

FINANCE 52.0800.00

Program Description, Industry Credentials, Coherent Sequence, and Teacher Certification

PROGRAM DESCRIPTION

The **Finance** instructional program prepares students to plan, manage, and analyze the financial and monetary aspects and performance of business enterprises, banking institutions, or other organizations. Students who successfully complete the **Finance** program's coherent sequence of instruction will develop an in-depth understanding of business and financial management principles and practices as well as the fundamentals of personal finance. The **Finance** program includes instruction in principles of accounting, banking, financial instruments, capital planning, funds acquisition, asset and debt management, insurance, budgeting, financial analysis, investments and portfolio management, and customer service for financial service organizations. Throughout the **Finance** instructional program, students learn and practice valuable real-world skills using industry standard spreadsheets and/or accounting software to manage financial information.

The **Finance** Career and Technical Education program is delivered as a coherent sequence of courses designed to offer students knowledge and skills that meet the needs of the workplace. The Professional Skills developed by business and industry leaders across Arizona are integrated throughout the program. **Finance** students develop leadership, social, civic, and career skills through participation in the state-recognized Career and Technical Student Organization, FBLA (Future Business Leaders of America).

The **Finance** instructional program prepares students for entry-level employment, further training, and/or post-secondary education for these and other occupations: Accountant, Actuary, Auditor, Bill and Account Collector, Bookkeeping, Accounting, and Auditing Clerk; Budget Analyst, Cost Estimator, Economist, Financial Analyst, Financial Clerk, Financial Examiner, Financial Manager, Insurance Sales Agent, Insurance Underwriter, Loan Officer, Personal Financial Advisor, Real Estate Broker and Sales Agent; Securities, Commodities, and Financial Services Sales Agent; Tax Examiners and Collectors, and Revenue Agents; and Teller

INDUSTRY CREDENTIALS

The following industry credentials have been approved for the A-F CCRI and may be appropriate for the **Finance** instructional program:

- Microsoft Office Specialist (MOS) certification
- QuickBooks Certified User (QBCU) certification
- NAFTrack certification
- A*S*K (Assessment of Skills and Knowledge for Business) certification

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COHERENT SEQUENCE

52.0800.10– Finance I, **and**

52.0800.20– Finance II, **and program may elect to add:**

52.0800.30– Finance III, **or**

52.0800.40– Finance IV, **or**

52.0800.70– Finance – DCE (Diversified Cooperative Education) **or**

52.0800.75 – Finance – Internship, **or**

52.0800.80 – Finance – Cooperative Education

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TEACHER CERTIFICATION REQUIREMENTS

CAREER PREPARATION: The instructor must be ADE/CTE certified according to the following Certificates, PCTBM, SCTBM, and SSCTEBM.

Note:

- Finance 52.0800.70 may be a part of the sequence and the teacher must hold a Cooperative Education Endorsement (CEN).
- Teacher/Coordinator 52.0800.75 is not required to have a Cooperative Education Endorsement (CEN).
- Teacher/Coordinator 52.0800.80 is required to have a Cooperative Education Endorsement (CEN).

CERTIFICATE TYPES

PCTBM Provisional Career and Technical Education Business and Marketing

SCTBM Standard Career and Technical Education Business and Marketing

SSCTEBM Standard Specialized Career and Technical Education Business and Marketing