

FINANCE 52.0801.00

Program Description, Industry Credential, Coherent Sequence, and Teacher Certification Requirements

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 postsecondary 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 credentials have been approved for the A-F CCR and are CTED eligible for the **Finance** instructional program:

- Microsoft Office Specialist (MOS) – Associate for 2016, 2019 or Office 365
- Microsoft Office Specialist (MOS) – Expert for 2016, 2019 or Office 365
- NAFTrack Certification - Academy of Finance
- QuickBooks Certified User (QBCU) Desktop or Online
- RISE-Up – Customer Service and Sales
- RISE-Up - Warehouse, Inventory & Logistics

FINANCE 52.0801.00

Program Description, Industry Credential, Coherent Sequence, and Teacher Certification Requirements

COHERENT SEQUENCE

52.0801.10 – Finance I, **and**

52.0801.20 – Finance II, **and program may elect to add:**

52.0801.30 – Finance III, **or**

52.0801.40 – Finance IV, **or**

52.0801.70 – Finance – DCE (Diversified Cooperative Education) **or**

52.0801.75 – Finance – Internship, **or**

52.0801.80 – Finance – Cooperative Education

TEACHER CERTIFICATION REQUIREMENTS

The instructor must be ADE/CTE certified in one of the following Certificates:

| | |
|----------------|--|
| SCTBM | Standard Career and Technical Education Business and Marketing |
| SSCTEBM | Standard Specialized Career and Technical Education Business and Marketing |

- Note:
- Finance 52.0801.70 (DCE) requires a CTE Teacher to have the Cooperative Education Endorsement (CEN).
 - Finance 52.0801.75 (Internship) **does not** require a CTE Teacher to have a Cooperative Education Endorsement (CEN).
 - Finance 52.0801.80 (Cooperative Ed.) requires CTE Teacher to be appropriately certified for the program and to have a Cooperative Education Endorsement (CEN).