



# Business & Administration

## Finance

© 2003

STANDARDS	PAGE REFERENCES
<b>UNIT 9: BUSINESS AND ADMINISTRATION CLUSTER</b>	
<b>1. Discuss careers in the Business and Administration cluster.</b>	
a. Describe characteristics of careers in Business and Administration.	<b>Student Edition:</b> 6-9 <i>Application</i> 31
b. Identify careers in the Business and Administration cluster.	<b>Student Edition:</b> 4-9 <i>Internet Connection</i> 16
<b>2. Explore and practice skills related to specific careers in the Business and Administration cluster.</b>	
a. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.	<b>Student Edition:</b> 6-11, 19, 20-22, 23-24, 35-40, 60-65, 79-83 <i>Application</i> 43 <i>Critical Thinking</i> 42, 70, 86 <i>Fact and Idea Review</i> 13, 29, 41, 69 <i>Internet Connection</i> 44 <i>Profiles in Business Administration</i> 84
b. Identify technologies related to the job.	<b>Student Edition:</b> 19-20, 21, 24, 74-77, 78-79 <i>Critical Thinking</i> 30, 56 <i>Fact and Idea Review</i> 85

STANDARDS	PAGE REFERENCES
c. Practice skills related to the job.	<b>Student Edition:</b> 19-20, 21, 22-23, 24, 52, 53 <i>Application</i> 15
d. Compare personal interests to characteristics of the job.	<b>Student Edition:</b> 34, 90-91, 92-95 <i>Application</i> 99 <i>Critical Thinking</i> 98 <i>Fact and Idea Review</i> 97 <i>Internet Connection</i> 100
<b>UNIT 11: FINANCE CLUSTER</b>	
<b>1. Discuss careers in the Finance cluster.</b>	
a. Describe characteristics of careers in Finance.	<b>Student Edition:</b> 6-7, 113-115 <i>Application</i> 135
b. Identify careers in the Finance cluster.	<b>Student Edition:</b> 5, 6-7, 113-115 <i>Fact and Idea Review</i> 117
<b>2. Explore and practice skills related to specific careers in the Finance cluster.</b>	
a. Identify typical tasks, working conditions, education and training, job outlook, wages, and similar jobs.	<b>Student Edition:</b> 6-7, 60, 62, 63, 115-116, 124, 125, 126, 128-129, 130, 138-145, 166-171, 182-183 <i>Application</i> 149, 187 <i>Internet Connection</i> 120, 150
b. Identify technologies related to the job.	<b>Student Edition:</b> 74-77, 79, 178-180, 181 <i>Critical Thinking</i> 186 <i>Fact and Idea Review</i> 185
c. Practice skills related to the job.	<b>Student Edition:</b> 125, 126, 128, 129, 130, 158-160
d. Compare personal interests to characteristics of the job.	<b>Student Edition:</b> 91-92, 138, 190-195 <i>Application</i> 199 <i>Critical Thinking</i> 198 <i>Fact and Idea Review</i> 197 <i>Internet Connection</i> 200