dissolution of corporations and partnerships. FIN-PA2-8.1
2. Discuss appropriate Generally-Accepted Accounting Principles (GAAP) for government and not-for-profit entities. FIN-PA2-8.2
3. Analyze stock performance and market fluctuations in a market economy. FIN-PA2-8.3
4. Compare and contrast financial statements of partnerships using a variety of sources. FIN-PA2-8.4

FIN-PA2-9. Apply appropriate accounting principles to income taxation. FIN-PA2-9

1. Differentiate between taxation at personal and business levels, including tax-planning strategies. FIN-PA2-9.1
2. Discuss how income tax law is formed. FIN-PA2-9.2
3. Research the basic differences between Generally-Accepted Accounting Principles and tax law. FIN-PA2-9.3

FIN-PA2-10. Compare and contrast appropriate accounting principles to international accounting. FIN-PA2-10

1. Compare and contrast International Accounting Standards (IAS) with Generally-Accepted Accounting Principles (GAAP). FIN-PA2-10.1
2. Identify international organizations that establish trade regulations and standards to facilitate conducting business among countries (i.e., International Court of Justice (ICJ), International Monetary Fund (IMF), Universal Postal Union (UPU), General Agreement on Tariffs and Trade (GATT), United Nations Children's Fund (UNICEF), International Code Council (ICC), and the European Union (EU). FIN-PA2-10.2

FIN-PA2-11. Apply appropriate accounting principles to managerial accounting systems. FIN-PA2-11

1. Explain the role of managerial accounting in the management process. FIN-PA2-11.1
2. Interpret and explain the costs and accounts that are unique to the manufacturing process. FIN-PA2-11.2
3. Discuss the cost-flow concepts followed by a manufacturing business. FIN-PA2-11.3
4. Apply job order costing procedures to compute the cost of manufactured products. FIN-PA2-11.4
5. Prepare a schedule of cost of goods manufactured and explain the relationship to the income statement. FIN-PA2-11.5
6. Describe the types of products and apply appropriate accounting concepts and procedures for job order and process costing systems. FIN-PA2-11.6

FIN-PA2-12. Use management accounting techniques to plan and evaluate the performance of an organization. FIN-PA2-12

1. Compare and contrast fixed, variable, and mixed costs. FIN-PA2-12.1
2. Use cost-volume-profit and contribution margin analysis to plan operations. FIN-PA2-12.2
3. Prepare a budget for planning purposes. FIN-PA2-12.3
4. Prepare budget analysis using spreadsheet software. FIN-PA2-12.4
5. Discuss auditing procedures for different types of businesses. FIN-PA2-12.5
6. Discuss the importance of integrity, confidentiality, and high-ethical standards in interpretation and use of data. FIN-PA2-12.6

FIN-PA2-13. Explore how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, entrepreneurship development, and competitive events. FIN-PA2-13

1. Explain the goals, mission and objectives of Future Business Leaders of America. FIN-PA2-13.1
2. Explore the impact and opportunities a student organization (FBLA) can develop to bring business and education together in a positive working relationship through innovative leadership and career development programs. FIN-PA2-13.2
3. Explore the local, state, and national opportunities available to students through participation in related student organization (FBLA) including but not limited to conferences, competitions, community service, philanthropy, and other FBLA activities. FIN-PA2-13.3
4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development. FIN-PA2-13.4
5. Explore the competitive events related to the content of this course and the required competencies, skills, and knowledge for each related event for individual, team, and chapter competitions. FIN-PA2-13.5

Financial Technologies and Services (7.428)

FIN-FTS-1. Demonstrate employability skills required by business and industry. FIN-FTS-1

1. Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities. FIN-FTS-1.1
2. Demonstrate creativity by asking challenging questions and applying innovative procedures and methods. FIN-FTS-1.2
3. Exhibit critical thinking and problem-solving skills to locate, analyze and apply information in career planning and employment situations. FIN-FTS-1.3
4. Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity. FIN-FTS-1.4
5. Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply team work skills. FIN-FTS-1.5
6. Present a professional image through appearance, behavior and language. FIN-FTS-1.6

FIN-FTS-2. Analyze the effect of technological advances on business transactions, specifically in the financial services technology (FinTech) industry. FIN-FTS-2

1. Describe the FinTech landscape and how it has evolved since the introduction of smartphones. FIN-FTS-2.1
2. Identify and summarize which fundamental technologies are driving the biggest changes in the financial industry. FIN-FTS-2.2

FIN-FTS-3. Assess financial business ecosystems and digital platforms found within FinTech. FIN-FTS-3

1. Evaluate and analyze the process that powers electronic transaction business ecosystems. FIN-FTS-3.1
2. Compare and contrast various legacy and digital financial services platforms to determine the need to migrate to digital finance platforms. FIN-FTS-3.2
3. Describe ways to achieve efficient financial services migration to digital platforms. FIN-FTS-3.3

FIN-FTS-4. Investigate technological advancements in the financial services industry. FIN-FTS-4

1. Analyze transactional data and describe how it is used to develop customer intelligence. FIN-FTS-4.1
2. Analyze blockchain technology and explain how it facilitates fast, secure, low-cost payment processing. FIN-FTS-4.2
3. Demonstrate how the emergence of digital finance extends from customer experience and operational efficiency to big data and analytics. FIN-FTS-4.3
4. Explain how robotics and artificial intelligence (AI) are applying key pressure points, reducing costs, and mitigating risks in the financial services industry. FIN-FTS-4.4

FIN-FTS-5. Explain what robo-advisors are and summarize their role in financial services. FIN-FTS-5

1. Define digital asset management and compare examples researched via Internet. FIN-FTS-5.1
2. Define digital trade and explain key barriers. FIN-FTS-5.2
3. Describe how digital investments are made and provide examples within FinTech. FIN-FTS-5.3
4. Describe how robo-advising and AI are shaping (affecting) the FinTech services landscape. FIN-FTS-5.4
5. Describe the process for creating an automated budget, and create an automated budget using spreadsheet software. FIN-FTS-5.5

FIN-FTS-6. Critique characteristics of electronic and mobile payment systems used in FinTech. [FIN-FTS-6](#)

1. Describe the structure of the United States electronic payment systems and demonstrate the different ways money can move throughout the financial services systems. [FIN-FTS-6.1](#)
2. Evaluate how and why blockchain, without proper investment, can have detrimental effects on speed and cost for cross-border electronic payment systems. [FIN-FTS-6.2](#)
3. Analyze how cryptocurrency has revolutionized the accessibility of electronic and mobile payments. [FIN-FTS-6.3](#)
4. Compare and contrast the different types of mobile and digital wallets. [FIN-FTS-6.4](#)
5. Analyze the importance of authentication in the payment context as well as the technological trends in payments authentication as related to digital identity. [FIN-FTS-6.5](#)
6. Identify international trends in mobile and electronic payments to compare/contrast the benefits and drawbacks of the different financial ecosystems. [FIN-FTS-6.6](#)

FIN-FTS-7. Identify the major financial industry regulators and types of financial activities that are regulated. [FIN-FTS-7](#)

1. Critique the financial regulatory environment in the United States and its impact on the development of new and innovative financial technologies and services. [FIN-FTS-7.1](#)
2. Evaluate and explain the relationship between privacy and financial innovation. [FIN-FTS-7.2](#)
3. Describe how partnerships can alleviate regulatory burdens for developing new financial products and services. [FIN-FTS-7.3](#)
4. Research and summarize the major international financial regulatory trends. [FIN-FTS-7.4](#)

FIN-FTS-8. Critique the relationship between blockchain and cryptocurrencies. FIN-FTS-8

1. Describe the key characteristics of blockchain and compare the major types in existence (e.g., open/closed; permission/permissionless; hybrids). FIN-FTS-8.1
2. Detail the major drawbacks of blockchain technologies (e.g., energy consumption, speed) and how these challenges are being addressed by the financial services industry. FIN-FTS-8.2
3. Distinguish cryptocurrencies from digital currencies and detail the benefits and drawbacks of each. FIN-FTS-8.3
4. Compare and contrast cryptocurrencies and digital currencies with fiat currency. FIN-FTS-8.4
5. Research the ways that new financial products can leverage the specific characteristics of blockchain and cryptocurrencies. FIN-FTS-8.5
6. Evaluate and describe the limitations/benefits of the structural implication of distributed ledger technologies. FIN-FTS-8.6

FIN-FTS-9. Examine how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, and competitive events. FIN-FTS-9

1. Research the history of Future Business Leaders of America (FBLA). FIN-FTS-9.1
 2. Discuss the mission, purpose, motto, colors, official dress, and other distinguishing characteristics of FBLA. FIN-FTS-9.2
 3. Explain how participation in FBLA can promote lifelong responsibility for community service, professional growth, and development. FIN-FTS-9.3
 4. Create a personal leadership plan to participate in programs, conferences, community service, and competitive events on the local, state, and national level that align with the competencies, skills, and knowledge of this course. FIN-FTS-9.4
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Banking, Investing and Insurance (7.431)

FIN-BII-1. Demonstrate employability skills required by business and industry. FIN-BII-1

1. Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities. FIN-BII-1.1
2. Demonstrate creativity by asking challenging questions and applying innovative procedures and methods. FIN-BII-1.2
3. Exhibit critical thinking and problem solving skills to locate, analyze and apply information in career planning and employment situations. FIN-BII-1.3
4. Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity. FIN-BII-1.4
5. Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply teamwork skills. FIN-BII-1.5
6. Present a professional image through appearance, behavior and language. FIN-BII-1.6

FIN-BII-2. Demonstrate an understanding of basic banking concepts, terminology and operating procedures FIN-BII-2

1. Describe the role of money in the economy FIN-BII-2.1
2. Explain the role of banking in the economy. FIN-BII-2.2
3. Outline the history of banking, including the development of the Federal Reserve. FIN-BII-2.3
4. Define terminology unique to the banking industry FIN-BII-2.4
5. Compare the functions of various types of financial institutions both depository (i.e. banks, credit unions) and non-depository (i.e. loan companies and insurance companies). FIN-BII-2.5
6. Identify and explain lines of business within a bank (i.e. retail, commercial, trust, loans, and mortgages.) FIN-BII-2.6
7. Analyze the effects of regulation and deregulation. FIN-BII-2.7
8. Review historic legislation affecting current banking regulations (i.e. Bank Bribery Act, Bank Protection Act, Bank Secrecy Act, Electronic Funds Transfer Act, Equal Opportunity Act, Fair Credit Reporting Act, Fair Lending, Fair Housing Act, FDIC Deposit Insurance, Home Mortgage Disclosure Act, Real Estate Settlement Procedures Act, Regulatory Compliance, Truth in Lending Act, Truth in Savings Act.) and describe more current legislation affecting current bank operation including: USA PATRIOT Act, Dodd-Frank Act, and the BASEL Accords 1-3. FIN-BII-2.8
9. Define current trends in financial services and discuss diversified financial services. FIN-BII-2.9
10. Describe features and benefits of commercial banking products and services including services to small businesses; commercial loans and lines of credit; depository accounts for commercial clients; and retirement plan administration. FIN-BII-2.10
11. Compare banking products and services available to individual customers. FIN-BII-2.11

FIN-BII-3. Compare and contrast various types of negotiable instruments and describe the effects of E-commerce on banking. FIN-BII-3

1. Identify and explain the different types of negotiable instruments (i.e. checks, cashier's checks, savings bonds, money orders, travelers' checks, bank drafts). FIN-BII-3.1
2. Compare and contrast various types of deposit accounts (i.e. checking, savings, money market accounts, and certificates of deposit.) FIN-BII-3.2
3. Describe E-commerce. FIN-BII-3.3
4. Compare and contrast E-commerce with traditional banking services. FIN-BII-3.4
5. Describe the legal and ethical issues for E-commerce. FIN-BII-3.5
6. Explain payment options in E-commerce FIN-BII-3.6
7. Anticipate the possible effects of future technology on E-commerce. FIN-BII-3.7

FIN-BII-4. Interpret and measure financial performance of banking institutions. FIN-BII-4

1. Describe how a bank generates revenue. FIN-BII-4.1
2. Identify and explain major factors affecting bank performance. FIN-BII-4.2
3. Identify and explain the types of risk a bank must manage. FIN-BII-4.3
4. Analyze the process of credit creation including the relationship to adequate capital. FIN-BII-4.4
5. Describe the credit application process and actions taken at each stage to assure bank compliance FIN-BII-4.5
6. Match consumer credit products to customer needs. FIN-BII-4.6
7. Explain and interpret credit scoring. FIN-BII-4.7
8. Calculate interest. FIN-BII-4.8
9. Identify and describe client profile eligibility requirements for credit products, including conventional and government-backed mortgages. FIN-BII-4.9
10. Describe how the profitability of various lines of business within a bank is evaluated. FIN-BII-4.10
11. Evaluate reports reflecting financial data in banking. FIN-BII-4.11
12. Compare performance ratios of banks (i.e. Loans to Asset ratio, Net Interest Margin, Efficiency Ratio, Non-performing Asset Ratio, Charge-off Ratio, and Loan-Loss Reserve Ratio FIN-BII-4.12

FIN-BII-5. Demonstrate an understanding of basic investment principles, including the importance of investment planning and establishing financial goals. FIN-BII-5

1. Demonstrate the time value of money (including the Rule of 72) and the importance of investing early, investing regularly, and reinvesting earnings. **FIN-BII-5.1**
2. Define terminology unique to the investment industry. **FIN-BII-5.2**
3. Evaluate the relationship between risk and return. **FIN-BII-5.3**
4. Explain the role of the Securities and Exchange Commission (SEC), New York Stock Exchange (NYSE), American Express (AMEX), National Association of Securities Dealers Automated Quotations (NASDAQ), and other securities associations. **FIN-BII-5.4**
5. Analyze sources of investment information and use tools that analyze trends and movement of investments. **FIN-BII-5.5**
6. Describe the process of buying and selling securities and compare the services of brokers and brokerage firms. **FIN-BII-5.6**
7. Differentiate between saving and investing. **FIN-BII-5.7**
8. Describe the function of organizations involved in ethical oversight of the financial services industry, such as Securities and Exchange Commission (SEC), Financial Industry Regulatory Authority, Inc. (FINRA), Federal Reserve, and the Office of the State Insurance Commissioner. **FIN-BII-5.8**
9. Evaluate the overall risk of an investment by examining the different types of risk and discuss how diversification can help reduce some risk. **FIN-BII-5.9**

FIN-BII-6. Demonstrate an understanding of investment instruments and their proper use in financial planning, retirement planning, estate-planning and wealth management. FIN-BII-6

1. Analyze financial needs and goals to determine financial requirements. FIN-BII-6.1
2. Evaluate criteria for choosing a savings or investment instrument, including opportunity cost. FIN-BII-6.2
3. Develop financial goals for the future based on lifestyle expectations and career choices. FIN-BII-6.3
4. Evaluate government securities and bonds (including municipal bonds) as short and long term investments. FIN-BII-6.4
5. Identify and describe commercial bank options for savings, such as savings accounts, certificates of deposit, and money market accounts. FIN-BII-6.5
6. Differentiate between primary and secondary markets. FIN-BII-6.6
7. Describe the operation of the stock market and evaluate equity investments. FIN-BII-6.7
8. Evaluate mutual funds and annuities. FIN-BII-6.8
9. Evaluate treasury bills, treasury notes, treasury bonds, and savings bonds. FIN-BII-6.9
10. Evaluate life insurance options. FIN-BII-6.10
11. Evaluate individual investment and financial needs and devise asset allocation mixes that fit those needs. FIN-BII-6.11
12. Assess the effects of taxes on different investment options (i.e. capital gains and losses versus ordinary income. FIN-BII-6.12
13. Describe the issues to be considered when planning for retirement. FIN-BII-6.13
14. Identify and explain basic components of an employment retirement package. FIN-BII-6.14
15. Explain the investment opportunities related to workplace retirement plans. FIN-BII-6.15
16. Describe the taxation concerns for retirement income. FIN-BII-6.16
17. Differentiate among employee and self-employed options for retirement investing (i.e. traditional and Roth Individual Retirement Accounts (IRAs), profit sharing plans, employer stock purchase plans, 401k plans, etc.). FIN-BII-6.17

FIN-BII-7. Predict future investment trends and explain the role of international finance in the investing process. FIN-BII-7

1. Estimate future growth rates of selected equity investments using industry indicators. FIN-BII-7.1
2. Predict investment returns. FIN-BII-7.2
3. Evaluate foreign exchange as an investment option. FIN-BII-7.3
4. Evaluate foreign exchange as an investment option. FIN-BII-7.4
5. Identify and describe potential problems associated with dealing in foreign currencies. FIN-BII-7.5
6. Describe how economic conditions, balance of payments, and political issues affect currency values. FIN-BII-7.6
7. List and verify sources of capital for international, multinational, and global companies. FIN-BII-7.7
8. Identify and evaluate the essential components of payment documents used in international trade activities. FIN-BII-7.8
9. Identify and cite examples of the different types of international banking on global business. FIN-BII-7.9
10. Describe the international monetary system, including the International Monetary Fund, the World Bank, and Eurocurrencies. FIN-BII-7.10

FIN-BII-8. Demonstrate an understanding of risk management basics and personal insurance coverage. FIN-BII-8

1. Define the four ways of managing risk (ignore, avoid, reduce, and transfer.) FIN-BII-8.1
2. Describe the principles of automobile insurance and identify types of coverage and policy types available. FIN-BII-8.2
3. Describe the principles of homeowners insurance and identify types of coverage and policy types available. FIN-BII-8.3
4. Describe the principles of health insurance and identify types of coverage and policy types available. FIN-BII-8.4
5. Describe the principles of life insurance and identify types of coverage and policy types available. FIN-BII-8.5
6. Describe the principles of disability insurance and identify types of coverage and policy types available. FIN-BII-8.6
7. Describe the principles of disability insurance and identify types of coverage and policy types available. FIN-BII-8.7

FIN-BII-9. Identify risks present in business and the insurance needed to protect a business. FIN-BII-9

1. Distinguish between the different types of insurance coverage needed for business. FIN-BII-9.1
2. Assess the effectiveness of insurance products in relation to cost. FIN-BII-9.2
3. Investigate product liability and punitive damages cases in the business environment. FIN-BII-9.3
4. Summarize business insurance needs and ways to limit losses stemming from product liability. FIN-BII-9.4
5. Evaluate the effect of lawsuits involving product liability and punitive damages FIN-BII-9.5
6. Explain the role of workers compensation insurance. FIN-BII-9.6
7. Explain the benefits of workers compensation insurance to policyholders FIN-BII-9.7
8. Define unemployment insurance FIN-BII-9.8
9. Explain how state and federal legislation affect unemployment insurance. FIN-BII-9.9
10. Explain the financial obligation of the employer as it pertains to unemployment insurance. FIN-BII-9.10
11. Explain the advantages and disadvantages of other types of insurance (i.e., identity theft, title, malpractice, and gap). FIN-BII-9.11

FIN-BII-10. Students will evaluate the ethical needs of the financial services industry and examine the effects of fraud upon the industry. FIN-BII-10

1. Describe the function of organizations involved in ethical oversight of the financial services industry, such as Securities and Exchange Commission (SEC), Financial Industry Regulatory Authority, Inc. (FINRA), Federal Reserve, and the Office of the State Insurance Commissioner. FIN-BII-10.1
2. Identify and describe the regulations designed to protect the consumer in banking industry. FIN-BII-10.2
3. Describe an incidence of both consumer fraud and banking fraud and how the fraud could have been prevented. FIN-BII-10.3
4. Identify and describe regulations designed to protect the consumer investors from fraud in the investment industry. FIN-BII-10.4
5. Describe incidence of fraud in the investment industry and how it might have been prevented. FIN-BII-10.5
6. Describe each of the four categories of regulations for insurance companies (i.e., financial condition of the insurer, standard provisions in contracts, licensing of companies and agents, and premium rates). FIN-BII-10.6
7. Describe an incidence of fraud in the insurance industry and how the fraud might have been prevented. FIN-BII-10.7
8. Describe the major rights and responsibilities of a consumer regarding the financial services industry, such as being well-informed, reading and understanding contracts, and understanding transparent fees, etc. FIN-BII-10.8

FIN-BII-11. Students will identify and evaluate careers in the financial services industry FIN-BII-11

1. Describe the skills and job responsibilities for careers in banking (i.e. loan officer, teller, customer service representative, data processor, trust officer, mortgage broker, branch manager, marketing, human resource management, IT, training and development). FIN-BII-11.1
2. Identify and summarize education and licensing requirements for careers in banking. FIN-BII-11.2
3. Describe the skills and job responsibilities for careers in investing (i.e. broker, investment advisor, financial planner, commodities representative, financial consultant, trader, mutual fund manager.) FIN-BII-11.3
4. Identify and describe education and licensing requirements for careers in investing. FIN-BII-11.4
5. Describe the skills and job responsibilities for careers in insurance, such as an agent, a claims adjuster, an actuary, a claims examiner, a customer service representative, a rater, and an underwriter.) FIN-BII-11.5
6. Identify and explain education and licensing requirements for careers in insurance. FIN-BII-11.6

FIN-BII-12. Explore how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, entrepreneurship development, and competitive events. FIN-BII-12

1. Explain the goals, mission and objectives of Future Business Leaders of America. FIN-BII-12.1
 2. Explore the impact and opportunities a student organization (FBLA) can develop to bring business and education together in a positive working relationship through innovative leadership and career development programs. FIN-BII-12.2
 3. Explore the local, state, and national opportunities available to students through participation in related student organization (FBLA) including but not limited to conferences, competitions, community service, philanthropy, and other FBLA activities. FIN-BII-12.3
 4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development. FIN-BII-12.4
 5. Explore the competitive events related to the content of this course and the required competencies, skills, and knowledge for each related event for individual, team, and chapter competitions. FIN-BII-12.5
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Introduction to Business & Technology (7.4413)

FIN-IBT-1. The following standard is included in all CTAE courses adopted for the Career Cluster/Pathways. FIN-IBT-1

1. Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities. FIN-IBT-1.1
2. Demonstrate creativity by asking challenging questions and applying innovative procedures and methods. FIN-IBT-1.2
3. Exhibit critical thinking and problem solving skills to locate, analyze and apply information in career planning and employment situations. FIN-IBT-1.3
4. Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity. FIN-IBT-1.4
5. Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply team work skills. FIN-IBT-1.5
6. Present a professional image through appearance, behavior and language. FIN-IBT-1.6

FIN-IBT-2. Apply technology as a tool to increase productivity to create, edit, and publish industryappropriate documents. FIN-IBT-2

1. Practice respectful and responsible use of technology. FIN-IBT-2.1
2. Demonstrate ethical and legal actions with regards to plagiarism, fair use, and copyright laws. FIN-IBT-2.2
3. Execute efficient online searches for specific and creditable resources. FIN-IBT-2.3
4. Model the ability to work independently and as a team member. FIN-IBT-2.4
5. Demonstrate time-management and organizational skills to complete tasks in allotted time. FIN-IBT-2.5
6. State how changes in technology affect the workplace and society. FIN-IBT-2.6
7. Apply good design principles to create professional appearing and functioning business documents. FIN-IBT-2.7
8. Compare and contrast technology tools' uses for efficiency in business. FIN-IBT-2.8
9. Apply practices that deter, detect, and defend against identity theft for a business and personal safety. FIN-IBT-2.9
10. Utilize technology in a variety of ways while solving business problems. FIN-IBT-2.10

FIN-IBT-3. Master word processing software to create, edit, and publish professional-appearing business documents. FIN-IBT-3

1. Create, share and maintain documents. FIN-IBT-3.1
2. Format document content. FIN-IBT-3.2
3. Apply page layout and reusable content to documents. FIN-IBT-3.3
4. Insert illustrations and graphics in a document. FIN-IBT-3.4
5. Proofread documents to validate content. FIN-IBT-3.5
6. Apply references and hyperlinks in a document. FIN-IBT-3.6
7. Perform mail merge operations. FIN-IBT-3.7

FIN-IBT-4. Analyze and integrate leadership skills and management functions within the business environment. FIN-IBT-4

1. Explain the interrelationships between the functions of business: accounting, finance, production, marketing, sales, and management. FIN-IBT-4.1
2. Define, explain and apply various management functions including planning, organizing, directing, and controlling. FIN-IBT-4.2
3. Explain the importance of a vision, a mission statement, and goal-setting within the context of the business environment. FIN-IBT-4.3
4. Apply the decision making process to a business situation. FIN-IBT-4.4
5. Discuss the impact of the business and personal reputation and image including online presence as part of the management of the business. FIN-IBT-4.5
6. Understand employee impact and management's role in contributing to successful business operations. FIN-IBT-4.6
7. Exhibit organizational skills while planning and executing business projects. FIN-IBT-4.7
8. Implement strategic plans to manage business growth, profit, and goals. FIN-IBT-4.8
9. Investigate leadership skills within a successful business environment. FIN-IBT-4.9

FIN-IBT-5. Demonstrate understanding of the concept of marketing and its importance to business ownership. FIN-IBT-5

1. Explain the fundamental marketing concepts used by a small business. FIN-IBT-5.1
2. Understand target market and demographics in marketing strategies. FIN-IBT-5.2
3. Create a customer database using database software to create and maintain an accurate customer list. FIN-IBT-5.3
4. Use customer database to pull specific data to target for marketing campaign. FIN-IBT-5.4
5. Evaluate different types of promotional tools for business product and/or services. FIN-IBT-5.5
6. Use innovation to gain a competitive advantage in the marketplace. FIN-IBT-5.6

FIN-IBT-6. Use professional oral, written, and digital communication skills to create, express, and interpret information and ideas. FIN-IBT-6

1. Exhibit appropriate business (oral, written, and digital) communication skills needed in the workplace to facilitate information and communication. FIN-IBT-6.1
2. Explore social media etiquette and importance of digital presence. FIN-IBT-6.2
3. Produce written communications that utilize proper tone, grammar, and bias-free language for the workplace. FIN-IBT-6.3
4. Employ critical thinking and problem-solving strategies both individually and collaboratively to solve real-world and/or business-related problems. FIN-IBT-6.4
5. Using presentation software, create and deliver simple, clear and compelling presentations effectively to target audiences. FIN-IBT-6.5
6. Use technology to enhance the effectiveness of communication in a business environment. FIN-IBT-6.6
7. Use appropriate technology to plan, develop, practice, and present material to different types of audiences for specific business purpose. FIN-IBT-6.7

FIN-IBT-7. Demonstrate an understanding of entrepreneurship through recognizing a business opportunity, how to start a business based on the recognized opportunity, and basics of how to operate and maintain that business. FIN-IBT-7

1. Identify the unique characteristics, traits, and concepts of the successful entrepreneur. FIN-IBT-7.1
2. Describe the importance of developing and organizing a successful business plan. FIN-IBT-7.2
3. Identify components and format of a business plan. FIN-IBT-7.3
4. Examine the business opportunities available in local school and community. FIN-IBT-7.4
5. Participate as part of a team in an effort to accomplish a common goal leading to a successful business endeavor. FIN-IBT-7.5
6. Differentiate between the types of business ownership. FIN-IBT-7.6
7. Explain the implications of technology on business development and future growth. FIN-IBT-7.7

FIN-IBT-8. Understand, interpret, and use accounting principles to make financial decisions. FIN-IBT-8

1. View financial statements of a business and utilizes those statements to make informed business decisions. FIN-IBT-8.1
2. Explain the purpose of the various steps in the accounting cycle. FIN-IBT-8.2
3. Differentiate between debits and credits. FIN-IBT-8.3
4. Analyze and describe sources of income for the business venture (i.e., sales and labor). FIN-IBT-8.4
5. Using basic features of spreadsheet software to produce professional financial statements representative of a small business. FIN-IBT-8.5

FIN-IBT-9. Develop effective money management strategies and understand the role and functions of financial institutions. FIN-IBT-9

1. Develop a budget including all essential elements for personal and business use. FIN-IBT-9.1
2. Compare and contrast the types of financial institutions, both depository and nondepository including the functions and purpose. FIN-IBT-9.2
3. Examine the principles of banking transactions and the various services of a bank. FIN-IBT-9.3
4. Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance. FIN-IBT-9.4
5. Examine the features and effects of online banking including mobile banking for the business and the consumer. FIN-IBT-9.5
6. Explore a personal credit report and the impact of credit on business and personal life. FIN-IBT-9.6

FIN-IBT-10. Research and interpret the various risks involved in operating a business while determining the role of insurance for a business. FIN-IBT-10

1. Identify possible business threats and employ risk management strategies and techniques to minimize potential financial loss. FIN-IBT-10.1
2. Identify types of business insurance and the need for insurance in a business. FIN-IBT-10.2
3. Explain basic insurance concepts: insurance, policyholder, premium, probability, risk, claim, coverage, deductible, policy, insured, insurer, and liability. FIN-IBT-10.3
4. Analyze risks to make insurance decisions. FIN-IBT-10.4
5. Explore the various career options associated with the insurance field. FIN-IBT-10.5

FIN-IBT-11. Examine basic human resources and the legal aspects of a business while incorporating the methods into business practices. [FIN-IBT-11](#)

1. Differentiate among types of business crimes and identify the strategies that business can use to deter crimes. [FIN-IBT-11.1](#)
2. Demonstrate understanding of specific legal areas that most commonly affect personal and business relationships. [FIN-IBT-11.2](#)
3. Describe the legal requirements of obtaining a business license, permit, contract, patent, copyright, trademark, and logo. [FIN-IBT-11.3](#)
4. Create a plan for recruiting, hiring, and retaining a new employee and the associated costs. [FIN-IBT-11.4](#)
5. Review employment and labor laws impacting business. [FIN-IBT-11.5](#)

FIN-IBT-12. Explore how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, entrepreneurship development, and competitive events. [FIN-IBT-12](#)

1. Explain the goals, mission and objectives of Future Business Leaders of America. [FIN-IBT-12.1](#)
 2. Explore the impact and opportunities a student organization (FBLA) can develop to bring business and education together in a positive working relationship through innovative leadership and career development programs. [FIN-IBT-12.2](#)
 3. Explore the local, state, and national opportunities available to students through participation in related student organization (FBLA) including but not limited to conferences, competitions, community service, philanthropy, and other FBLA activities. [FIN-IBT-12.3](#)
 4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development. [FIN-IBT-12.4](#)
 5. Explore the competitive events related to the content of this course and the required competencies, skills, and knowledge for each related event for individual, team, and chapter competitions. [FIN-IBT-12.5](#)
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FIN-CFT-1. Demonstrate employability skills required by business and industry. [FIN-CFT-1](#)

1. Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities. [FIN-CFT-1.1](#)
 2. Demonstrate creativity by asking challenging questions and applying innovative procedures and methods. [FIN-CFT-1.2](#)
 3. Exhibit critical thinking and problem-solving skills to locate, analyze and apply information in career planning and employment situations. [FIN-CFT-1.3](#)
 4. Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity. [FIN-CFT-1.4](#)
 5. Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply team work skills. [FIN-CFT-1.5](#)
 6. Present a professional image through appearance, behavior and language. [FIN-CFT-1.6](#)
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FIN-CFT-2. Design, develop, and maintain a dynamic web/mobile financial application. [FIN-CFT-2](#)

1. Develop scripting code using Javascript, Python, or other scripting languages. [FIN-CFT-2.1](#)
2. Analyze existing industry Application Programming Interfaces (API) used in financial services code. [FIN-CFT-2.2](#)
3. Write a sample API that models financial services code used in industry. [FIN-CFT-2.3](#)
4. Identify security protocols used in industry to secure financial transactions and records, including encryption, User Authentication, two-part authentication, and biometrics. [FIN-CFT-2.4](#)
5. Identify protections against intrusion such as cross-site scripting, Structured Query Language (SQL) injection, denial of service, and other forms of attack. [FIN-CFT-2.5](#)
6. Identify anti-money laundering, counterterrorism, and social engineering attacks involving the movement of money. [FIN-CFT-2.6](#)

FIN-CFT-3. Develop web/mobile financial applications that can dynamically access databases. [FIN-CFT-3](#)

1. Create a database that models a financial system. [FIN-CFT-3.1](#)
2. Demonstrate knowledge of Structured Query Language (SQL) access to a database table. [FIN-CFT-3.2](#)
3. Create and edit a database-stored procedure. [FIN-CFT-3.3](#)
4. Connect a computer program to a database using a connection string that is not hard coded into source code. [FIN-CFT-3.4](#)

FIN-CFT-4. Apply controller architecture to connect client-side views to server-side data models. [FIN-CFT-4](#)

1. Program a controller that safely connects an application's data model to appropriate user views using an industry standard programming language, (e.g., C#, .NET Core, Ruby on Rails). [FIN-CFT-4.1](#)
2. Create and summarize the user validation login system for the application. [FIN-CFT-4.2](#)

FIN-CFT-5. Program a well-designed User Interface (UI) for use within FinTech. [FIN-CFT-5](#)

1. Investigate real-world banking applications and develop a model application's UI. [FIN-CFT-5.1](#)
2. Demonstrate and explain use of UI platforms such as Bootstrap, Rails, or other interface models to program the interface designed in element 5.1. [FIN-CFT-5.2](#)

FIN-CFT-6. Evaluate and validate web/mobile financial applications for conformance to financial services industry standards. [FIN-CFT-6](#)

1. Review industry financial security standards including Sarbanes Oxley Act (SOX), Payment Card Industry Data Security Standard (PCI DSS), Gramm-Leach-Bliley Act (GLBA), Federal Financial Institutions Examination Council (FFIEC), and others. [FIN-CFT-6.1](#)
2. Identify and explain the use and implementation of software security protocols related to digital identity such as Multi-Factor Authentication (MFA), Google Authenticator, Microsoft Authenticator, Open Authorization (OAuth) APIs that integrate with each other, use of tokenization/Anonymization of Pay Card Industry (PCI) and Personally Identifying Information (PII) data, and PCI/DSS. [FIN-CFT-6.2](#)
3. Detail the use of consumer (user) disclosures and how it relates to privacy and information security. [FIN-CFT-6.3](#)
4. Discuss accessibility issues surrounding e-commerce and banking. [FIN-CFT-6.4](#)

FIN-CFT-7. Examine how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, and competitive events. FIN-CFT-7

1. Research the history of Future Business Leaders of America (FBLA). FIN-CFT-7.1
2. Discuss the mission, purpose, motto, colors, official dress, and other distinguishing characteristics of FBLA. FIN-CFT-7.2
3. Explain how participation in FBLA can promote lifelong responsibility for community service, professional growth, and development. FIN-CFT-7.3
4. Create a personal leadership plan to participate in programs, conferences, community service, and competitive events on the local, state, and national level that align with the competencies, skills, and knowledge of this course. FIN-CFT-7.4