

Montana Big Sky Pathways (Programs of Study) Agreement Valid for 2012-2013 Academic Year


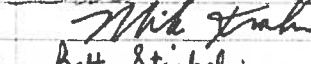

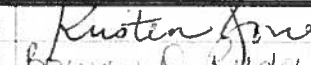
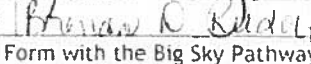
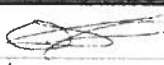

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The Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) calls for states to offer "career and technical programs of study," known as **Big Sky Pathways** in Montana, as an option to students and their parents when planning for and completing future coursework. These programs, at a minimum, must:

- Incorporate and align secondary and postsecondary education elements,
- Include academic and CTE content in a coordinated, non-duplicative progression of courses,
- Offer the opportunity, where appropriate, for secondary students to acquire postsecondary credits, and
- Lead to an industry-recognized credential or certificate at the postsecondary level, or an associate or baccalaureate degree.

By my signature on this form, I verify each of the eight (8) requirements listed below are demonstrated within the Big Sky Pathways Proposal and Gap Analysis. For approval, all eight (8) requirements must be checked.

Name of Big Sky Pathway (Cluster Level):	FINANCE				
Name of High School:	CHARLO HIGH SCHOOL				
Names of High School Lead Teacher & Counselor:	MIKE KRAHN; BETTY STICKEL				
<i>The Lead High School Teacher will be contacted if OPI has questions about this request.</i>					
Lead Teacher's email address: <u>mkrahn@charloschools.com</u>					
Lead Teacher's phone number: <u>406-644-2206 ext. 231</u>					
Name of College:	FLATHEAD VALLEY COMMUNITY COLLEGE				
Name of College Program:	ACCOUNTING TECHNOLOGY				
Name of College Lead Faculty Member:	BRENDA RUDOLPH				
REQUIREMENTS FOR APPROVAL (IP = In Progress)					
		YES	IP	NO	
1.	Includes all state and local graduation requirements preparing students for entry into a postsecondary program or apprenticeship.	X			
2.	Identifies the appropriate secondary CTE, academic, and recommended elective courses offered by this high school which will prepare the student for college-level courses without remediation.	X			
3.	Outlines a non-duplicative sequence of courses from grades 9-12 and from secondary to postsecondary education.	X			
4.	Leads to an industry-recognized postsecondary credential, degree or employment	X			
5.	Completed "Gap Analysis" with a program offered by a Montana postsecondary institution.	X			
6.	When applicable, dual enrollment, Advanced Placement, International Baccalaureate courses and CTE START (Statewide Articulations) opportunities have been identified.	X			
7.	Pathway curriculum includes appropriate state/national standards and/or industry skills standards. Identify standards used: NATIONAL BUSINESS EDUCATION STANDARDS	X			
8.	Links with a web-based guidance delivery system such as Montana Career Information System (MCIS). If using something other than MCIS, please indicate:	X			
High School Principal's Signature:					Date: <u>2-2-12</u>
High School CTE Teacher's Signature:					Date: <u>1-31-12</u>
High School Counselor's Signature:					Date: <u>02-02-12</u>
Please submit this Approval Form with the Big Sky Pathway Proposal to the Big Sky Pathway Coordinator at the College identified above.					
College Chief Academic Officer's Signature:					Date: <u>3/7/12</u>
College Lead Faculty Member's Signature:					Date: <u>3/6/12</u>
Please submit this Approval Form with the Big Sky Pathway Proposal to OPI, Career and Technical Education, P. O. Box 202501, Helena, MT 59620-2501.					
OPI Approval:		Date of Approval: May 14, 2012			
OCHE Approval:		Date of Approval: August 27, 2012			

HIGH SCHOOL: Charlo		BIG SKY PATHWAY PROPOSAL 
COLLEGE: Flathead Valley Community College		
COLLEGE DEGREE PROGRAM: Accounting Technology		
Cluster Overview: Jobs in the Finance career cluster involve providing services for financial and investment planning, banking insurance, and business financial management.	Pathway Options: <ul style="list-style-type: none"> • Securities and Investments • Business Finance • Accounting • Insurance • Banking Services 	Occupation Examples: Financial Manager, Comptroller, Insurance Sales Agent, Actuary, Estate Planner, Financial Advisor, Chief Financial Officer <i>For a complete listing, go to:</i> http://online.onetcenter.org/find/career?c=6&q=Go

SUGGESTED HIGH SCHOOL COURSES

Grade	Workforce/2-Year College Prep	4-Year MT College/Univ Prep (Rigorous Core)	CTE and/or Electives	Recommended CTE Cluster Foundation Courses:
9th	Graduation Requirements	English 9; Algebra I; Earth Science (lab science); PE/Health 9		COMPUTERS I
	Workforce/2-Year College Prep	English 9; Algebra I; Earth Science (lab science); PE/Health 9; and 3 years of the following: World Language/Computer Science/Visual or Performing Arts/Career & Technical Ed		
	4-Year MT College/Univ Prep (Rigorous Core)	Cluster Foundation Courses		
10th	Graduation Requirements	English 10, Geometry; Biology (lab science); PE/Health 10		Accounting I, II Other Recommended CTE Courses: COMPUTERS II, III
	Workforce/2-Year College Prep	English 10, Geometry; Biology (lab science); PE/Health 10; and 3 years of the following: World Language/Computer Science/Visual or Performing Arts/Career & Technical Ed		
	4-Year MT College/Univ Prep (Rigorous Core)	Other Recommended CTE Courses		
11th	Graduation Requirements	English 11; Algebra II; Chemistry or Anatomy; U.S. History		CTE Student Organization(s): BUSINESS PROFESSIONALS OF AMERICA (BPA)
	Workforce/2-Year College Prep	English 11; Algebra II; Chemistry or Anatomy; U.S. History; and 3 years of the following: World Language/Computer Science/Visual or Performing Arts/Career & Technical Ed		
	4-Year MT College/Univ Prep (Rigorous Core)	Pathway Courses		
12th	Graduation Requirements	English 12; Government		
	Workforce/2-Year College Prep	English 12; Pre-Calculus; Government; (Chemistry II, Anatomy II, or Physics encouraged); and 3 years of the following: World Language/Computer Science/Visual or Performing Arts/Career & Technical Ed		
	4-Year MT College/Univ Prep (Rigorous Core)	Pathway Courses		
	CTE and/or Electives			

ADVANCED LEARNING OPPORTUNITIES

High School to College/Career Linkages

CTE START courses: ACTG 101—Accounting Procedures I
Advanced Placement or IB courses:
Dual Enrollment courses:
Online courses: Montana Digital Academy—Finance
Other:

POSTSECONDARY PROGRAM OF STUDY

	Math	English	Major	Other
13—Semester 1	M 121M	SP 120C	ACTG 201, BADM 176, WRIT 122C	
13—Semester 2			ACTG 180, ACTG 202, BUS 271, CMPA 131T	ECNS 201B, BUS 271
14—Semester 1			ACTG 205, ACTG 211, ACTG 231, ACTG 241, BUS 275	
14—Semester 2			ACTG 207, ACTG 210, ACTG 298, BADM 260	Elective(s)—ACTG, BADM, BUS, CAPP, CMPA, SBM

MONTANA POSTSECONDARY OPPORTUNITIES

Montana University System Degree and Program Inventory: <http://www.homepage.montana.edu/~mus/drqinv/>

Your Guide to Montana's Certificate and Associate Degree Programs: <http://mus.edu/twoyear/YourGuide.html>

Colleges of Technology: BLCOT—Billings; GFCOT—Great Falls; HCOT— Helena; TECHCOT—Butte; UMCOT—Missoula; GCP—Bozeman		Community Colleges: DCC—Glendive; FVCC—Kalispell; MCC—Miles City		Tribal Colleges: BFCC—Browning; CDKC—Lame Deer; FBCC—Harlem; FPCC—Poplar; LBHC—Crow Agency; SCC—Box Elder; SKC—Pablo		Four Year Colleges/Universities: MSU—Bozeman; MSUB—Billings; MSUN—Havre; TECH—Butte; UM— Missoula; UMW—Dillon	
MILITARY	<ul style="list-style-type: none"> • Requires diploma or GED • 17 with parental consent; 18 without 			Air Force, Air Guard, Army, Coast Guard, Marines, and Navy For more information: http://todaysmilitary.com			
PROFESSIONAL CERTIFICATE	<ul style="list-style-type: none"> • Requires diploma or GED • Less than 30 credits; little/no general ed credits • Complete in one year or less 			Payroll Accounting — FVCC Bookkeeping — HCOT			
APPRENTICESHIP	<ul style="list-style-type: none"> • Requires diploma or GED • Must be at least 18 • Minimum 2,000 hours of supervised experience 			See the MT Dept of Labor website for more information: http://wsd.dli.mt.gov/apprenticeship/default.asp			
CERTIFICATE OF APPLIED SCIENCE	<ul style="list-style-type: none"> • Requires diploma or GED • 30-45 credits; limited general education credits • Complete in one year or less 			Accounting — BLCOT, FVCC, FPCC, SCC Bookkeeping — HCOT, TECHCOT, GCP			
ASSOCIATE'S OF APPLIED SCIENCE DEGREE	<ul style="list-style-type: none"> • Requires diploma or GED • 60-72 credits; includes 15-25 general ed credits • Complete in two years (<i>if prepared academically in math and English</i>) 			Accounting — HCOT, UMCOT, BLCOT, TECHCOT, GFCOT, FVCC Accounting Technology — UMCOT			
BACCALAUREATE DEGREE	<ul style="list-style-type: none"> • Requires 4-year college prep for admission • 128 credits (approximately) • Complete in four years 			Accounting — UM Business/Accounting option — MSU, MSUB Business/Accounting option — TECH Business/Finance option — MSU, MSUB			

Degree and Program Inventory above may not be all inclusive

PATHWAY DESCRIPTION

Accounting Pathway: Accounting encompasses careers that record, classify, summarize, analyze, and communicate a business's financial information/business transactions for use in management decision-making. Accounting includes such activities as bookkeeping, systems design, analysis, and interpretation of accounting information.

C. CLUSTER KNOWLEDGE AND SKILLS

The following Cluster (Foundation) Knowledge and Skill statements apply to all careers in the Finance Cluster. Persons preparing for careers in the Finance Cluster should be able to demonstrate these skills in addition to those found on the Essential Knowledge and Skills Chart.

ACADEMIC FOUNDATIONS: *Achieve additional academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities within a career cluster.*

FNC01.01 Solve mathematical problems to obtain information for decision making in finance.

Employ numbers and operations in finance.

- Recognize relationships among numbers
- Employ mathematical operations
- Perform computations successfully
- Predict reasonable estimations

FNC01.01.01 Sample Indicators

Apply algebraic skills to make business decisions. Recognize patterns and mathematical relations Use algebraic symbols to represent, solve, and analyze mathematical problems

Create mathematical models from real-life situations Represent changes in quantities mathematically

Determine rate of change mathematically Interpret graphical and numerical data

FNC01.01.02 Sample Indicators

Employ measurement skills to make business decisions.

- Recognize measurable attributes of objects
- Take measurements correctly

FNC01.01.03 Sample Indicators

Perform data analysis to make business decisions. Formulate questions effectively

Collect relevant data Organize useful data

Answer questions appropriately Employ appropriate statistical methods in data analysis

Develop and evaluate inferences and predictions Apply basic concepts of probability

Use problem-solving techniques to evaluate the accuracy of mathematical responses in finance. Identify problem-solving techniques

Adjust a variety of problem-solving strategies Adjust problem-solving strategies, when needed

FNC01.02 Discuss the economic principles and concepts fundamental to financial operations.

Discuss economic concepts impacting finance.

Algebra I & II	BFIN		4-Year
Algebra I & II	BFIN,		4-Year
Geometry	BFIN, Simulation		4-Year
	Simulation, ACTG, BFIN		4-Year
MT Digital. Ac.-Finance	BFIN		4-Year
MT Digital. Ac.-Finance	BFIN,		4-Year

MT Digital. Ac.-Psyc.	MKT		4-Year
MT Digital. Ac.-Psyc.	MKT		4-Year
English 9, 10, 11, 12			
High School Curriculum			
Computers			

Explain labor issues associated with global trade

Integrate sociological knowledge of group behavior to understand customer decision-making in finance.

- Employ sociological knowledge to facilitate finance activities.
- Analyze and interpret complex societal issues, events, and problems
- Analyze researched information and statistics
- Reach reasoned conclusions
- Examine social beliefs, influences, and behavior
- Analyze group dynamics
- Assess human behavior

FNC01.03.01

Sample Indicators

Integrate psychological knowledge to understand finance customer motivation.

- Apply psychological knowledge to facilitate finance activities.
- Recognize factors influencing perception
- Identify sources of attitude formation
- Assess methods used to evaluate attitudes
- Identify basic social and cultural strata
- Determine behavioral effects of social and cultural strata
- Analyze effects of others on individual behavior
- Predict likelihood of conformity and obedience
- Determine significance of aggression
- Recognize factors affecting personality
- Evaluate the nature of change over a lifetime
- Identify sources of stress
- Detail reactions to stress
- Employ strategies for dealing with stress
- Investigate factors affecting motivation
- Analyze cues to basic drives/motives
- Analyze the development of motives

FNC01.04.01

Sample Indicators

COMMUNICATIONS: Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.

No additional statements in the topic beyond those found in the Essential Knowledge and Skills Chart.

Cluster Topic FNC02

PROBLEM-SOLVING AND CRITICAL THINKING: Solve problems using critical thinking skills (analyze, synthesize, and evaluate) independently and in teams. Solve problems using creativity and innovation.

No additional statements in the topic beyond those found in the Essential Knowledge and Skills Chart.

Cluster Topic FNC03

INFORMATION TECHNOLOGY APPLICATIONS: Use information technology tools specific to the career cluster to access, manage, integrate, and create information.

No additional statements in the topic beyond those found in the Essential Knowledge and Skills Chart.

Cluster Topic FNC04

Cluster Topic
FNC05
FNC05.01

SYSTEMS: Understand roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment. Identify how key organizational systems affect organizational performance and the quality of products and services. Understand global context of industries and careers.
Discuss the concepts, processes, and skills used to identify new ideas, opportunities, and methods and to create or start a new finance project or venture.

FNC05.01.01
 Employ entrepreneurial discovery strategies in finance.

Sample Indicators

- Explain the need for entrepreneurial discovery
- Discuss entrepreneurial discovery processes
- Assess global trends and opportunities
- Determine opportunities for venture creation
- Assess opportunities for venture creation
- Describe idea-generation methods
- Generate venture ideas
- Determine feasibility of venture ideas

FNC05.01.02
 Develop concept for new finance venture.

Sample Indicators

- Describe entrepreneurial planning considerations
- Explain tools used by entrepreneurs for venture planning
- Assess start-up requirements
- Assess risks associated with venture
- Describe external resources useful to entrepreneurs during concept development
- Assess the need to use external resources for concept development
- Describe strategies to protect intellectual property
- Use components of business plan to define venture idea

FNC05.01.03
 Determine needed resources for a new finance venture.

Sample Indicators

- Describe processes used to acquire adequate financial resources for venture creation/start-up
- Select sources to finance venture creation/start-up
- Explain factors to consider in determining a venture's human-resource needs
- Explain considerations in making the decision to hire staff
- Describe considerations in selecting capital resources
- Identify capital resources needed for the venture
- Assess the costs/benefits associated with resources

FNC05.01.04
 Actualize new finance venture.

Sample Indicators

- Use external resources to supplement entrepreneur's expertise
- Explain the complexity of business operations
- Evaluate risk-taking opportunities
- Explain the need for business systems and procedures
- Describe the use of operating procedures
- Explain methods/processes for organizing workflow
- Develop and/or provide product/service
- Use creative problem-solving in business activities/decisions
- Explain the impact of resource productivity on venture success
- Create processes for ongoing opportunity recognition
- Develop plan to invest resources into improving current products or creating new ones
- Adapt to changes in business environment

R Introduction to Business Writing

R E-Ship

R E-Ship

R E-Ship

MT Digital. Ac.-Finance

R E-Ship

4-year

R E-Ship, Bus Plan

Career Clusters Knowledge and Skills		HS	PS	Course Notes
FNC05.01.05	Select harvesting strategies for finance venture.			
Sample Indicators	Explain the need for continuation planning Describe methods of venture harvesting Evaluate options for continued venture involvement Develop exit strategies		BUS Plan	4-year
FNC05.02	Analyze accounting systems to examine their contribution to the fiscal stability of businesses.			
FNC05.02.01	Describe the nature and scope of accounting.	Accounting I & II	R Accounting 201, 101	
Sample Indicators	Explain the concept of accounting Explain the need for accounting standards (GAAP) Discuss the role of ethics in accounting Explain the use of technology in accounting Explain legal considerations for accounting			
FNC05.02.02	Implement accounting procedures for tracking money flow and determining financial status.	Accounting I & II	R Financial Statement Analysis, ACTG	
Sample Indicators	Describe the nature of cash flow statements Prepare cash flow statements Explain the nature of balance sheets Describe the nature of income statements			
FNC05.03	Describe tools, strategies, and systems used to maintain, monitor, control, and plan the use of financial resources.		R Finance	
FNC05.03.01	Describe the nature and scope of finance.			
Sample Indicators	Explain the role of finance in business Discuss the role of ethics in finance Explain legal considerations for finance Discuss trends in the current financial environment (i.e., consolidation, regulatory burden, role of technology, and globalization)			
FNC05.04	Plan, staff, lead, and organize human resources in finance to enhance productivity and job satisfaction.			
FNC05.04.01	Describe the role and function of human resources management.		R Management I Management	
Sample Indicators	Discuss the nature of human resources management Explain the role of ethics in human resources management Describe the use of technology in human resources management			
FNC05.05	Describe the tools, techniques, and systems that businesses use to create, communicate, and deliver value to finance customers and to manage customer relationships in ways that benefit the organization and its stakeholders.			
FNC05.05.01	Discuss marketing's role and function.		R Marketing	
Sample Indicators	Explain marketing and its importance in a global economy Describe marketing functions and related activities Describe customer/client/business behavior in finance.			
FNC05.05.02	Describe customer/client/business buying behavior		R Marketing	
Sample Indicators	Explain customer/client/business buying behavior Discuss actions employees can take to achieve the company's desired results Demonstrate connections between company actions and results (e.g., influencing consumer buying behavior, gaining market share, etc.)			

FNC05.01.05
Sample Indicators

Select harvesting strategies for finance venture.
Explain the need for continuation planning
Describe methods of venture harvesting
Evaluate options for continued venture involvement
Develop exit strategies

FNC05.02
Analyze accounting systems to examine their contribution to the fiscal stability of businesses.

FNC05.02.01
Sample Indicators

Describe the nature and scope of accounting.
Explain the concept of accounting
Explain the need for accounting standards (GAAP)
Discuss the role of ethics in accounting
Explain the use of technology in accounting
Explain legal considerations for accounting

FNC05.02.02
Sample Indicators

Implement accounting procedures for tracking money flow and determining financial status.
Describe the nature of cash flow statements
Prepare cash flow statements
Explain the nature of balance sheets
Describe the nature of income statements

FNC05.03
Describe tools, strategies, and systems used to maintain, monitor, control, and plan the use of financial resources.

FNC05.03.01
Sample Indicators

Describe the nature and scope of finance.
Explain the role of finance in business
Discuss the role of ethics in finance
Explain legal considerations for finance
Discuss trends in the current financial environment (i.e., consolidation, regulatory burden, role of technology, and globalization)

FNC05.04
Plan, staff, lead, and organize human resources in finance to enhance productivity and job satisfaction.

FNC05.04.01
Sample Indicators

Describe the role and function of human resources management.
Discuss the nature of human resources management
Explain the role of ethics in human resources management
Describe the use of technology in human resources management

FNC05.05
Describe the tools, techniques, and systems that businesses use to create, communicate, and deliver value to finance customers and to manage customer relationships in ways that benefit the organization and its stakeholders.

FNC05.05.01
Sample Indicators

Discuss marketing's role and function.
Explain marketing and its importance in a global economy
Describe marketing functions and related activities
Describe customer/client/business behavior in finance.

FNC05.05.02
Sample Indicators

Describe customer/client/business buying behavior
Explain customer/client/business buying behavior
Discuss actions employees can take to achieve the company's desired results
Demonstrate connections between company actions and results (e.g., influencing consumer buying behavior, gaining market share, etc.)

Career Clusters Knowledge and Skills

HS	PS	Course Notes
	I Simulation	4-year
	R Customer Service and CS Management	
MT Digital. Ac.-Finance	R Marketing	
	R Customer Service Management, MKT	
	BFIN	
Accounting I & II	R Accounting 201, 101	
	Simulation	
	I Accounting, Simulation	4-year

FNC05.05.03	Explain a finance organization's unique selling proposition. Identify company's unique selling proposition Identify internal and external service standards
<i>Sample Indicators</i>	
FNC05.06	Utilize customer relations techniques and strategies to foster positive, ongoing relationships with finance customers. Foster positive relationships with finance customers.
FNC05.06.01	
<i>Sample Indicators</i>	Explain the nature of positive customer relations Demonstrate a customer-service mindset Explain management's role in customer relations
FNC05.06.02	Reinforce finance organization's image by exhibiting the company's brand promise. Identify company's brand promise Determine ways of reinforcing the company's image through employee performance
<i>Sample Indicators</i>	
FNC05.06.03	Explain the nature and scope of customer relationship management in finance. Discuss the nature of customer relationship management Explain the role of ethics in customer relationship management Describe the use of technology in customer relationship management Discuss customer relationship management as a key factor to success in the finance industry Explain trends in customer relationship management that impact finance
<i>Sample Indicators</i>	
FNC05.07	Plan, monitor, and control day-to-day activities to enable continued functioning in finance.
FNC05.07.01	Discuss operation's role and function in finance. Explain the nature of operations Discuss the role of ethics in operations Describe the use of technology in operations
<i>Sample Indicators</i>	
FNC05.07.02	Implement purchasing activities in finance. Explain the nature and scope of purchasing Place orders/reorders Maintain inventory of supplies Manage the bid process in purchasing Select vendors Evaluate vendor's performance
<i>Sample Indicators</i>	
FNC05.07.03	Describe production's role and function. Explain the concept of production Describe production activities
<i>Sample Indicators</i>	
FNC05.07.04	Implement quality-control processes in finance. Identify quality-control measures Utilize quality control methods at work Describe crucial elements of a quality culture Describe the role of management in the achievement of quality Establish efficient operating systems
<i>Sample Indicators</i>	

Career Clusters Knowledge and Skills

		HS	PS	Course Notes
FNC08.01.03	Demonstrate ethical work habits Manage internal and external business relationships in finance.		R Customer Service Management	
<i>Sample Indicators</i>	Treat others fairly at work Describe ethics in human resources issues			
FNC08.01.04	Explain the nature and scope of business laws and regulations.		R Business Law	
<i>Sample Indicators</i>	Discuss the nature of law and sources of law in the United States Describe the United States' judicial system Describe legal issues affecting businesses			
FNC08.01.05	Discuss the civil foundations of the legal environment of business.		R Business Law	
<i>Sample Indicators</i>	Identify the basic torts relating to business enterprises Describe the nature of legally binding contracts			
FNC08.01.06	Explore the regulatory environment of United States' businesses.		R Political Science	
<i>Sample Indicators</i>	Describe the nature of legal procedures Discuss the nature of debtor-creditor relationships Explain the nature of agency relationships Discuss the nature of environmental law Discuss the role of administrative law			
FNC08.01.07	Describe human resources laws and regulations.		R Business Law	
<i>Sample Indicators</i>	Explain the nature of human resources regulations Explain the nature of workplace regulations (including OSHA, ADA)			
FNC08.01.08	Discuss employment relationships Determine form of business ownership.	Accounting I & II	R E-Ship	
<i>Sample Indicators</i>	Explain types of business ownership Select form of business ownership		R Accounting	
FNC08.01.09	Explain commerce laws and regulations.		R Business Law	
<i>Sample Indicators</i>	Explain the nature of trade regulations Describe the impact of anti-trust legislation			
FNC08.01.10	Discuss tax laws and regulations.	Accounting I & II	I Tax Accounting	
<i>Sample Indicators</i>	Explain the nature of tax regulations on business Explain the nature of businesses' reporting requirements Develop strategies for legal/government compliance			
FNC08.01.11	Describe government regulation of the finance industry.	MT Digital Ac.--Finance	R Management	
<i>Sample Indicators</i>	Explain federal legislation impacting the finance industry (e.g., Gramm-Leach-Bliley Act, Sarbanes-Oxley Act, Uniform Commercial Code, etc.) Discuss the effect of tax laws and regulations on financial transactions			
FNC08.01.12	Discuss the nature and scope of compliance in finance.	MT Digital Ac.--Finance	R E-Eship	
<i>Sample Indicators</i>	Discuss the nature and scope of compliance in the finance industry Describe the use of technology in compliance Explain the role of business ethics in compliance			
Cluster Topic FNC09	EMPLOYABILITY AND CAREER DEVELOPMENT: <i>Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.</i>	Computers	R Intro to Business Writing	
	<i>No additional statements in the topic beyond those found in the Essential Knowledge and Skills Chart.</i>			

Career Clusters Knowledge and Skills		HS	PS	Course Notes	
Cluster Topic FNC10 FNC10.01	TECHNICAL SKILLS: Use the technical knowledge and skills required to pursue the targeted careers for all pathways in the career cluster, including knowledge of design, operation, and maintenance of technological systems critical to the career cluster. Maintain, control, and plan the use of financial resources to protect solvency.	Computers I, II, III	R Business Software		
		FNC10.01.01	Discuss the fundamental principles of money. Explain forms of financial exchange (cash, credit, debit, electronic funds transfer, etc.) Identify types of currency (paper money, coins, banknotes, government bonds, treasury notes, etc.) Describe functions of money (medium of exchange, unit of measure, store of value) Describe sources of income (wages/salaries, interest, rent, dividends, transfer payments, etc.) Explain the time value of money Explain the purposes and importance of credit	MT Digital Ac.--Finance E All Class R Personal Finance	
		<i>Sample Indicators</i>			
		FNC10.01.02	Explain legal responsibilities associated with financial exchanges Analyze personal financial needs and goals. Explain the nature of financial needs (e.g., college, retirement, wills, insurance, etc.) Set financial goals Develop personal budget Explain the need to save and invest	MT Digital Ac.--Finance R Personal Finance	
		<i>Sample Indicators</i>			
		FNC10.01.03	Manage personal finances to achieve financial goals.	MT Digital Ac.--Finance R Personal Finance	
		<i>Sample Indicators</i>	Explain the nature of tax liabilities Interpret a pay stub Read and reconcile bank statements Maintain financial records Demonstrate the wise use of credit Validate credit history Protect against identity theft Prepare personal income tax forms (i.e., 1040 EZ)		
		FNC10.01.04	Describe the use of financial-services providers. Describe types of financial-services providers	MT Digital Ac.--Finance R Personal Finance	
		<i>Sample Indicators</i>	Discuss considerations in selecting a financial-services provider Use investment strategies. Explain types of investments Explain the nature of capital investment Establish investment goals and objectives	MT Digital Ac.--Finance R Personal Finance	
		FNC10.01.05	Identify potential business threats and opportunities to protect a business's financial well-being.	MT Digital Ac.--Finance R Personal Finance	
<i>Sample Indicators</i>	Describe the concept of insurance Obtain insurance coverage Settle insurance losses Identify speculative business risks Explain the nature of risk management				
FNC10.01.06	Obtain business credit and control its use.	MT Digital Ac.--Finance R Personal Finance			
<i>Sample Indicators</i>	Explain the purposes and importance of obtaining business credit Analyze critical banking relationships Make critical decisions regarding acceptance of bank cards Determine financing needed for business operations Identify risks associated with obtaining business credit	E Simulation, Eship			
FNC10.01.07					
<i>Sample Indicators</i>					

Career Clusters Knowledge and Skills		HS	PS	Course Notes
FNC10.03	Monitor, plan, and control day-to-day activities required for continued business functioning.			
FNC10.03.01	Implement expense-control strategies. Explain the nature of overhead/operating costs Explain employee's role in expense control Control use of supplies Conduct break-even analysis Negotiate service and maintenance contracts Negotiate lease or purchase of facility Develop expense control plans Use budgets to control operations		I Management	
FNC10.03.02	Maintain property and equipment. Identify routine activities for maintaining business facilities and equipment Plan maintenance program		Management	
FNC10.04	Discuss techniques and strategies used in finance to foster positive, ongoing relationships with customers.			
FNC10.04.01	Describe characteristics, motivations, and behaviors of finance clients. Describe customer needs and wants that are met by financial products and services Explain the responsibilities of finance professionals in providing client services		Customer Service	
FNC10.04.02	Use Customer Relationship Management technology. Explain the use of databases in customer relationship management	Computers II	I Access	
FNC10.05	Access, process, maintain, evaluate, and disseminate financial information to assist business decision-making.			
FNC10.05.01	Explain the nature and scope of financial-information management. Describe the need for financial information Explain the nature and scope of the financial-information management function Explain the role of ethics in financial-information management	Accounting I & II	R Accounting	
FNC10.05.02	Discuss the importance of accurately reporting a business's financial position. Describe the need to accurately report a business's financial position Describe the relationship between accounting (with an emphasis on cash flow) and finance (with an emphasis on decision-making)		BFIN R Intermediate Accounting	
FNC10.05.03	Discuss types of accounting systems used to report a business's financial position (i.e., financial, tax, management, cost, accrual) Discuss the nature and scope of financial information analysis. Discuss the impact of economic conditions on finance Explain the use of financial information to identify trends	MT Digital Ac.--Finance	R All Accounting E Simulation	
FNC10.05.04	Identify reasons to analyze customer financial information Identify reasons to analyze financial data (e.g., to understand accounting treatment, to verify information, to analyze variances, to guide financial decision-making) Utilize financial-information technology tools.	Accounting I & II		

Pathway Topic
FNPA01

BUSINESS LAW

Describe and abide by laws and regulations in order to manage business operations and transactions in accounting.

FNPA01.01

Describe regulation of accounting.
Discuss the impact of the Sarbanes-Oxley Act of 2002 on accounting
Describe the role of the Securities and Exchange Commission (SEC) in regulating the accounting industry
Discuss state regulation of the accounting industry

Sample Indicators

Pathway Topic
FNPA02

FINANCIAL ANALYSIS

Utilize accounting tools, strategies, and systems to maintain, monitor, control, and plan the use of financial resources.

FNPA02.01

Classify, record, and summarize financial data.

FNPA02.01.01

Sample Indicators

Demonstrate the effects of transactions on the accounting equation
Prepare a chart of accounts
Use T accounts
Record transactions in a general journal
Post journal entries to general ledger accounts
Prepare a trial balance
Journalize and post adjusting entries
Journalize and post closing entries
Prepare a post-closing trial balance
Prepare work sheets
Discuss the nature of annual reports
Discuss the use of financial ratios in accounting
Determine business liquidity
Calculate business profitability
Prepare income statements
Prepare a statement of equity and retained earnings
Prepare balance sheets
Project future revenues and expenses
Apply bankruptcy prediction models
Maintain cash controls.

FNPA02.01.02

Sample Indicators

Explain cash control procedures (e.g. signature cards, deposit slips, internal/external controls, cash clearing, etc.)
Prove cash

Sample Indicators

Journalize/post entries to establish and replenish petty cash
Journalize/post entries related to banking activities
Explain the benefits of electronic funds transfer
Prepare bank deposits
Prepare purchase requisitions
Prepare purchase orders
Prepare sales slips
Prepare invoices
Explain the nature of the voucher system
Prepare vouchers
Record transactions using a voucher system
Perform accounting functions specific to a merchandising business.

FNPA02.01.03

HS	PS	Course Notes
Accounting I & II	I Accounting	4-year
Accounting I & II	I Accounting	
Accounting I & II	I Accounting	
Accounting I & II	I Accounting	

Career Clusters Knowledge and Skills

HS	PS	Course Notes
<p>Conduct variance analysis</p> <p>Perform cost allocation functions</p> <p>Prepare cost of production reports</p>		
<p>Prepare budget reports to make business decisions.</p> <p>Process preliminary budget detail</p> <p>Prepare budget reports</p> <p>Determine relevant cost and revenue data for decision-making purposes</p>	I Budgeting	
<p>Perform accounting functions specific to a partnership.</p> <p>Analyze a partnership agreement</p> <p>Allocate profits and losses to the partners</p> <p>Prepare a statement of partners' equities</p> <p>Prepare a balance sheet for a partnership</p> <p>Account for the revaluation of assets and liabilities prior to the dissolution of a partnership</p> <p>Account for the sale of a partnership interest</p> <p>Account for the withdrawal of a partner from a partnership</p>	I Accounting 2 R Accounting 201	
<p>Perform accounting functions specific to a corporation.</p> <p>Discuss the nature of a consolidated financial statement</p> <p>Explain methods to account for the issuance of stock</p> <p>Analyze the articles of incorporation needed to start a corporation</p> <p>Compute the number of shares of common stock to be issued on the conversion of convertible preferred stock</p> <p>Compute dividends payable on stock</p> <p>Prepare a balance sheet for a corporation</p> <p>Complete a worksheet for a corporation</p> <p>Prepare an income statement for a corporation</p> <p>Prepare a statement of equity and retained earnings for a corporation</p>	I Accounting 2 R Accounting 201	
<p>Determine suitable internal accounting controls to ensure the proper recording of financial transactions.</p> <p>Explain the purpose of internal accounting controls</p> <p>Determine the components of internal accounting control procedures</p> <p>Maintain internal accounting controls</p> <p>Conduct an audit.</p> <p>Explain the nature of audits</p> <p>Discuss the nature of the Statement on Auditing Standards No. 99 (Considerations of Fraud in a Financial Statement Audit)</p> <p>Conduct an audit</p> <p>Prepare auditing reports</p>	I Intermediate Accountin	4-Year
<p>Perform tax accounting functions.</p> <p>Explain record keeping procedures for tax accounting</p> <p>Identify tax issues for clients</p> <p>Explain the role of accountants in income tax planning</p> <p>Integrate tax strategies with family financial goals</p> <p>Discuss the nature of corporate tax accounting</p>	I Taxg Accountin	4-Year

FNPA02.01.10
Sample Indicators

FNPA02.01.11
Sample Indicators

FNPA02.01.12
Sample Indicators

FNPA02.01.13
Sample Indicators

FNPA02.01.14
Sample Indicators

FNPA02.01.15
Sample Indicators

Pathway Topic
FNPA03
INFORMATION MANAGEMENT
Access, process, maintain, evaluate, and disseminate financial information to assist business decision-making.

FNPA03.01

Career Clusters Knowledge and Skills		HS	PS	Course Notes
FNPA03.01.01	Utilize accounting technology. Discuss the use of data mining in accounting Integrate technology into accounting		I Accounting on Micros	
PROFESSIONAL DEVELOPMENT				
Utilize career planning concepts, tools, and strategies to explore, obtain, and develop in an accounting career.				
FNPA04.01	Describe careers in accounting. Describe the role and responsibilities of certified public accountants Describe the role and responsibilities of general ledger accountants	Accounting I & II	I Accounting	
Explain the role and responsibilities of management accountants Discuss the role and responsibilities of auditors				
Discuss the role and responsibilities of government accountants				
Explain the role and responsibilities of international accountants				
Discuss the role and responsibilities of forensic accountants Discuss the role and responsibilities of senior management in accounting				
FNPA04.01.02	Explore accounting licensing and certification programs. Discuss professional designations for accountants (e.g. CPA, CMA, ABA, etc.)	Accounting I & II	I All Accounting	
FNPA04.01.03	Describe fundamental cost accounting concepts. Explain the nature of managerial cost accounting (e.g. activities, costs, cost drivers, etc.) Discuss the use of cost-volume-profit analysis Discuss cost accounting systems (e.g. job order costing, process costing, activity-based costing [ABC], project costing, etc.) Explain the nature of cost accounting decision making Discuss the nature of cost accounting budgets Discuss the use of variance analysis for cost accounting Discuss the nature of cost allocation		I Cost Accounting	4-year
FNPA04.01.04	Discuss the significance of responsibility in accounting. Describe social responsibility in accounting Discuss responsibility accounting	Accounting I & II	I Accounting	
FNPA04.01.05	Describe Generally Accepted Accounting Principles (GAAP). Discuss the use of Generally Accepted Accounting Principles (GAAP)	Accounting I & II	R All Accounting	