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2006/2007 Competency-Based Task/Competency List

Content Framework	Student Competency Record	SQL Correlation By Task	Related Standards of Learning	Industry Certifications	Workplace Readiness Skills
6121 18 Weeks	Finance (6120/36wks, 6121/18wks) TASKS/COMPETENCIES				
	Developing Consumer Skills				
•	BUS6121.001	Identify steps in making a purchase decision.			
•	BUS6121.002	Develop comparison-shopping skills.			
•	BUS6121.003	Identify consumer protection and assistance agencies.			
	BUS6121.004	Develop filing system for personal finance records.			
•	BUS6121.005	Examine the impact of advertising and marketing on consumer making.			
•	BUS6121.006	Access financial information (using, e.g., electronic, verbal, and sources).			
•	BUS6121.007	Explain procedures involved from filing of legal complaint through			
•	BUS6121.008	Identify consumer rights and remedies.			
	Planning for Transportation, Housing, and Leisure Expenses				
•	BUS6121.009	Plan for the purchase of a vehicle, including taxes, maintenance incidental costs.			
•	BUS6121.010	Outline the process of renting housing, including the interpretative provisions of a residential lease agreement and an estimation of costs and installation charges.			
•	BUS6121.011	Identify utility, services, maintenance, and other regular expenses in independent living (e.g., furniture rental, appliance rental).			
•	BUS6121.012	Plan a budget for a major expense (e.g., gifts, vacation, celebration).			
•	BUS6121.013	Identify weekly, monthly, and yearly leisure expenditures (e.g., movie rentals, movies, sports or exercise, computer online service).			
	Handling Banking Transactions				
•	BUS6121.014	Identify services provided by financial institutions.			
•	BUS6121.015	Prepare checks, stubs, and check register.			
•	BUS6121.016	Demonstrate endorsement functions.			
•	BUS6121.017	Reconcile bank statements.			
•	BUS6121.018	Make deposits and withdrawals.			
•	BUS6121.019	Evaluate the various savings mechanisms (e.g., interest-bearing accounts, savings accounts, savings bonds, certificates of deposit).			
•	BUS6121.020	Compare advantages of on-line and traditional banking.			
	Handling Credit/Loan Functions				
•	BUS6121.021	Calculate electronically a payment schedule for a loan.			
•	BUS6121.022	Evaluate the various methods of financing a purchase (e.g., loan installment plan, layaway, credit card) using a variety of electronic			

		of calculation.
•	BUS6121.023	Identify qualifications needed to obtain credit.
•	BUS6121.024	Identify basic provisions of credit and loan laws.
•	BUS6121.025	Identify the purposes and procedures involved in credit checks and reports.
•	BUS6121.026	Compare terms and conditions of various credit sources.
•	BUS6121.027	Complete a sample credit application.
	BUS6121.028	Identify sources of assistance for credit problems.
•	BUS6121.029	Identify the need for a sound credit rating.
	BUS6121.030	Identify the concepts and effects of bankruptcy.
•	BUS6121.031	Compare the costs and conditions (secured or unsecured) involved in various types of loans (e.g., educational, automobile, home improvement).
	Analyzing Insurance Functions	
•	BUS6121.032	Examine types of automobile insurance coverage.
•	BUS6121.033	Examine types of property coverage.
•	BUS6121.034	Examine types of life insurance coverage.
•	BUS6121.035	Examine types of health insurance coverage.
•	BUS6121.036	Identify the roles of insurance in financial planning (e.g., disability, retirement, unemployment).
	Conducting Tax Functions	
•	BUS6121.037	Identify types of taxes.
•	BUS6121.038	Compute sales taxes on products.
•	BUS6121.039	Investigate options for payroll tax deductions.
•	BUS6121.040	Explore potential tax deductions and credits (e.g., health expenses, child/elderly care costs).
•	BUS6121.041	Complete a standard W-4 form.
•	BUS6121.042	Analyze a standard W-2 form.
•	BUS6121.043	Complete a state income tax form, including electronic formats.
•	BUS6121.044	Complete short and itemized federal income tax forms, including electronic formats.
	Preparing a Personal Finance Plan	
•	BUS6121.045	Identify short-term and long-term personal financial goals.
•	BUS6121.046	Identify primary and supplemental income sources.
•	BUS6121.047	Identify anticipated expenses.
•	BUS6121.048	Prepare a personal property inventory, utilizing database and digital technology.
•	BUS6121.049	Examine components and purposes of a personal net worth statement.
	BUS6121.050	Examine components and purposes of a will.
•	BUS6121.051	Develop a personal financial budget for short- and long-term plans.
	Devising an Investment Plan	
•	BUS6121.052	Identify investment and savings options.
	BUS6121.053	Identify costs and income sources for investments.
•	BUS6121.054	Examine the fundamental workings of the Social Security System and its effects on retirement planning.
•	BUS6121.055	Examine alternative retirement plans (e.g., TSP, IRA, private pension plans).
	BUS6121.056	Participate in a stock market simulation.
	Investigating the Monetary System	
	BUS6121.057	Explain how certain events (e.g., the Great Depression) have influenced the banking system and other financial institutions.

	BUS6121.058	Identify the functions of the banking system.
•	BUS6121.059	Describe the functions of money.
•	BUS6121.060	Compare the U.S. monetary system with the international money (e.g., mediums of exchange).
	Investigating Economic Principles	
	BUS6121.061	Analyze characteristics of major economic systems.
•	BUS6121.062	Explain how the activities of an economic system can be measured (GNP, stock market, consumer index).
	BUS6121.063	Examine interaction among financial institutions (e.g., Federal Reserve, stock market).
•	BUS6121.064	Explain the impact of supply and demand (e.g., on spending power, unemployment, environment).
	BUS6121.065	Analyze the impact of the international economy on American business (e.g., import/export issues, balance of trade).
	BUS6121.066	Investigate the effects of government intervention on the economy (market influence, taxes, regulations, environment).
	BUS6121.067	Describe the major factors in production (e.g., individuals, labor, technology, worker incentives).
	Planning Financial Aspects of a Business Enterprise	
	BUS6121.068	Describe the effects of various types of business ownership on financial planning.
	BUS6121.069	Examine the goals of a company or institution.
	BUS6121.070	Estimate expenses of a given business.
	BUS6121.071	Identify the break-even point of a given business.
	BUS6121.072	Set profit projections of a given business.
	BUS6121.073	Identify sources of capital.
	BUS6121.074	Describe how a balance sheet reflects the financial position of a business.
	BUS6121.075	Explain the concepts of cash flow and profit/loss.
	BUS6121.076	Investigate government regulations affecting financial aspects of a business.
	Managing Financial Activities for a Business Enterprise	
	BUS6121.077	Develop a filing system for business/financial records.
	BUS6121.078	Prepare and record daily business forms (e.g., sales slips, state tax account, inventory cards, purchase requisitions, purchase order).
	BUS6121.079	Record cash receipts.
	BUS6121.080	Record receipts and payments in journals and ledgers.
	BUS6121.081	Prepare a proof of cash.
	BUS6121.082	Establish and maintain a petty cash system.
	BUS6121.083	Prepare payroll journals.
•	BUS6121.084	Demonstrate cashier functions.
	Exploring Management Functions	
	BUS6121.085	Interpret financial statements.
	BUS6121.086	Identify the options for financial planning and working capital management (e.g., short-term financing, fixed assets management, long-term financing, equity funds).
	BUS6121.087	Identify sources of long-term business financing (e.g., term loan arrangements, equipment trust financing).
	BUS6121.088	Identify risks that affect business operations.
	BUS6121.089	Identify the primary and secondary markets for long-term capital (options, futures).
	BUS6121.090	Identify investment-banking regulations.

	BUS6121.091	Prepare a financial analysis.
	BUS6121.092	Prepare a business plan.
	BUS6121.093	Describe the effects of group dynamics on decision making and building.
•	BUS6121.094	Analyze the effects of ethics on business and financial manager decisions.
•	BUS6121.095	Explain the need for confidentiality in the workplace.
Exploring Careers in Finance		
	BUS6121.096	Investigate career opportunities in finance.
	BUS6121.097	Identify types of training/experience required for various finance
•	BUS6121.098	Prepare an employment portfolio (e.g., letter of application, résumé, application form, thank-you letter, and samples of financial documents).
	BUS6121.099	Prepare employment-related correspondence (e.g., accepting a job offer, withdrawing from employment consideration, resigning from a position).
	BUS6121.100	Investigate international financial careers.
•	BUS6121.101	Identify the purposes and goals of the student organization.
•	BUS6121.102	Participate in course activities sponsored by the student organization (e.g., meetings, programs, and other projects).
Examining All Aspects of Industry		
•		Planning
•		Management
•		Finance
•		Technical and Production Skills
•		Underlying Principles of Technology
•		Labor Issues
•		Community Issues
•		Health, Safety, and Environmental Issues



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