Grade 11

Instructional Area  BUSINESS LAW

Performance Element  Apply knowledge of business ownership to establish and continue business operations.

Performance Indicators  Explain types of business ownership (BL:003, BL LAP 1) (CS)

Instructional Area  CUSTOMER RELATIONS

Performance Element  Foster positive relationships with customers to enhance company image.

Performance Indicators  Explain the nature of positive customer relations (CR:003, CR LAP 1) (CS)
  Demonstrate a customer-service mindset (CR:004) (CS)
  Reinforce service orientation through communication (CR:005) (CS)
  Respond to customer inquiries (CR:006) (CS)
  Adapt communication to the cultural and social differences among clients (CR:019) (CS)
  Interpret business policies to customers/clients (CR:007) (CS)

Performance Element  Resolve conflicts with/for customers to encourage repeat business.

Performance Indicators  Handle difficult customers (CR:009, CR LAP 3) (CS)
  Handle customer/client complaints (CR:010) (CS)

Performance Element  Reinforce company’s image to exhibit the company’s brand promise.

Performance Indicators  Identify company’s brand promise (CR:001) (CS)
  Determine ways of reinforcing the company’s image through employee performance (CR:002) (CS)
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<th>CUSTOMER RELATIONS (cont’d)</th>
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<td>Performance Element</td>
<td>Understand characteristics, motivations, and behaviors of clients in finance to facilitate client interaction.</td>
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<tr>
<td>Performance Indicators</td>
<td>Explain the responsibilities of finance professionals in providing client services (CR:012) (CS)</td>
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<table>
<thead>
<tr>
<th>Instructional Area</th>
<th>ECONOMICS</th>
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<tr>
<td>Performance Element</td>
<td>Understand fundamental economic concepts to obtain a foundation for employment in business.</td>
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<tr>
<td>Performance Indicators</td>
<td>Distinguish between economic goods and services (EC:002, EC LAP 10) (CS) Explain the concept of economic resources (EC:003, EC LAP 14) (CS) Describe the concepts of economics and economic activities (EC:001, EC LAP 6) (CS) Determine economic utilities created by business and marketing activities (EC:004, EC LAP 13) (CS) Explain the principles of supply and demand (EC:005, EC LAP 11) (CS) Describe the functions of prices in markets (EC:006, EC LAP 12) (CS)</td>
</tr>
<tr>
<td>Performance Element</td>
<td>Understand economic systems to be able to recognize the environments in which businesses function.</td>
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<tr>
<td>Performance Element</td>
<td>Understand the nature of business to show its contributions to society.</td>
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<tr>
<td>Performance Indicators</td>
<td>Explain the role of business in society (EC:070, EC LAP 20) (CS) Describe types of business activities (EC:071, EC LAP 19) (CS) Explain the organizational design of businesses (EC:103, EC LAP 23) (SP) Discuss the global environment in which businesses operate (EC:104, EC LAP 22) (SP) Describe factors that affect the business environment (EC:105, EC LAP 26) (SP) Explain the nature of business ethics (EC:106, EC LAP 21) (SP) Explain how organizations adapt to today’s markets (EC:107, EC LAP 25) (SP)</td>
</tr>
<tr>
<td>Performance Element</td>
<td>Acquire knowledge of the impact of government on business activities to make informed economic decisions.</td>
</tr>
<tr>
<td>Performance Indicators</td>
<td>Determine the relationship between government and business (EC:008, EC LAP 16) (CS) Describe the nature of taxes (EC:072) (SP)</td>
</tr>
</tbody>
</table>
### Instructional Area

#### ECONOMICS (cont’d)

**Performance Element:** Analyze cost/profit relationships to guide business decision-making.

**Performance Indicators**
- Explain the concept of productivity (EC:013, EC LAP 18) (CS)
- Analyze impact of specialization/division of labor on productivity (EC:014, EC LAP 7) (SP)
- Explain the concept of organized labor and business (EC:015, EC LAP 5) (SP)
- Explain the impact of the law of diminishing returns (EC:023) (SP)

**Performance Element:** Understand economic indicators to recognize economic trends and conditions.

**Performance Indicators**
- Discuss the measure of consumer spending as an economic indicator (EC:081) (SP)
- Describe the economic impact of inflation on business (EC:083) (SP)
- Explain the concept of Gross Domestic Product (GDP) (EC:017, EC LAP 1) (SP)
- Discuss the impact of a nation’s unemployment rates (EC:082) (SP)
- Explain the economic impact of interest-rate fluctuations (EC:084) (SP)
- Determine the impact of business cycles on business activities (EC:018, EC LAP 9) (SP)

### Instructional Area

#### FINANCIAL ANALYSIS

**Performance Element:** Understand the fundamental principles of money needed to make financial exchanges.

**Performance Indicators**
- Explain forms of financial exchange (cash, credit, debit, electronic funds transfer, etc.) (FI:058) (PQ)
- Identify types of currency (paper money, coins, banknotes, government bonds, treasury notes, etc.) (FI:059) (PQ)
- Describe functions of money (medium of exchange, unit of measure, store of value) (FI:060) (PQ)
- Explain the time value of money (FI:062) (CS)
- Explain the purposes and importance of credit (FI:002, FI LAP 2) (CS)
- Explain legal responsibilities associated with financial exchanges (FI:063) (CS)

**Performance Element:** Understand the use of financial-services providers to aid in financial-goal achievement.

**Performance Indicators**
- Describe types of financial-services providers (FI:075) (CS)
- Discuss considerations in selecting a financial-services provider (FI:076) (CS)

**Performance Element:** Acquire a foundational knowledge of accounting to understand its nature and scope.

**Performance Indicators**
- Describe the need for financial information (FI:579) (CS)
- Explain the concept of accounting (FI:085, FI LAP 5) (CS)
FINANCIAL ANALYSIS (cont’d)

- Acquire a foundational knowledge of finance to understand its nature and scope.

- Explain the role of finance in business (FI:354, FI LAP 7) (CS)

Performance Indicators

- Understand financial markets to recognize their importance in business.

- Describe the nature of financial institutions (FI:336) (CS)

- Explain types of financial markets (e.g., money market, capital market, insurance market, commodities markets, etc.) (FI:337) (SP)

- Discuss the nature of convergence/consolidation in the finance industry (FI:573) (SP)

- Describe the relationship between economic conditions and financial markets (FI:574) (SP)

HUMAN RESOURCES MANAGEMENT

- Understand the role and function of human resources management to obtain a foundational understanding of its nature and scope.

- Discuss the nature of human resources management (HR:410, HR LAP 35) (CS)

INFORMATION MANAGEMENT

- Acquire a foundational knowledge of information management to understand its nature and scope.

- Discuss the nature of information management (NF:110, NF LAP 3) (CS)

MARKETING

- Understand marketing’s role and function in business to facilitate economic exchanges with customers.

- Explain marketing and its importance in a global economy (MK:001, MK LAP 4) (CS)
## 2-Credit Accelerated Finance Program of Study
### High School Courses

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<th>Instructional Area</th>
<th>OPERATIONS</th>
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<td>Performance Element</td>
<td>Understand operations’ role and function in business to value its contributions to a company.</td>
</tr>
<tr>
<td>Performance Indicators</td>
<td>Explain the nature of operations (OP:189, OP LAP 3) (CS)</td>
</tr>
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</table>

| Performance Element | Implement purchasing activities to obtain business supplies, equipment and services. |
| Performance Indicators | Explain the nature and scope of purchasing (OP:015, OP LAP 2) (CS) |

| Performance Element | Understand production’s role and function in business to recognize its need in an organization. |
| Performance Indicators | Explain the concept of production (OP:017, OP LAP 4) (CS) |

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<tr>
<th>Instructional Area</th>
<th>PROFESSIONAL DEVELOPMENT</th>
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<tr>
<td>Performance Element</td>
<td>Implement job-seeking skills to obtain employment.</td>
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<tr>
<td>Performance Indicators</td>
<td>Utilize job-search strategies (PD:026) (PQ)</td>
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<td>Complete a job application (PD:027) (PQ)</td>
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<td>Interview for a job (PD:028) (PQ)</td>
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<td>Write a follow-up letter after job interviews (PD:029) (CS)</td>
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<td>Write a letter of application (PD:030) (CS)</td>
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<tr>
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<td>Prepare a résumé (PD:031) (CS)</td>
</tr>
</tbody>
</table>

| Performance Element | Explore careers in finance to enhance potential for career success. |
| Performance Indicators | Discuss career opportunities in the finance industry (PD:152, QS LAP 51) (CS) |

<p>| Performance Element | Utilize career-advancement activities to enhance professional development. |
| Performance Indicators | Discuss licensure and certification available to finance professionals (PD:082) (SP) |
| | Discuss opportunities for building professional relationships in finance (PD:153) (SP) |</p>
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<tr>
<th>Instructional Area</th>
<th>STRATEGIC MANAGEMENT</th>
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<tbody>
<tr>
<td>Performance Element</td>
<td>Recognize management’s role to understand its contribution to business success.</td>
</tr>
<tr>
<td>Performance Indicators</td>
<td>Explain the concept of management (SM:001, SM LAP 3) (CS)</td>
</tr>
</tbody>
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### Grade 12

#### BUSINESS LAW

**Performance Element**
Understand government regulations pertaining to the finance industry to protect the company wellbeing.

**Performance Indicators**
- Discuss legal considerations in the finance industry (BL:133) (SP)
- Discuss the effect of tax laws and regulations on financial transactions (BL:134) (SP)

**Performance Element**
Understand regulation of accounting to adhere to government requirements.

**Performance Indicators**
- Discuss the impact of the Sarbanes-Oxley Act of 2002 on accounting (BL:088) (SP)

#### ECONOMICS

**Performance Element**
Determine global trade’s impact on business decision-making.

**Performance Indicators**
- Explain the nature of global trade (EC:016, EC LAP 4) (SP)
- Describe the determinants of exchange rates and their effects on the domestic economy (EC:100) (SP)
- Discuss the impact of cultural and social environments on global trade (EC:045, EC LAP 24) (SP)

#### FINANCIAL ANALYSIS

**Performance Element**
Use investment strategies to ensure financial well-being.

**Performance Indicators**
- Explain types of investments (FI:077) (CS)
2-Credit Accelerated Finance Program of Study
High School Courses

Instructional Area
FINANCIAL ANALYSIS (cont’d)

Performance Element
Identify potential business threats and opportunities to protect a business’s financial well-being.

Performance Indicators
Describe the concept of insurance (FI:081) (CS)
Explain the nature of risk management (FI:084, FI LAP 8) (SP)

Performance Element
Acquire a foundational knowledge of accounting to understand its nature and scope.

Performance Indicators
Explain the need for accounting standards (GAAP) (FI:086) (CS)
Explain legal and ethical considerations for accounting (SP) Combined (FI:353) and (FI:351)
Explain the use of technology in accounting (FI:352) (SP)

Performance Element
Classify, record, and summarize data to produce needed financial information.

Performance Indicators
Discuss the nature of the accounting cycle (FI:342) (CS)
Demonstrate the effects of transactions on the accounting equation (FI:378) (CS)
Prepare a chart of accounts (FI:379) (CS)
Post journal entries to general ledger accounts (FI:382) (CS)
Prepare a trial balance (FI:383) (CS)

Performance Element
Maintain cash controls to track cash flow.

Performance Indicators
Explain cash control procedures (e.g., signature cards, deposit slips, internal/external controls, cash clearing, etc.) (FI:113) (CS)
Explain the benefits of electronic funds transfer (EFT) (FI:399) (CS)
Explain the nature of the voucher system (FI:404) (CS)
Prepare invoices (FI:087) (CS)

Performance Element
Perform accounts payable functions to record, control, and disburse payments to vendors.

Performance Indicators
Explain the nature of accounts payable (FI:409) (CS)
Maintain a vendor file (FI:410) (CS)
Analyze purchase transactions (FI:411) (CS)
Prepare a credit memorandum for returned goods (FI:115) (CS)
Process accounts payable checks (FI:117) (CS)

Performance Element
Perform accounts receivable functions to record, control, and collect payments due from the sale of goods and services.

Performance Indicators
Explain the nature of accounts receivable (FI:424) (CS)
Analyze sales transactions (FI:426) (CS)
Process sales returns and allowances (FI:126) (CS)
Process customer payments (FI:127) (CS)
Prepare customer statements (FI:128) (CS)
Process uncollectible accounts (FI:429) (CS)
### FINANCIAL ANALYSIS (cont’d)

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<tr>
<td>FINANCIAL ANALYSIS</td>
<td>Perform accounting functions specific to a merchandising business to classify, record, and summarize business data.</td>
<td>Explain the nature of special journals (FI:407) (CS)</td>
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<tr>
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<td>Implement accounting procedures to track money flow and to determine financial status.</td>
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<td>Describe the nature of cash flow statements (FI:091, FI LAP 6) (SP)</td>
<td>Prepare cash flow statements (FI:092) (MN)</td>
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<td>Explain the nature of balance sheets (FI:093) (SP)</td>
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<td>Prepare balance sheets (FI:393) (MN)</td>
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<td>Describe the nature of income statements (FI:094, FI LAP 4) (SP)</td>
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<tr>
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<td>Prepare income statements (FI:149) (MN)</td>
</tr>
<tr>
<td></td>
<td>Acquire a foundational knowledge of finance to understand its nature and scope.</td>
<td>Explain legal and ethical considerations for finance (SP) Combined (FI:356) and (FI:355)</td>
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<td></td>
<td>Manage financial resources to ensure solvency.</td>
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<td>Describe the nature of budgets (FI:106, FI LAP 3) (SP)</td>
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<td>Understand financial markets to recognize their importance in business.</td>
<td>Explain the nature and scope of financial globalization (FI:575) (SP)</td>
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<td>Utilize sources of securities information to make informed financial decisions.</td>
<td>Describe sources of securities information (FI:274, QS LAP 36) (CS)</td>
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<td>Interpret securities tables (FI:275, QS LAP 37) (SP)</td>
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### FINANCIAL ANALYSIS (cont’d)

#### Performance Element
Acquire fundamental knowledge of investment analysis and selection to make prudent investment decisions.

#### Performance Indicators
- Explain factors to consider when selecting investments (FI:279, QS LAP 41) (SP)
- Explain information that can be obtained from financial statements (FI:276, QS LAP 38) (SP)
- Describe information that can be obtained from annual reports (FI:277, QS LAP 39) (SP)
- Explain fundamental analysis used in making investment decisions (FI:280, QS LAP 42) (SP)
- Explain strategies for selecting investments (FI:283, QS LAP 45) (SP)

#### Performance Element
Select investments to generate revenue for clients.

#### Performance Indicators
- Interpret financial ratios significant to investors (FI:281, QS LAP 43) (SP)
- Assess securities’ fundamentals (FI:282, QS LAP 44) (SP)
- Choose investments based on fundamental analysis (FI:284, QS LAP 46) (SP)

### PROFESSIONAL DEVELOPMENT

#### Performance Element
Acquire knowledge of retail/business banking processes and services to facilitate workplace activities.

#### Performance Indicators
- Describe the nature of retail/business banking processes (PD:204) (CS)
- Describe types of retail/business banking products and services (PD:154) (CS)

#### Performance Element
Acquire knowledge of the insurance industry to obtain a foundation for employment in insurance.

#### Performance Indicators
- Describe the nature of the insurance industry (PD:157) (CS)

#### Performance Element
Acquire knowledge of the securities and investments industry to understand the environment in which its services are offered.

#### Performance Indicators
- Describe how securities are traded (PD:236, QS LAP 47) (SP)
- Explain causes of stock price fluctuations (PD:238, QS LAP 40) (SP)
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<th>Instructional Area</th>
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<tr>
<td><strong>COMPLIANCE</strong></td>
<td>Acquire a foundational knowledge of compliance to understand its nature and scope.</td>
<td>Discuss the nature and scope of compliance in the finance industry (CC:003) (SP) Describe the use of technology in compliance (CC:004) (SP)</td>
</tr>
<tr>
<td><strong>FINANCIAL-INFORMATION MANAGEMENT</strong></td>
<td>Acquire foundational knowledge of financial-information management to understand its scope and function.</td>
<td>Explain the nature and scope of the financial-information management function (FM:002) (SP) Explain the role of ethics in financial-information management (FM:003) (SP)</td>
</tr>
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<td>Utilize financial information technology tools to manage financial information and perform work responsibilities.</td>
<td>Describe the use of technology in the financial-information management function (FM:011) (SP)</td>
</tr>
<tr>
<td></td>
<td>Understand the importance of accurately reporting a business’s financial position to provide information in a proper manner.</td>
<td>Discuss types of accounting systems used to report a business’s financial position (i.e., financial, tax, management, cost, accrual) (FM:006) (SP)</td>
</tr>
<tr>
<td><strong>SELLING</strong></td>
<td>Acquire product knowledge to communicate product benefits and to ensure appropriateness of product for the customer.</td>
<td>Explain the nature of liability insurance (SE:405) (SP) Describe components of automobile insurance coverage (SE:406) (SP) Discuss components of homeowners/renters insurance (SE:407) (SP) Discuss the nature of health insurance coverage (SE:412) (SP) Discuss the nature of life insurance (SE:419) (SP) Explain the nature of stocks (SE:421, QS LAP 34) (SP) Explain the nature of bonds (SE:428, QS LAP 33) (SP) Describe the nature of mutual funds (SE:429, QS LAP 35) (SP)</td>
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</tbody>
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*Updated 4/2/13*