

**GREAT PLAINS TECHNOLOGY CENTER
COURSE OF STUDY**

Career Cluster: Finance

Career Pathway: Financial Services (FN0026000)

Program: Financial Clerk (FN0026000)

Program Hours: Secondary Students: 525 Hours

Instructor: Name: Nicole Metzger
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Academic Credit: Secondary Students: 3 high school credits per year – *OK Promise Credit

Prerequisites: Typing/Keyboarding

Program Description:

This program prepares students in content and strategies necessary for careers in accounting and financial services. This program is designed to enhance administrative support and accounting skills needed in the workplace for competitive business careers in financial services.

Program Goals:

Students enrolled in this program will be given the opportunity to develop the skills and attitudes needed to successfully enter the world of business according to their personal choice, ability, and resourcefulness.

Upon achieving the goals of this program, students will:

- Become competent in the fundamental skills of the occupation.
- Become qualified for further related education and/or entry into the job market.
- Participate as responsible citizens.
- Develop positive and realistic self-images.
- Develop the ability to work with limited or no supervision.
- Accept and abide by the rules and regulations established by the school and/or place of employment.

Related Career Opportunities:

- Accounts Payable/Receivable Clerk
- Payroll Accounting Clerk
- Bookkeeper
- Secretary

Program Objectives:

After successful completion of this program, the student will be able to:

- Use proper keyboarding and computer techniques.
- Become competent in the fundamental skills of the occupation.
- Become qualified for further related education and/or entry into the job market.
- Demonstrate proper office procedures.
- Accept and abide by the rules and regulations established by the school and/or place of employment.
- Demonstrate proper office procedures.
- Develop leadership skills through the Career Tech Student Organization (CTSO).

Program Course Sequence:

- HS Student

**DESCRIPTION OF COURSES
SEQUENCE I**

<u>Course #</u>	<u>Course Name</u>	<u>HST</u>	<u>HSL</u>
BT00182	Fundamentals of Technology (8169*)	40	80
This course will provide students with the fundamental concepts, principles, and ideas needed to understand how business is operated and managed in a rapidly changing global environment, which is needed for success in careers in business related fields. This course also provides job readiness skills and soft skills that are critical for success in any workplace setting. (This course can be substituted with Business and Computer Tech).			
BT00014	Fundamentals of Admin. Technologies (8103*)	30	90
This course builds on the core business skills and will provide students with the concepts, principles, and attitudes needed to understand how an office is operated and managed in a rapidly changing global environment. State-of-the-art personal computing is integrated throughout the course.			
BT00011	Accounting I (8107*)	30	90
This course will provide students with a strong foundation in generally accepted accounting principles and techniques needed for success in careers in accounting or other business related fields.			
BT00035	Computerized Accounting (8109*)	30	90
This course is designed to integrate accounting principles using computerized accounting system(s).			
BT00110	Program Capstone	0	45
Internships, project-based instruction, and additional industry certifications will be utilized in this course to reinforce skills obtained within any Finance program. Students will make final preparations for industry certifications as they master outlined competencies. Students will select from various project options to finalize portfolios that highlight skills and certifications. Students may also undertake special projects, cross-train, or participate in workplace learning opportunities to enhance skills in accordance with industry demands.			

Sequence I Subtotal Hours:	Theory	Lab	Total
High School Student:	130	395	525

Evaluation Policy:

Employability Grades (100 points per week; 40% of final grade)

The employability skills grade is based on 20 points per day (which may include: attitude, attendance, safety, punctuality, cooperation, participation, clean-up, class preparation, school/classroom rules, and time management). Points will be deducted if these responsibilities are not met at the instructor's discretion. Students will be allowed to make up unearned employability points for **excused** absences only. Full credit will be given for assignments/tests that have been made up (see Student Handbook).

Performance Grades (40% of final grade)

- Live projects
- Performance or skill tests
- Homework
- Written Assignments

Test Grades (20% of final grade)

- Quarterly Projects
- Tests

Final Grade (9 Weeks Period)

9-weeks grade will be calculated by averaging grades in each category and summing each category according to their assigned weight. Progress reports will be sent to home schools at six and twelve-week intervals each semester as required or requested. Grades are accessible on-line at <http://sonisweb.greatplains.edu/studsect.cfm>

Grading Scale: The grading scale as adopted by the Board of Education is as follows:

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = Below 60

W = Withdrawn
I = Incomplete
N = No Grade (Refer to Student Handbook)

Make-Up Work Policy:

All make-up work is the responsibility of the student. Make-up work will be handled as specified in the Student Handbook. Please be sure to read and understand all student policies, especially make-up of assignments, tests, and employability due to absences. Students should always arrange for any make-up work with the instructor as per the Student Handbook. Students should keep track of his or her progress and grades.

Attendance Policy:

For specific information related to attendance and tardiness, refer to the Student Handbook. Students should keep a written record of their absences and tardiness.

Course Requirements and Expectations:

The general course requirements and expectations include:

- Career Tech Student Organizations (CTSOs) offer outstanding opportunities for development of leadership and social skills. CTSO membership is part of the curriculum. Therefore, all students are members of their CTSO and are expected to participate in CTSO activities.
- Students are required to interact with a variety of people and must treat everyone with respect. Malicious gossip, bullying, negative or taunting comments are prohibited.
- All students must adhere to policies and procedures in the Student Handbook.
- Students must be able to sit at a computer for the majority of the school/work day.

- Computer literacy is taught in the course, and mastery is imperative for success in the field as most tasks are centered around computers and technology.
- Advanced math skills are NOT required, but students will be required to work with numbers and perform addition, subtraction, multiplication, division, and develop an understanding of basic algebraic equations as they relate to accounting.
- Students will work with numbers and money, and attention to detail is crucial and will be emphasized in the course.
- Employment in the field may require candidates to pass a drug screen and background/credit checks.
- Students must pass certification exams.

Student Behavior Includes:

- Wear the student name badge at all times
- Follow the proper procedure if you are to be absent, tardy or have a school activity
- Abide by the rules in the student hand book, as well as those established inside the classroom
- Be Prompt. Enter the classroom quickly and quietly ready to start the lesson for each day
Students who provide their own transportation must arrive at the start of class
- Be Prepared. Ensure that you have all materials needed for each day
- Be Respectful. Disrespect for others and authority will not be tolerated
- Be Responsible. Take responsibility for all of your actions academically as well as socially
- Perform proper shutdown procedures at the end of each class (turn off power to all workstation equipment or as directed, clean individual work area, return books/supplies, etc.)
- Complete homework assignments that may be given

NOTE: For additional information or questions regarding the GPTC School policies and procedures, please refer to the Student Handbook and/or the Instructor.

Industry Alignments:

- Microsoft Office Specialist
- QuickBooks Specialist

Certification Outcomes:

Tier 1 – Certifications Recognized, Administered and/or Endorsed by Industry

- Certiport: MOS: Excel (0145)
- Certiport: MOS: Word (0143)
- Certiport: QuickBooks Certified User Desktop 2018

Tier 2 – Certifications Endorsed by Industry Organizations

- ODCTE: Accounts Payable Clerk (0001)
- ODCTE: Accounts Receivable Clerk (0002)

CIP Code and SOC Code Crosswalk:

- CIP Code – 52.0801 – Finance, General
- SOC Code – 11-3031 – Financial Managers

OCAS program code:

- 9254 – Financial Services (first year)
- 9268 – Financial Services (second year)

OCAS course code:

- 8169 – Fundamentals of Technology
- 8103 – Fundamentals of Administrative Technologies
- 8107 – Accounting I
- 8109 – Computerized Accounting

Instructional Materials and Supplies:

High school students are not required to purchase textbooks or supplemental materials. The prices listed are approximate and subject to change. Before purchasing textbooks, please discuss with instructor.

eLearning Curricula:

Conton, Trisha. *QuickBooks Desktop 2021 Comprehensive*: ebook and eLab Access. 978-1-64061-335-5. Labyrinth Learning, 2021. (\$130.00)

TestOut Office Pro 6.2. <https://w3.testout.com/>. (\$26.25)

Typing.com

Warren, Carl S., et al. *Accounting*. 27th ed., Cengage Learning, 2018. CengageNOWv2: Accounting 27th Edition (\$50.00)

Textbooks:

Conton, Trisha. *QuickBooks Desktop 2021 Comprehensive*: With eLab Access. 978-1-64061-334-8. Labyrinth Learning, 2021. (\$130.00)

Pasewark, William R. *Calculators Printing & Display*. 4th ed. 0-538-43991-2. Mason: Thomson Higher Education, 2006.

Warren, Carl S., et al. *Accounting*. 27th ed., Cengage Learning, 2018. (\$274.95)