

Finance Career Cluster Pathways K&S

Curriculum Planning Levels

The performance indicators are assigned to one of six curriculum-planning levels that represent a continuum of instruction ranging from simple to complex. The levels can serve as building blocks for curriculum development in that students should know and be able to perform the performance indicators at one level before tackling more complex skills and knowledge at the next level. These levels can also be used as the basis for developing an unduplicated sequence of instruction for articulation between high school and postsecondary marketing courses. The six curriculum-planning levels are:

Prerequisite (PQ) – Content develops employability and job-survival skills and concepts, including work ethics, personal appearance, and general business behavior.

Career-Sustaining (CS) – Content develops skills and knowledge needed for continued employment in or study of finance based on the application of basic academics and finance skills.

Specialist (SP) – Content provides in-depth, solid understanding and skill development in all finance functions.

Supervisor (SU) – Content provides the same in-depth, solid understanding and skill development in all finance functions as in the finance-specialist curriculum and in addition, incorporates content that addresses the supervision of people.

Manager (MN) – Content develops strategic decision-making skills in all finance functions needed to manage a business or department within an organization.

Owner (ON) – Content develops strategic decision-making skills in all aspects of finance that are needed to own and operate a business.

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Accounting Pathway

FIN ACCT 12.1.0	Business Law	Comments
FIN ACCT 12.1.0	K&S Statement: Understands business's responsibility to know, abide by, and enforce laws and regulations that affect business operations and transactions.	
FIN ACCT 12.1.1	Understand regulation of accounting to adhere to government requirements. Discuss the impact of the Sarbanes-Oxley Act of 2002 on accounting (SP) Describe the role of the Securities and Exchange Commission (SEC) in regulating the accounting industry (SP) Discuss state regulation of the accounting industry (SP)	
FIN ACCT 12.2.0	Financial Analysis	Comments
FIN ACCT 12.2.0	K&S Statement: Understands tools, strategies, and systems used to maintain, monitor, control, and plan the use of financial resources.	
FIN ACCT 12.2.1	Classify, record, and summarize data to produce needed financial information. Discuss the nature of the accounting cycle (CS) Demonstrate the effects of transactions on the accounting equation (CS) Prepare a chart of accounts (CS) Use T accounts (CS) Record transactions in a general journal (CS) Post journal entries to general ledger accounts (CS) Prepare a trial balance (CS) Journalize and post adjusting entries (CS) Journalize and post closing entries (CS) Prepare a post-closing trial balance (CS) Prepare work sheets (SP) Discuss the nature of annual reports (SP) Discuss the use of financial ratios in accounting (SP) Determine business liquidity (MN) Calculate business profitability (MN) Prepare income statements (MN) Prepare a statement of equity and retained earnings (MN) Prepare balance sheets (MN) Project future revenues and expenses (MN) Apply bankruptcy prediction models (MN)	

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FIN ACCT 12.2.2	<p>Maintain cash controls to track cash flow. Explain cash control procedures (e.g. signature cards, deposit slips, internal/external controls, cash clearing, etc.) (CS) Prove cash (CS) Journalize/post entries to establish and replenish petty cash (CS) Journalize/post entries related to banking activities (CS) Explain the benefits of electronic funds transfer (EFT) (CS) Prepare bank deposits (CS) Prepare purchase requisitions (CS) Prepare purchase orders (CS) Prepare sales slips (CS) Prepare invoices (CS) Explain the nature of the voucher system (CS) Prepare vouchers (CS) Record transactions using a voucher system (CS)</p>	
FIN ACCT 12.2.3	<p>Perform accounting functions specific to a merchandising business to classify, record, and summarize business data. Explain the nature of special journals (CS) Record transactions in special journals (CS)</p>	
FIN ACCT 12.2.4	<p>Perform accounts payable functions to record, control, and disburse payments to vendors. Explain the nature of accounts payable (CS) Maintain a vendor file (CS) Analyze purchase transactions (CS) Post to an accounts payable subsidiary ledger (CS) Prepare a credit memorandum for returned goods (CS) Process invoices for payment (CS) Process accounts payable checks (CS) Prepare an accounts payable schedule (SP)</p>	

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FIN ACCT 12.2.5	<p>Perform accounts receivable functions to record, control, and collect payments due from the sale of goods and services. Explain the nature of accounts receivable (CS) Maintain a customer file for accounts receivable (CS) Analyze sales transactions (CS) Post to an accounts receivable subsidiary ledger (CS) Process sales orders and invoices (CS) Process sales returns and allowances (CS) Process customer payments (CS) Prepare customer statements (CS) Process uncollectible accounts (CS) Prepare an accounts receivable schedule (SP) Determine uncollectible accounts receivable (MN)</p>	
FIN ACCT 12.2.6	<p>Maintain inventory records to track the location, quantity, and value of current assets. Record inventory usage (CS) Process invoice of inventory (CS) Process results of inventory (CS) Process inventory adjustments (CS) Determine the cost of inventory (SP)</p>	
FIN ACCT 12.2.7	<p>Complete payroll procedures to calculate, record, and distribute payroll earnings. Calculate time cards (CS) Maintain employee earnings records (CS) Calculate employee earnings (e.g. gross earnings, net pay) (SP) Calculate employee-paid withholdings (SP) Prepare a payroll register (SP) Record the payroll in the general journal (SP) Complete payroll tax expense forms (SP) Prepare federal, state, and local payroll tax reports (SP)</p>	
FIN ACCT 12.2.8	<p>Perform specialized accounting procedures to track cash flow. Process notes payable and receivable (SP) Determine the book value of a plant asset (SP) Prepare depreciation schedules (SP) Record the disposition of assets (SP) Account for intangible assets (MN) Analyze accounting records to make business decisions (MN)</p>	

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FIN ACCT 12.2.9	Utilize cost accounting methods to track, record, and analyze business costs. Maintain job order cost sheets (SP) Calculate the cost of goods sold (SP) Compute overhead rates (SP) Apply overhead to jobs (MN) Conduct cost-volume-profit analysis (MN) Develop standard variable costs for a product (MN) Calculate variances (MN) Conduct variance analysis (MN) Perform cost allocation functions (MN) Prepare cost of production reports (MN)	
FIN ACCT 12.2.10	Prepare budget reports to make business decisions. Process preliminary budget detail (MN) Prepare budget reports (MN) Determine relevant cost and revenue data for decision-making purposes (MN)	
FIN ACCT 12.2.11	Perform accounting functions specific to a partnership to classify, record, and summarize business data. Analyze a partnership agreement (MN) Allocate profits and losses to the partners (MN) Prepare a statement of partners' equities (MN) Prepare a balance sheet for a partnership (MN) Account for the revaluation of assets and liabilities prior to the dissolution of a partnership (MN) Account for the sale of a partnership interest (MN) Account for the withdrawal of a partner from a partnership (MN)	

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FIN ACCT 12.2.12	<p>Perform accounting functions specific to a corporation to classify, record, and summarize corporate data.</p> <p>Discuss the nature of a consolidated financial statement (MN) Explain methods to account for the issuance of stock (MN) Analyze the articles of incorporation needed to start a corporation (MN) Compute the number of shares of common stock to be issued on the conversion of convertible preferred stock (MN) Compute dividends payable on stock (MN) Prepare a balance sheet for a corporation (MN) Complete a worksheet for a corporation (MN) Prepare an income statement for a corporation (MN) Prepare a statement of equity and retained earnings for a corporation (MN)</p>	
FIN ACCT 12.2.13	<p>Determine suitable internal accounting controls to ensure the proper recording of financial transactions.</p> <p>Explain the purpose of internal accounting controls (SP) Determine the components of internal accounting control procedures (MN) Maintain internal accounting controls (MN)</p>	
FIN ACCT 12.2.14	<p>Conduct an audit to verify the integrity of a business' financial reporting process, accounting functions, and internal controls.</p> <p>Explain the nature of audits (SP) Discuss the nature of the Statement on Auditing Standards No. 99 (Considerations of Fraud in a Financial Statement Audit) (MN) Conduct an audit (MN) Prepare auditing reports (MN)</p>	
FIN ACCT 12.2.15	<p>Perform tax accounting functions to lessen clients' tax burdens.</p> <p>Explain record keeping procedures for tax accounting (SP) Identify tax issues for clients (SP) Explain the role of accountants in income tax planning (SP) Integrate tax strategies with family financial goals (SP) Discuss the nature of corporate tax accounting (SP)</p>	
FIN ACCT 12.3.0	Information Management	Comments
FIN ACCT 12.3.0	K&S Statement: Understands tools, strategies, and systems needed to access, process, maintain, evaluate, and disseminate information to assist business decision-making.	
FIN ACCT 12.3.1	<p>Utilize technology to record and analyze accounting transactions.</p> <p>Discuss the use of data mining in accounting (SP) Integrate technology into accounting (SP)</p>	

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FIN ACCT 12.4.0	Professional Development	Comments
FIN ACCT 12.4.0	K&S Statement: Understands concepts, tools, and strategies used to explore, obtain, and develop in an accounting career.	
FIN ACCT 12.4.1	<p>Understand careers in accounting to determine which role and responsibilities best match personal abilities and traits.</p> <p>Discuss the role and responsibilities of certified public accountants (CPAs) (SP)</p> <p>Describe the role and responsibilities of general ledger accountants (SP)</p> <p>Explain the role and responsibilities of management accountants (SP)</p> <p>Discuss the role and responsibilities of auditors (SP)</p> <p>Discuss the role and responsibilities of government accountants (SP)</p> <p>Explain the role and responsibilities of international accountants (SP)</p> <p>Discuss the role and responsibilities of forensic accountants (SP)</p> <p>Discuss the role and responsibilities of senior management in accounting (SP)</p>	
FIN ACCT 12.4.2	<p>Explore licensing and certification in the accounting industry to enhance professional development.</p> <p>Discuss professional designations for accountants (e.g. CPA, CMA, ABA, etc.) (SP)</p>	
FIN ACCT 12.4.3	<p>Understand the fundamentals of cost accounting to obtain a foundation for employment in the accounting industry.</p> <p>Explain the nature of cost accounting (e.g. activities, costs, cost drivers, etc.) (SP)</p> <p>Discuss the use of cost-volume-profit analysis (SP)</p> <p>Discuss cost accounting systems (e.g. job order costing, process costing, activity-based costing [ABC], project costing, etc.) (SP)</p> <p>Explain the nature of cost accounting decision making (SP)</p> <p>Discuss the nature of cost accounting budgets (SP)</p> <p>Discuss the use of variance analysis for cost accounting (SP)</p> <p>Discuss the nature of cost allocation (SP)</p>	
FIN ACCT 12.4.4	<p>Understand the significance of responsibility in accounting to act appropriately in the workplace.</p> <p>Describe social responsibility in accounting (SP)</p> <p>Discuss responsibility accounting (SP)</p>	
FIN ACCT 12.4.5	<p>Acquire knowledge of Generally Accepted Accounting Principles to adhere to general accounting standards.</p> <p>Discuss the use of Generally Accepted Accounting Principles (GAAP) (SP)</p>	

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Banking Services Pathway

FIN BANK 12.1.0	Business Law	Comments
FIN BANK 12.1.0	K&S Statement: Understands business's responsibility to know, abide by, and enforce laws and regulations that affect business operations and transactions.	
FIN BANK 12.1.1	Develop a compliance program to protect the company well-being. Explain the elements of a compliance program (MN) Discuss functional areas of a compliance audit (MN) Develop a compliance program (MN)	
FIN BANK 12.1.2	Understand regulations governing banking services to adhere to government requirements. Discuss e-compliance issues in banking services (SP) Discuss federal regulation of lending functions (SP) Discuss federal regulation of operations functions in banking services (SP) Discuss the responsibilities of regulatory agencies that oversee the banking industry (SP) Describe the process for implementing regulatory changes (MN) Describe provisions of bankruptcy law (MN)	
FIN BANK 12.2.0	Customer Relations	Comments
FIN BANK 12.2.0	K&S Statement: Understands the techniques and strategies used to foster positive, ongoing relationships with customers.	
FIN BANK 12.2.1	Foster positive relationships with customers to enhance company image. Discuss the importance of meeting and exceeding customer expectations (CS) Describe the relationships that institutions providing banking services have with their communities (SP)	
FIN BANK 12.2.2	Manage a profitable investment portfolio to build customer relationships. Select customers for portfolios using established criteria (SP) Establish portfolio criteria that support the institution's business goals (MN)	
FIN BANK 12.3.0	Financial Analysis	Comments
FIN BANK 2.3.0	K&S Statement: Understands tools, strategies, and systems used to maintain, monitor, control, and plan the use of financial resources.	

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FIN BANK 12.3.1	Understand the manner in which banks generate profit to enhance company performance. Explain measures banks have taken to ensure profitability (MN)	
FIN BANK 12.3.2	Understand financial formulas to aid in the growth and stability of banking services. Explain key ratios/terms in banking (SP) Compute key banking calculations (e.g. interest, annual percentage rate, etc.) (SP) Explain the CAMELS rating system (i.e. Capital adequacy, Asset quality, Management administration, Earnings, Liquidity, and Sensitivity to market risk) (MN)	
FIN BANK 12.4.0	Information Management	Comments
FIN BANK 12.4.0	K&S Statement: Understands tools, strategies, and systems needed to access, process, maintain, evaluate, and disseminate information to assist business decision-making.	
FIN BANK 12.4.1	Acquire fundamental knowledge of banking technology to increase workplace efficiency and effectiveness. Fill/empty ATMs (Automatic Teller Machines) (CS) Discuss the impact of technology on the banking industry (SP)	
FIN BANK 12.5.0	Operations	Comments
FIN BANK 12.5.0	K&S Statement: Understands the processes and systems implemented to monitor, plan, and control the day-to-day activities required for continued business functioning.	
FIN BANK 12.5.1	Acquire knowledge of bank security programs to minimize chance for loss. Discuss procedures for the secure handling of cash (CS) Discuss the secure handling of checks (CS) Explain procedures for detecting and reporting counterfeit currency (CS) Describe crimes to which a bank could fall victim (e.g. fraud, robbery, phishing, etc.) (CS) Discuss the elements and role of a bank security program (SP) Describe the nature of business continuity plans (MN)	

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FIN BANK 12.5.2	<p>Perform daily banking activities to process cash. Process damaged and/or mutilated currency and coin (CS) Order and deposit currency/coin (CS) Deposit checks (CS) Handle differences in cash received/deposited (SP) Identify requirements for transporting cash (SP) Discuss the role of the Federal Reserve system in banking operations (SP)</p>	
FIN BANK 12.5.3	<p>Underwrite loan applications to determine creditworthiness of customers. Describe the loan application generating process (SP) Explain the process of credit analysis (SP) Describe factors affecting loan pricing and loan structuring (SP) Process a loan application (SP)</p>	
FIN BANK 12.5.4	<p>Understand real estate lending to service bank loans and mortgages. Discuss the involvement of financial institutions in the real estate industry (SP) Explain approaches to real estate lending (SP) Describe the functions and responsibilities of the loan servicing department (SP)</p>	
FIN BANK 12.5.5	<p>Acquire knowledge of problem loan management to protect the institution's financial well-being. Discuss the nature of problem loan management (SP) Handle problem loans (MN)</p>	
FIN BANK 12.6.0	Professional Development	Comments
FIN BANK 12.6.0	K&S Statement: Understands concepts, tools, and strategies used to explore, obtain, and develop in a banking services career.	
FIN BANK 12.6.1	<p>Acquire knowledge of the banking industry to understand the environment in which its services are offered. Explain the evolution of commercial banking (SP) Discuss ethical issues in the banking industry (SP) Discuss the fiduciary role of banks (MN) Describe bank policies that pertain to fiduciary activities (MN)</p>	

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FIN BANK 12.6.2	<p>Understand types of banking institutions to be aware of their roles in providing banking services.</p> <p>Describe the nature of the national banking system (SP) Explain the role of central banks (SP) Describe the nature of retail banking (SP) Explain the nature of investment banking (SP) Explain the nature of financial services companies (universal banks) (SP) Discuss the role of credit unions (SP) Explain the role of savings and loan associations (SP)</p>	
FIN BANK 12.6.3	<p>Acquire knowledge of banking processes and services to facilitate workplace activities.</p> <p>Describe the nature of banking processes (CS) Describe types of banking services (CS) Discuss retail bank products and services (CS) Explain business bank products and services (CS) Describe basic teller performance standards (CS) Discuss the nature of loan products (SP) Describe trust services available to customers (SP)</p>	
FIN BANK 12.6.4	<p>Understand careers in banking services to determine which role and responsibilities best match personal abilities and traits.</p> <p>Explain the role and responsibilities of administrative careers in banking services (CS) Describe the role and responsibilities of executive/managerial careers in banking services (SP)</p>	
FIN BANK 12.7.0	Selling	Comments
FIN BANK 12.7.0	<p>K&S Statement: Understands the concepts and actions needed to determine client needs and wants and respond through planned, personalized communication that influences purchase decisions and enhances future business operations.</p>	

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FIN BANK 12.7.1	Utilize sales techniques to generate new business. Describe the importance of selling in the banking industry (CS) Cross-sell banking products and services (CS) Demonstrate the relationship-selling process (CS) Assist a customer in the opening of an account (CS) Call on small business clients (SP) Interpret loan terms for a client (SP) Describe the nature of event-based selling (SP) Plan a sales campaign (MN)	
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Business Finance Pathway

FIN BF 12.1.0	Business Law	
FIN BF 12.1.0	K&S Statement: Understands business’s responsibility to know, abide by, and enforce laws and regulations that affect business operations and transactions.	
FIN BF 12.1.1	Understand regulations governing business finance to adhere to government requirements. Explain laws and regulations pertaining to business finance (SP) Explain the nature of business taxation (SP) Describe regulations and laws governing ownership change transactions (MN)	
FIN BF 12.1.2	Explore the role of the U.S. Securities and Exchange Commission in the regulation of business finance to adhere to government requirements. Discuss the impact of the U.S. Securities and Exchange Commission Division of Corporation Finance on business finance (MN)	
FIN BF 12.2.0	Financial Analysis	
FIN BF 12.2.0	K&S Statement: Understands tools, strategies, and systems used to maintain, monitor, control, and plan the use of financial resources.	
FIN BF 12.2.1	Understand fundamental financial concepts to appropriately manage business finances. Discuss the nature of depreciation (SP) Describe the nature of cash flows (SP)	
FIN BF 12.2.2	Acquire knowledge of efficient capital markets to make suitable financial decisions. Explain the role of efficient capital markets in business finance (SP)	
FIN BF 12.2.3	Explore capital budgeting to understand the capital expenditure decision-making process. Discuss the capital budgeting process (MN)	
FIN BF 12.2.4	Perform calculations to assist in capital budgeting decision-making. Calculate the initial investment associated with a proposed capital expenditure (MN) Determine operating cash inflows (MN) Determine terminal cash flow (MN)	

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FIN BF 12.2.5	Conduct cash flow analysis to select an acceptable capital expenditure. Discuss the nature of relevant cash flow analysis (SP) Explain the nature of the payback period (SP) Calculate the payback period (MN) Discuss the use of net present value (NPV) (SP) Explain the relationship between the internal rate of return and net present value (SP) Calculate the net present value (NPV) (MN) Calculate the internal rate of return (IRR) (MN)	
FIN BF 12.2.6	Understand financial planning in business finance to strive for business goals. Discuss the financial planning process (SP) Discuss the nature of short-term (operating) financial plans (SP) Describe the nature of long-term (strategic) financial plans (MN)	
FIN BF 12.2.7	Conduct cash planning to determine a company's short-term cash requirements. Explain the use of cash budgets (SP) Cope with uncertainty in cash budgets (MN) Prepare a cash budget (MN) Evaluate a cash budget (MN)	
FIN BF 12.2.8	Conduct profit planning to forecast business profit. Discuss the use of pro forma statements in profit planning (SP) Develop a pro forma income statement (MN) Prepare a pro forma balance sheet (MN) Evaluate pro forma statements (MN)	
FIN BF 12.2.9	Understand short-term financial management to manage current assets and current liabilities. Describe the nature of short-term financial management (MN)	
FIN BF 12.2.10	Understand the fundamentals of valuation to make appropriate financial decisions for the company. Discuss the role of project valuation in capital allocation decisions (MN) Discuss methods for valuing flexibility (MN) Discuss the valuation implications in business finance (MN)	

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<p>FIN BF 12.2.11</p>	<p>Utilize a company's financial statements to analyze its financial situation. Discuss the analysis of a company's financial situation using its financial statements (SP) Discuss external forces affecting a company's value (SP) Explain how value is created for a company (SP) Analyze a company's financial situation (MN)</p>	
<p>FIN BF 12.2.12</p>	<p>Calculate business ratios to evaluate company performance. Discuss the use of financial ratios in business finance (SP) Determine business liquidity (MN) Calculate corporate activity ratios (MN) Calculate corporate debt ratios (MN) Calculate business profitability (MN) Calculate market ratios (MN) Discuss the use of benchmarks when analyzing ratios (MN) Describe bankruptcy prediction models (MN)</p>	
<p>FIN BF 12.2.13</p>	<p>Utilize capital market securities to secure financing for a company. Discuss ways to determine the best financing option for a company (MN) Determine financing options for a company (MN) Discuss the nature of corporate bonds (MN) Discuss the cost of long-term debt (MN) Determine the cost of long-term debt (MN) Discuss the issuance of stock from a corporation (MN) Calculate the cost of preferred stock (MN) Discuss the cost of common stock (MN) Calculate the cost of common stock (MN)</p>	
<p>FIN BF 12.2.14</p>	<p>Acquire fundamental knowledge of dividends to assist in the distribution of dividends. Explain forms of dividends (SP) Explain the nature of dividend reinvestment plans (DRIPs) (SP) Describe the effect of a firm's dividend decisions on its external financing requirements (MN) Discuss the residual theory of dividends (MN) Describe the impact of dividends on the value of the firm (MN) Explain the nature of a dividend policy (MN) Discuss factors to consider when deciding on the form of dividend distribution (MN)</p>	

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FIN BF 12.2.15	<p>Analyze ownership change transactions to aid in corporate growth and development.</p> <p>Compare mergers and acquisitions (SP) Explain the nature of hostile takeovers (SP) Discuss issues that arise from mergers and acquisitions (MN) Explain methods for evaluating potential merger/acquisition targets (MN) Evaluate potential merger/acquisition targets (MN) Discuss the nature of restructurings (MN)</p>	
FIN BF 12.3.0	Professional Development	
FIN BF 12.3.0	K&S Statement: Understands concepts, tools, and strategies used to explore, obtain, and develop in a business finance career.	
FIN BF 12.3.1	<p>Explore the fundamentals of business finance to build a foundation for employment in the field.</p> <p>Describe the nature of business finance (SP)</p>	
FIN BF 12.3.2	<p>Understand ethics in business finance to behave appropriately in the workplace.</p> <p>Discuss business ethics for business finance (SP) Discuss corporate responsibility issues in business finance (MN)</p>	
FIN BF 12.3.3	<p>Acquire knowledge of corporate governance to be aware of restraints under which business finance functions.</p> <p>Discuss corporate governance issues in business finance (MN) Describe the components of a well-governed company (e.g. board of directors, reporting, transparency, internal and external audit functions) (MN)</p>	
FIN BF 12.3.4	<p>Understand careers in business finance to determine which role and responsibilities best match personal abilities and traits.</p> <p>Explain the role and responsibilities of financial managers (SP) Explain the role and responsibilities of a financial analyst (SP) Describe the role and responsibilities of a controller (SP) Describe the role and responsibilities of a risk manager (SP) Discuss the role and responsibilities of a treasurer (MN) Discuss the role and responsibilities of a chief financial officer (BFO) (MN)</p>	
FIN BF 12.3.5	<p>Explore licensing and certification in the field of business finance to enhance professional development.</p> <p>Explain professional designations in the field of business finance (e.g. BF, BFA, CCM, CTP, BFM, etc.) (SP)</p>	

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FIN BF 12.4.0	Risk Management	
FIN BF 12.4.0	K&S Statement: Understands risk –management strategies and techniques used to minimize business loss.	
FIN BF 12.4.1	<p>Manage risk to protect a business’s well-being. Discuss the relationship between risk management and business finance (SP) Discuss the nature of risk measurement (SP) Measure risk (MN) Explain the nature of interest rate risk (SP) Manage interest rate risk (MN) Explain approaches to financial risk management (MN) Discuss the use of derivatives in financial risk management (MN) Evaluate the risks of derivatives (MN) Discuss reasons to integrate risk management into business operations (MN) Identify business risks (MN) Integrate risk management into business operations (MN)</p>	
FIN BF 12.4.2	<p>Understand enterprise risk management to participate in a company-wide risk management program. Discuss the nature of enterprise risk management (MN)</p>	

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Insurance Pathway

FIN INS 12.1.0	Business Law	Comments
FIN INS 12.1.0	K&S Statement: Understands business’s responsibility to know, abide by, and enforce laws and regulations that affect business operations and transactions.	
FIN INS 12.1.1	Understand regulation of the insurance industry to adhere to government requirements. Discuss federal and state regulation governing the insurance industry (SP) Explain the significance of the Consolidated Omnibus Budget Reconciliation Act (COBRA) (SP) Discuss Title I of the Health Insurance Portability and Accountability Act (HIPAA) (SP)	
FIN INS 12.1.2	Understand the legal environment of insurance to interpret insurance contracts. Discuss fundamental legal principles that pertain to insurance (e.g. indemnity, insurable interest, subrogation, utmost good faith) (MN) Describe the nature of insurance contracts (MN)	
FIN INS 12.2.0	Information Management	Comments
FIN INS 12.2.0	K&S Statement: Understands tools, strategies, and systems needed to access, process, maintain, evaluate, and disseminate information to assist business decision-making.	
FIN INS 12.2.1	Utilize information-technology tools to underwrite an insurance policy. Use computer smart systems to assist in the underwriting process (SP) Use the Internet to determine a potential client’s risk (SP)	
FIN INS 12.2.2	Acquire information to investigate insurance fraud. Conduct a database search to obtain background information on claimants and witnesses (SP)	
FIN INS 12.3.0	Operations	Comments
FIN INS 12.3.0	K&S Statement: Understands the processes and systems implemented to monitor, plan, and control the day-to-day activities required for continued business functioning.	

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FIN INS 12.3.1	Use investigative techniques to identify insurance fraud. Discuss the nature of insurance fraud (SP) Investigate suspected insurance fraud (SP) Conduct surveillance work (SP)	
FIN INS 12.3.2	Manage agency policies to protect the insurance company's financial well-being. Notify client in writing when policy is cancelled (SP) Monitor agency accounts (MN)	
FIN INS 12.3.3	Process a claim to fulfill company's legal obligation to client. Discuss the nature of insurance claims (CS) Process an insurance claim (SP) Interview claimant and witnesses (SP) Inspect property damage (SP) Compile claim report (SP) Negotiate with claimant (SP) Settle insurance claim (MN)	
FIN INS 12.4.0	Professional Development	Comments
FIN INS 12.4.0	K&S Statement: Understands concepts, tools, and strategies used to explore, obtain, and develop in an insurance career.	
FIN INS 12.4.1	Acquire knowledge of the insurance industry to obtain a foundation for employment in insurance. Describe the nature of the insurance industry (CS) Discuss the manner in which insurance companies generate income (SP) Explain the use of state risk pool programs (SP) Discuss trends in the insurance industry (e.g. hacker insurance, identity theft insurance, etc.) (SP) Discuss licensing and certification in the insurance industry (SP)	
FIN INS 12.4.2	Analyze careers in insurance to determine which role and responsibilities best match personal abilities and traits. Discuss the role and responsibilities of an underwriter (SP) Discuss the role and responsibilities of an insurance sales representative (SP) Discuss the role and responsibilities of an actuary (SP) Discuss the role and responsibilities of claims personnel (SP) Explain the role and responsibilities of a loss control specialist (SP)	
FIN INS 12.5.0	Risk Analysis	Comments

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FIN INS 12.5.0	K&S Statement: Understands techniques and strategies used to gather, access, and evaluate the risk posed by potential insurance clients.	
FIN INS 12.5.1	Analyze the risk posed by potential clients in order to make insurance approval/denial decisions. Explain the importance of actuarial science in the insurance industry (SP) Discuss the nature of credit-based insurance scores (SP) Underwrite an insurance policy (SP)	
FIN INS 12.6.0	Selling	Comments
FIN INS 12.6.0	K&S Statement: Understands the concepts and actions needed to determine client needs and wants and respond through planned, personalized communication that influences purchase decisions and enhances future business opportunities.	
FIN INS 12.6.1	Acquire product knowledge to communicate product benefits and to ensure appropriateness of product for the customer. Explain the nature of liability insurance (SP) Describe components of automobile insurance coverage (SP) Discuss components of homeowners insurance (SP) Discuss components of flood and earthquake insurance (SP) Describe components of commercial property insurance (SP) Explain the nature of commercial liability insurance (SP) Discuss the nature of title insurance (SP) Discuss the nature of health insurance coverage (SP) Discuss the nature of long-term care insurance (SP) Explain the nature of Medicare (SP) Discuss the nature of Medicaid (SP) Discuss the nature of unemployment insurance (SP) Explain the nature of workers compensation insurance (SP) Describe the nature of disability insurance (SP) Discuss the nature of life insurance (SP) Discuss the role of life insurance in investment and estate planning (SP)	
FIN INS 12.6.2	Evaluate existing client insurance and risk management needs to generate more business. Evaluate a client's insurance needs (SP) Recommend coverage upgrades to clients where appropriate (SP)	

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FIN INS 12.6.3	Utilize sales processes and techniques to aid in successfully completing the sale. Identify prospective clients (SP) Schedule appointments with prospective clients (SP) Interview client (SP) Determine client's insurance needs (SP) Prepare sales presentation materials (SP) Present insurance recommendation to client (SP) Close the insurance sale (SP) Handle objections (SP) Process insurance documentation (SP)	
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Securities and Investments Pathway

FIN SI 12.1.0	Business Law	Comments
FIN SI 12.1.0	K&S Statement: Understands business’s responsibility to know, abide by, and enforce laws and regulations that affect business operations and transactions.	
FIN SI 12.1.1	<p>Understand regulation of the securities and investments industry to adhere to government requirements.</p> <p>Discuss legal and ethical considerations in buying and selling securities (SP)</p> <p>Discuss state regulation of the securities and investments industry (SP)</p> <p>Explain the role of the National Association of Securities Dealers (NASD) in the regulation of securities and investments (SP)</p> <p>Explain the regulation of extensions of credit in the securities industry (SP)</p> <p>Describe the nature of the Securities Investor Protection Corporation (SIPC) (SP)</p> <p>Discuss taxation issues that impact securities and investments (SP)</p> <p>Describe the nature of the Chartered Financial Analysts (BFA) Institute Code of Ethics and Professional Conduct (SP)</p>	
FIN SI 12.1.2	<p>Acquire fundamental knowledge of real estate law to adhere to government requirements.</p> <p>Explain state licensure laws for the real estate industry (SP)</p> <p>Discuss laws pertaining to the conveyance of real estate (SP)</p> <p>Discuss the impact of local zoning regulations on the real estate industry (SP)</p> <p>Discuss the nature of a real estate sales contract (SP)</p>	
FIN SI 12.1.3	<p>Acquire knowledge of real estate titling to ensure the accuracy of real estate documents.</p> <p>Discuss methods of transferring real estate titles (SP)</p> <p>Discuss reasons for titlework (SP)</p> <p>Explain the nature of title insurance (SP)</p> <p>Discuss types of real estate property titling (e.g. sole ownership, joint tenancy with right of survivorship, tenancy in common, etc.) (SP)</p>	
FIN SI 12.2.0	Financial Analysis	Comments
FIN SI 12.2.0	K&S Statement: Understands tools, strategies, and systems used to maintain, monitor, control, and plan the use of financial resources.	

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FIN SI 12.2.1	<p>Acquire fundamental knowledge of investment analysis and selection to make prudent investment decisions.</p> <p>Discuss types of investment objectives (SP) Discuss the nature of investment risk (SP) Describe the nature of diversification strategies (SP) Explain factors to consider when selecting investments (SP) Explain information that can be obtained from financial statements (SP) Describe information that can be obtained from annual reports (SP) Explain the nature of a mutual fund prospectus (SP) Explain fundamental analysis used in making investment decisions (SP) Describe the nature of technical analysis (SP) Explain strategies for selecting investments (SP) Discuss performance measurements for venture capital (MN) Explain Modern Portfolio Theory (MPT) (MN) Discuss the Capital Asset Pricing Model (CAPM) (MN) Explain the Arbitrage Pricing Theory (APT) (MN)</p>	
FIN SI 12.2.2	<p>Select investments to generate revenue for clients.</p> <p>Interpret financial ratios significant to investors (SP) Calculate stock-related values (e.g. the value of a constant growth stock, the expected value of future dividends, the expected rate of return, etc.) (SP) Calculate bond-related values (e.g. the price of a bond given its yield to maturity, the coupon interest payment for a bond, the effects of interest rates on the price of a bond, etc.) (SP) Assess securities' fundamentals (SP) Choose investments based on fundamental analysis (SP)</p>	
FIN SI 12.2.3	<p>Appraise a property to determine its value.</p> <p>Explain the real estate valuation process (SP) Conduct a real estate appraisal (SP) Prepare a real estate appraisal report (SP) Appraise an investment property (SP)</p>	
FIN SI 12.3.0	Operations	Comments
FIN SI 12.3.0	<p>K&S Statement: Understands the processes and systems implemented to monitor, plan, and control the day-to-day activities required for continued business functioning.</p>	

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FIN SI 12.3.1	<p>Implement operations activities to facilitate ongoing business processes. Discuss the functions of operations departments in securities and investments (SP) Perform the buy/sell functions of a brokerage clerk (SP) Post transaction data to accounting ledgers and certificate records (SP) Schedule the delivery of customers' securities (SP) Calculate commissions (MN)</p>	
FIN SI 12.4.0	Professional Development	Comments
FIN SI 12.4.0	K&S Statement: Understands concepts, tools, and strategies used to explore, obtain, and develop in a securities and investments career.	
FIN SI 12.4.1	<p>Understand careers in securities and investments to determine which role and responsibilities best match personal abilities and traits. Describe the role and responsibilities of individuals in the securities and investments industry (SP)</p>	
FIN SI 12.4.2	<p>Explore licensing and certification in the securities and investments industry to enhance professional development. Describe the Series 6 and Series 7 licensing exams required to sell securities and other financial products (SP) Explain professional designations in the securities and investments industry (e.g. BFS, BFA, BCAA, BCS, CSC, BFP, etc.) (SP)</p>	
FIN SI 12.4.3	<p>Acquire knowledge of the securities and investments industry to understand the environment in which its services are offered. Discuss considerations in selecting a securities sales agent (SP) Describe types of securities and investment firms (SP) Describe how securities are traded (SP) Explain the principal factors that affect securities markets (SP) Explain causes of stock price fluctuations (SP) Discuss the relationship between bond prices and yields (SP) Discuss the role of investment banking in the primary marketplace (SP) Discuss the nature of margin accounts (SP) Explain the nature of short sales (SP) Discuss the nature of market timing (SP) Discuss the nature of international investment strategies (SP)</p>	

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FIN SI 12.4.4	<p>Understand careers in real estate to determine which role and responsibilities best match personal abilities and traits.</p> <p>Explain the role and responsibilities of real estate sales agents (SP) Describe the role and responsibilities of real estate appraisers (SP) Discuss the role and responsibilities of title company personnel (SP) Explain the role and responsibilities of real estate entrepreneurs (SP) Discuss the role and responsibilities of property managers (SP)</p>	
FIN SI 12.5.0	Selling	Comments
FIN SI 12.5.0	<p>K&S Statement: Understands the concepts and actions needed to determine client needs and wants and respond through planned, personalized communication that influences purchase decisions and enhances future business opportunities.</p>	
FIN SI 12.5.1	<p>Acquire product knowledge to communicate product benefits and to ensure appropriateness of product for the client.</p> <p>Explain the nature of stocks (SP) Describe the rights of stockholders (SP) Explain the nature of dividends (SP) Discuss the nature of stock splits (SP) Discuss the nature of options strategies (SP) Discuss the nature of hedge funds (SP) Describe the nature of futures (SP) Explain the nature of bonds (SP) Describe the nature of mutual funds (SP) Explain the rights of mutual fund shareholders (SP) Explain the nature of venture capital (SP) Explain the nature of real estate investments (SP) Discuss the nature of retirement investment plans (SP) Explain the nature of education savings plans (SP)</p>	

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<p>FIN SI 12.5.2</p>	<p>Utilize sales processes and techniques to aid in successfully completing the sale. Conduct lectures, seminars, and forums to attract potential clients (SP) Schedule appointments with prospective clients (SP) Interview client (SP) Obtain information on the client's finances and investment goals (SP) Determine investment strategies for meeting client's investment goals (SP) Develop an investment recommendation for the client (SP) Prepare sales presentation materials (SP) Present investment recommendation to client (SP) Convert objections into selling points (SP) Close the securities/investment sale (SP) Complete the order ticket according to the client's instructions (SP) Enter the order (SP) Follow up on the completion of the transaction (SP) Monitor the client's portfolio (SP)</p>	
<p>FIN SI 12.5.3</p>	<p>Explore real estate sales functions to aid in the profitable sale of a property. Discuss the listing of property to sell (SP) Explain ways to advertise real estate listings for sale (SP) Discuss ways to show property (SP) Explain the nature of a real estate closing/settlement (SP)</p>	
<p>FIN SI 12.5.4</p>	<p>Act on the behalf of property owners to attract buyers to their properties. Determine a list price (SP) Formulate showing instructions (SP) Hold an open house (SP) Conduct a caravan tour (SP)</p>	