Maryland CTE Programs of Study

Financial Services and Accounting II (2025)

GENERAL REQUIREMENTS. This course is recommended for students in Grades 10-12. 1

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INTRODUCTION 2

A Career and Technical Education (CTE) instruction provides content aligned with challenging academic standards and relevant technical knowledge and skills for students to further their education and succeed in current or emerging professions. 2.A

B The Financial Services Career Cluster encompasses careers in managing and advising financial transactions, including banking, lending, corporate finance, debt management, accounting, insurance, and real estate. These careers contribute to economic stability and growth by supporting the financial health of individuals and organizations. This could include careers in accounting, financial services, investments and trading. 2.B

C The Financial Services and Accounting program offers a robust sequence of courses that integrates core accounting concepts, financial literacy, and advanced data analysis. Students gain a strong foundation in ethical practices and the essential role of finance in supporting economic growth and stability. Progressive skill-building in spreadsheet software, specialized accounting platforms, and capital markets tools equips them for recognized industry certifications. Collaborative projects and real-world simulations encourage critical thinking, effective communication, and professional accountability. With an emphasis on both personal and corporate finance perspectives, the program fosters adaptable, data-driven professionals ready to excel in the financial services sector. 2.C

D Building on foundational concepts, in this course students explore intermediate accounting topics such as adjusting and closing entries, ratio analysis, and financial statement interpretation. Coursework emphasizes real-world application, challenging students to use Excel for forecasting, budgeting, and financial modeling. By course completion, students not only master advanced Excel skills but also demonstrate a more robust understanding of how accounting data informs decision-making.. 2.D

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E **Students will participate in at least two Career-Connected Education and Work-Based Learning experiences in this course, which might include informational interviews or job shadowing relevant to the program of study.** 2.E

F **Students are encouraged to participate in extended learning experiences through aligned Career and Technical Student Organizations (CTSOs). CTSOs are a cocurricular requirement in the Carl D. Perkins Act, and alignment to CTSO activities is an expectation for CTE programs in the state of Maryland.** 2.F

KNOWLEDGE AND SKILLS 3

A **The student demonstrates the necessary skills for career development, maintenance of employability, and successful completion of course outcomes. The student is expected to:** 3.A

1. Identify and demonstrate positive work behaviors that enhance employability and job advancement, such as regular attendance, promptness, proper attire, maintenance of a professional and ethical work environment, and pride in work. 3.A.1
2. Demonstrate positive personal qualities such as flexibility, open-mindedness, initiative, active listening, and a willingness to learn. 3.A.2
3. Employ effective reading, writing, and technical documentation skills. 3.A.3
4. Solve problems using critical thinking techniques and structured troubleshooting methodologies. 3.A.4
5. Demonstrate leadership skills and collaborate effectively as a team member. 3.A.5
6. Exhibit an understanding of legal and ethical responsibilities of a financial service provider. 3.A.6
7. Demonstrate time-management skills and the ability to prioritize tasks in a technical setting. 3.A.7

B **The student identifies various career pathways in the Financial services and accounting field. The student is expected to:** 3.B

1. Develop a career plan that includes the necessary education, certifications, job skills, and experience for specific in the financial services and accounting field of study. 3.B.1
2. Create a professional resume and portfolio that reflects skills, projects, certifications, and recommendations. 3.B.2
3. Demonstrate effective interview skills for roles in the Finance field. 3.B.3

C **The student develops technology and digital literacy skills. The student is expected to:** 3.C

1. Gather financial, economic, and market data from online databases. 3.C.1
2. Organize budgets, financial plans, or accounting tasks using spreadsheets and specialized financial software. 3.C.2
3. Leverage cloud-based services (e.g., Google Drive, Microsoft OneDrive) to store and share financial models, credit analyses, and reports. 3.C.3

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4 Build robust financial models and perform data analysis using Excel or other spreadsheet tools. 3.C.4

5 Master financial software applications such as QuickBooks for creating financial statements, performing cost analysis, and automating workflows. 3.C.5

6 Employ database management systems for organizing large sets of financial or customer data. 3.C.6

D The student integrates core academic skills into Financial Services and Accounting practices. The student is expected to: 3.D

1 Apply intermediate time value of money concepts and calculate complex financial ratios to analyze business situations. 3.D.1

2 Analyze regulatory texts and financial reports to determine implications for clients. 3.D.2

3 Develop comprehensive financial communications addressing complex client scenarios. 3.D.3

4 Create effective presentations that use data visualization to communicate financial concepts. 3.D.4

5 Apply critical thinking to evaluate alternative solutions to financial planning problems. 3.D.5

6 Demonstrate ethical judgment when presented with conflicting client interests. 3.D.6

E The student demonstrates advanced Excel skills aligned with the Excel Expert 365/2019 certification. The student is expected to: 3.E

1 Develop multi-sheet workbooks with linked data for financial analysis and reporting to include consolidating data from multiple sheets. 3.E.1

2 Utilize functions (e.g., XLOOKUP, VLOOKUP, INDEX/MATCH, IFS) and array formulas to analyze financial data. 3.E.2

3 Develop PivotTables and PivotCharts to summarize, group, and visualize large datasets for improved decision-making in finance including calculated fields and items, slicers for filtering, and grouping data. 3.E.3

4 Automate repetitive tasks using macros/VBA fundamentals, ensuring efficiency and accuracy in financial record-keeping. 3.E.4

F The student applies accounting knowledge to support financial decision-making. The student is expected to: 3.F

1 Reinforce concepts of the accounting cycle (e.g., adjusting and closing entries) by integrating data into advanced Excel spreadsheets. 3.F.1

2 Analyze trial balances and financial statements (e.g. small business, farm, retail store) to identify discrepancies or trends. 3.F.2

` Interpret financial ratios (e.g., liquidity, profitability, cash flow statement and solvency ratios) within Excel to evaluate an organization's financial health. 3.F.3

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4 Prepare reports and data visualizations that illustrate results of financial analysis, including recommendations for corrective action or improvement. 3.F.4

5 Apply cost-volume-profit (break-even) analysis and basic cost-allocation methods to inform managerial decisions such as pricing and product mix. 3.F.5

G The student applies personal finance and economic understanding for application in financial services and accounting. The student is expected to: 3.G

1 Analyze a credit report and identify factors impacting credit score and how to remediate. 3.G.1

2 Examine the broader economic environment—supply and demand, interest rates, inflation—and discuss how each impacts financial services and accounting. 3.G.2

3 Differentiate various consumer credit products (e.g., credit cards, lines of credit, personal loans) and model payment scenarios using Excel's financial functions (e.g., PMT). 3.G.3

4 Explain how risk management and insurance (e.g., property, liability, health) factor into personal and organizational financial decisions. 3.G.4

5 Compare common consumer-banking products (checking, savings, loans) in Excel, evaluating fees, interest costs, and suitability for different client scenarios. 3.G.5

6 Apply Excel-based forecasting tools (e.g., goal seek, scenario manager) to project cash flow needs and develop budgeting strategies. 3.G.6

H The student demonstrates professional communication, ethical standards, and teamwork within financial services and accounting. The student is expected to: 3.H

1 Produce concise and clear financial reports, integrating advanced Excel outputs (e.g., charts, tables) with written analysis suitable for a professional audience. 3.H.1

2 Communicate in team settings (e.g., small groups, simulated workplace) to collaborate on data-driven financial projects, applying active listening and problem-solving techniques. 3.H.2

3 Uphold ethical standards by ensuring data privacy, accuracy, and integrity when handling financial information in spreadsheet environments. 3.H.3

4 Reflect on personal accountability and responsibility, using feedback and self-assessment to improve technical and interpersonal skills in financial contexts. 3.H.4

I The student integrates certification preparation into coursework to ensure readiness for Excel Expert 365/2019. The student is expected to: 3.I

1 Review official Excel Expert 365/2019 exam objectives and map them to classroom assignments and practice exercises. 3.I.1

2 Complete hands-on simulation tasks and practice exams that replicate real-world data analysis scenarios under time constraints. 3.I.2

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3 Refine test-taking strategies (e.g., speed, attention to detail, use of keyboard shortcuts) to build confidence for the certification exam. 3.I.3

4 Demonstrate consistent growth in Excel proficiency by tracking performance on progressively challenging financial modeling tasks. 3.I.4