



Finance
Foundation

Code	Topic	Course	Knowledge and Skill	Performance Element	Measurement Criteria
FNC01.01	Academic Foundations	#1: Business Essentials Academic Courses	Apply reading skills to enhance financial career opportunities.	Use reading skills to interpret and understand information.	Identify information sources.
					Collect information from a variety of reliable sources.
					Extract relevant information from information gathered.
					Follow written instructions.
					Apply written information to correctly perform task.
FNC01.02	Academic Foundations	#1: Business Essentials Academic Courses	Apply writing skills to enhance financial career opportunities.	Employ effective grammar to communicate in writing.	Use correct grammar.
					Use correct spelling.
					Use correct punctuation.
					Write complete sentences.
				Select appropriate programs/software to produce business documents.	Format business letters.
					Format memo.
					Format emails.
FNC01.03	Academic Foundations	#1: Business Essentials Academic Courses	Apply mathematics skills to enhance financial career opportunities.	Employ numbers and operations to solve mathematical problems.	Recognize relationships among numbers.
					Apply operations correctly.
					Calculate computations successfully.
				Use mathematical skills to make business decisions.	Predict reasonable estimations.
					Utilize ratios successfully.
					Apply statistical methods in data analysis.
					Analyze data to assure proper decision.



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FNC01.04	Academic Foundations	#1: Business Essentials Academic Courses	Apply economic skills to enhance financial career opportunities.	Use economic skills to determine the role of global economics.	Identify foreign factors.
					Determine currency exchange.
					Evaluate foreign risk.
				Analyze regional and national economics to determine their roles.	Identify demographic data.
					Identify geographical data.
					Identify socioeconomic data.
FNC02.01	Communications	#1: Business Essentials Academic Courses	Comprehend and use reading strategies to learn meaning, technical concepts, and vocabulary and follow directions.	Determine and use reading strategy (skimming, reading for detail, reading for meaning and critical analysis) to determine purpose of text.	Use reading strategy to achieve intended purpose.
					Identify purpose of text.
					Identify complexity of text.
				Analyze information read to learn meaning, technical concepts, vocabulary, and follow directions.	Explain purpose of text.
					Determine relevance, accuracy, and appropriateness to purpose.
					Identify complexities and discrepancies in information.
					Analyze information presented in a variety of formats such as tables, lists, and figures.
				Interpret, transcribe and communicate information, data, and observations to apply information learned from reading to actual practice.	Identify key technical concepts and vocabulary.
					Follow all instructions as specifically given.
					Explain meaning of new terms, vocabulary and concepts.
					Interpret technical materials used.
					Summarize overall meaning of text.
					Write specific steps for applying information learned to task or new situation.
					Write set of directions for others sharing information learned and applying that to task or new situation.



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FNC02.02	Communications	#1: Business Essentials Academic Courses	Locate, organize, and reference written information from reliable sources to communicate with co-workers and customers.	Locate written information to communicate with co-workers and customers.	Identify topic.
					Conduct information search using card catalog, keywords, and/or search engines.
					Locate variety of resources such as books, journals, and magazines.
					Locate information from electronic forms including the Internet.
				Organize information to use in written and oral communications.	Organize resources to use key information.
					Read and take notes from selected resources.
FNC02.03	Communications	#1: Business Essentials Academic Courses	Use correct grammar, punctuation, and terminology to write and edit documents.	Compose multi-paragraph writing clearly, succinctly, and accurately to write documents.	Prepare outline that emphasizes major points with supporting data.
					Present information in organized, easy-to-follow manner.
					Prepare working bibliography according to MLA, APA, CBE, or Chicago, depending on the warranted language style.
FNC02.03	Communications	#1: Business Essentials Academic Courses	Use correct grammar, punctuation, and terminology to write and edit documents.	Compose multi-paragraph writing clearly, succinctly, and accurately to write documents.	Prepare a bibliography according to MLA, APA, CBE, or Chicago, depending on the warranted language style.
					Use parenthetical, footnotes and endnotes text citations accurately.
					Follow plagiarism and copyright rules and regulations.
FNC02.03	Communications	#1: Business Essentials Academic Courses	Use correct grammar, punctuation, and terminology to write and edit documents.	Compose multi-paragraph writing clearly, succinctly, and accurately to write documents.	Organize and arrange information for effective coherence.
					Report relevant information in order of occurrence.
					Interpret information, data, and observations correctly.
					Present main ideas and supporting facts.



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			(CONTINUED)	Use description of audience and purpose to prepare written documents.	Use technical terms and concepts. Incorporate and use references effectively and accurately. Report objective and/or subjective information.
				Use correct grammar, spelling, punctuation, and capitalization to prepare written documents.	Use correct grammar and sentence structure. Use correct spelling. Use correct punctuation and capitalization.
				Use computer skills to design and develop written and supporting material.	Use word processing software to develop text, charts, graphs, or figures correctly. Use presentation software to prepare visual support materials. Format written documents with appropriate font and layout for easy reading.
FNC02.04	Communications	#1: Business Essentials Academic Courses	Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences.	Prepare oral presentation to provide information for intended purpose and audience.	Know subject matter well enough to be independent of written aids. Identify characteristics of the audience and adjust to their ability to understand. Use technical terms and concepts correctly. Use proper organization and structure to achieve coherence of major points.



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			(CONTINUED)	Identify and prepare support materials to accompany oral presentation.	Identify media and visual aids appropriate to understand topic.
					Prepare visual aids and support materials for easy viewing and without error.
					Operate any equipment used with support materials smoothly and efficiently.
					Adhere to basic visual communication principles.
					Rehearse presentation as needed.
				Deliver presentation to sustain listeners' attention and interest.	Deliver presentation without grammatical error.
					Speak clearly with appropriate volume, rate, and gestures while making and maintaining appropriate eye contact.
					Use support materials in the presentation that enhance understanding of the topic and the interest level of the audience.
					Stay within presentation time parameters.
					Evaluate listeners' interest and receptiveness.
					Use verbal and nonverbal feedback strategies to engage discussion and adjust message and delivery.
					Respond to questions and comments.



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FNC02.05	Communications	#1: Business Essentials Academic Courses	Interpret verbal and nonverbal behaviors to enhance communication with co-workers and clients/participants.	Interpret verbal behaviors to enhance communication.	Identify verbal cues.
					Observe voice speed, voice quality and tone.
				Interpret nonverbal behaviors to enhance communication.	Explain message conveyed by verbal behaviors.
					Identify nonverbal cues.
					Observe eye contact, facial expressions, posture, gestures, and other body language.
					Explain message conveyed by nonverbal behaviors.
FNC02.06	Communications	#1: Business Essentials Academic Courses	Apply active listening skills to obtain and clarify information.	Interpret message/information given to clarify information.	Determine familiarity of discussion.
					Respond accordingly using appropriate verbal and nonverbal language.
					Explain the message given in your own words.
				Respond with restatement and clarification techniques to clarify information.	Ask questions to seek or confirm understanding.
					Paraphrase and/or repeat information.
					Record and summarize information in written notes.
					Follow directions and/or respond in a positive way with clear, concise comments.
FNC02.07	Communications	#1: Business Essentials Academic Courses	Interpret and use tables, charts, and figures to support written and oral communication.	Develop tables, charts, and figures to support written and oral communications.	Compile and arrange facts in organized manner for a table, chart, or figure.
					Document sources of data.
					Determine most appropriate way to display data for effective coherence.
					Prepare table, chart, graph, or figure for inclusion in publication or presentation.



Code	Topic	Course	Knowledge and Skill	Performance Element	Measurement Criteria
			(CONTINUED)	Interpret tables, charts, and figures used to support written and oral communication.	Evaluate reference or source of data for authenticity and reliability. Explain information presented in tables, charts, and figures. Prepare written summary of findings expressed in tables, charts, and figures.
FNC03.01	Problem Solving and Critical Thinking	#1: Business Essentials Academic Courses	Apply problem-solving and critical thinking skills to resolve a problem.	Determine appropriate strategies to solve problems. Use group consensus strategy to solve a problem.	Identify the problem. Determine possible solutions. Involve appropriate people. Review possible solutions. Determine best solution. Communicate solution to people involved. Check for understanding. Prioritize implementation steps. Apply strategy to the problem.
FNC04.01	Information Technology Applications	#2: Business Technology Applications	Develop and access a database to manage general information.	Use a database to organize customer information. Use computer technology to organize company information.	Create database. Access customer information. Analyze customer information. Interpret information to meet customer needs. Create database. Access company information. Analyze company information. Interpret information to meet company objectives.



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FNC04.02	Information Technology Applications	#2: Business Technology Applications	Apply technological tools to expedite workflow.	Use available technology tools to increase work efficiency.	Use a telephone system.
					Use an email system.
					Use a word processing program.
					Use a database program.
					Use a spreadsheet program.
				Use the Internet.	
				Integrate available technology tools to process and perform services.	Enhance customer service.
					Improve company profitability.
					Increase employee productivity.
					Demonstrate presentation software to support presentations.
FNC05.01	Systems	#3: Business Finance	Examine current events to determine their impact on the financial industry.	Interpret financial elements to determine impact on consumer behavior.	Consider jobless rate.
					Consider current economic conditions.
					Consider individual risk tolerance.
					Consider income level.
				Interpret laws and regulations to determine the role of government in the financial industry.	Identify tax implications.
					Identify federal programs and regulations.
					Identify state programs.
					Identify municipal programs.
				Interpret world events to determine the impact of international affairs on the financial industry.	Determine the influence of the Federal Reserve Board.
					Review trade agreements.
					Explain military conflicts.
					Explain economic conditions of other nations.
					Evaluate foreign policy relations.



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FNC06.01	Safety, Health, and Environmental	#1: Business Essentials	Implement safe and secure environmental controls to enhance productivity.	Acquire knowledge of federal and state regulations to support a safe environment.	Identify applicable regulations.
					Implement procedures for compliance.
					Recognize penalties for noncompliance.
				Evaluate security issues to minimize loss.	Identify causes of risk.
					Take routine security precautions.
					Apply procedures to handle and report workplace security and safety infractions.
FNC07.01	Leadership and Teamwork	#1: Business Essentials	Manage resources to achieve company goals.	Exhibit leadership ability to manage staff.	Staff the business operation adequately.
					Implement techniques to motivate staff.
					Resolve employee complaints and grievances.
					Assess employee performance.
					Maintain fiscal control of the business.
					Maximize efficiencies.
				Foster teamwork to improve quality of work.	Employ techniques to build employee morale.
					Participate as a team member.
					Demonstrate interpersonal skills in team working relationships.
					Demonstrate patience and nonjudgmental attitude.
					Encourage cooperation between departments/levels.



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FNC08.01	Ethics and Legal Responsibilities	#1: Business Essentials	Practice ethical behavior to instill trust and confidence.	Exhibit professional conduct to build trust.	Exhibit respect for others.
					Accept responsibility for actions.
					Demonstrate honesty and integrity.
					Select products to meet customer needs.
				Interpret industry laws and regulations to assure compliance.	Apply industry regulations to business practices.
					Research specific information regarding laws and regulations.
					Identify major regulations that apply to specific situations.
					Conduct business within regulatory guidelines.
FNC08.02	Ethics and Legal Responsibilities	#1: Business Essentials	Analyze practices of the finance industry to determine ethics and social responsibilities.	Apply ethical practices and responsibilities to business operations.	Explain the difference between an ethical business practice and a legal responsibility.
					Identify the ethical issues in a given situation.
					Explain alternative strategies to address unethical and illegal actions.



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FNC09.01	Employability and Career Development	#1: Business Essentials #3: Business Finance	Develop employability skills to obtain a career in finance.	Identify job requirements and characteristics to secure a position.	Identify personal interests and aptitudes.
					Analyze career information.
					Identify career skills required.
					Identify educational and credential requirements.
				Obtain necessary skills and knowledge to meet position requirements.	Determine employer expectations.
					Obtain required education.
					Obtain credentials and certifications.
FNC09.02	Employability and Career Development	#1: Business Essentials #3: Business Finance	Pursue career development skills to advance in the financial world.	Apply skills to meet or exceed employer expectations.	Demonstrate regular attendance.
					Exhibit pride in work.
					Display initiative.
					Embrace change and flexibility.
					Demonstrate willingness to learn new knowledge and skills.
				Participate in job-enhancing activities to achieve career success.	Participate in industry's organizations and associations.
					Participate in civic organizations.
					Participate in corporate events.
					Continue educational training.
FNC09.03	Employability and Career Development	#1: Business Essentials #3: Business Finance	Exhibit personal skills needed to succeed in the workplace.	Apply personal skills and talents to enhance work performance.	Demonstrate self-discipline.
					Demonstrate self-worth.
					Demonstrate leadership.
					Demonstrate teamwork.
					Demonstrate integrity.
					Maintain a positive attitude.
					Handle stress in an appropriate manner.



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FNC10.01	Technical Skills	#1: Business Essentials #2: Business Technology Applications #3: Business Finance #4: Accounting	Use computer and electronic skills to perform job functions in the financial industry.	Operate appropriate equipment to perform specific job functions.	Operate calculator correctly.
					Operate computer with related software.
					Operate presentation equipment.
				Apply fundamental finance concepts to perform professionally.	Demonstrate accounting procedures.
					Demonstrate marketing principles.
					Utilize customer service skills.