

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

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:	Glacier High
Names of High School Lead Teacher & Counselor:	Cheri Anderson + Sharon Langston
<i>The Lead High School Teacher will be contacted if OPI has questions about this request.</i>	
Lead Teacher's email address:	Andersonc@sds.k12.mt.us
Lead Teacher's phone number:	langstone@sds.k12.mt.us
Name of College:	Flathead Valley Community College
Name of College Program:	AAS, Accounting Technology
Name of College Lead Faculty Member:	Jeremy Fritz

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.		✓		
2.	Identifies the appropriate secondary GTE, academic, and recommended elective courses offered by this high school which will prepare the student for college-level courses without remediation.		✓		
3.	Outlines a non-duplicative sequence of courses from grades 9-12 and from secondary to postsecondary education.		✓		
4.	Leads to an industry-recognized postsecondary credential, degree or employment		✓		
5.	Completed "Gap Analysis" with a program offered by a Montana postsecondary institution.		✓		
6.	When applicable, dual enrollment, Advanced Placement, International Baccalaureate courses and CTE START (Statewide Articulations) opportunities have been identified.		✓		
7.	Pathway curriculum includes appropriate state/national standards and/or industry skills standards. Identify standards used: NBEA / ACTE		✓		
8.	Links with a web-based guidance delivery system such as Montana Career Information System (MCIS). If using something other than MCIS, please indicate:		✓		

High School Principal's Signature:	Callie Langston	Date:	1-31-12
High School CTE Teacher's Signature:	Cheri Anderson	Date:	1/31/12
High School Counselor's Signature:	Sharon Langston	Date:	1/31/12
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:	Kristen Jones	Date:	10/22/12
College Lead Faculty Member's Signature:	Brenda D. Kudgel	Date:	10/22/12
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: October 24, 2012
OCHE Approval:	Date of Approval: October 28, 2012

HIGH SCHOOL: Glacier High School		BIG SKY PATHWAY PROPOSAL 
COLLEGE: Flathead Valley Community College		
COLLEGE DEGREE PROGRAM: AAS, 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	Course	Requirements	CTE Cluster
9th	Graduation Requirements Workforce/2-Year College Prep	Math, English, Science (Biology), 21 st Century Literacy, Health, PE 1	Recommended CTE Cluster Foundation Courses: 21 st Century Literacy I.T. Essentials
	4-Year MT College/Univ Prep (Rigorous Core)	Math, English, Science (Biology), 21 st Century Literacy, Health PE 1, Foreign Language	
	CTE and/or Electives	Cluster Foundation Courses	
10th	Graduation Requirements Workforce/2-Year College Prep	Math, English, Science (Earth Science or Chemistry), Western Civilization, I.T. Essentials, PE 2	Other Recommended CTE Courses: Personal Finance Accounting 1 Accounting 2 Business Communications (Dual Credit)
	4-Year MT College/Univ Prep (Rigorous Core)	Math, English, Science (Earth Science or Chemistry), Western Civilization, I.T. Essentials, PE 2 Foreign Language	
	CTE and/or Electives	Cluster/Pathway Courses	
11th	Graduation Requirements Workforce/2-Year College Prep	English, U.S. History, Vocational	CTE Student Organization(s): BPA DECA
	4-Year MT College/Univ Prep (Rigorous Core)	Math, English, Science, U.S. History, Vocational, Social Science Elective, Music/Fine Arts Elective	
	CTE and/or Electives	Pathway Courses	
12th	Graduation Requirements Workforce/2-Year College Prep	English, American Government, Vocational	
	4-Year MT College/Univ Prep (Rigorous Core)	Math, English, American Government, Vocational, Music/Fine Arts Elective	
	CTE and/or Electives	Pathway Courses	

ADVANCED LEARNING OPPORTUNITIES

High School to College/Career Linkages

CTE START courses: Actg 101 – Accounting Procedures 1
Advanced Placement or IB courses:
Dual Enrollment courses: Business Communications
Online courses:
Other:

POSTSECONDARY PROGRAM OF STUDY

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

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

Career Clusters Knowledge and Skills		HS	PS	4-Year	Course Notes
FNC01.01.03	Employ measurement skills to make business decisions.		BFIN, Simulation	4-Year	
<i>Sample Indicators</i>	Recognize measurable attributes of objects Take measurements correctly				
FNC01.01.04	Perform data analysis to make business decisions.		Simulation, ACTG, BFIN	4-Year	
<i>Sample Indicators</i>	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 Apply a variety of problem-solving strategies Adjust problem-solving strategies, when needed				
FNC01.01.05			BFIN	4-Year	
<i>Sample Indicators</i>					
FNC01.02	Discuss the economic principles and concepts fundamental to financial operations.				
FNC01.02.01	Discuss economic concepts impacting finance.		BFIN,	4-Year	
<i>Sample Indicators</i>	Distinguish between economic goods and services Explain the concept of economic resources Describe the concepts of economics and economic activities Determine economic utilities created by business activities Explain the principles of supply and demand Describe the functions of prices in markets Explain the nature of business. Explain the role of business in society Describe types of business activities Explain the organizational design of businesses Discuss the global environment in which businesses operate Describe factors that affect the business environment Explain how organizations adapt to today's markets Describe economic systems. Explain the types of economic systems Explain the concept of private enterprise Identify factors affecting a business's profit Determine factors affecting business risk Explain the concept of competition Describe market structures Explain the impact of government on business activities.				
FNC01.02.02			E-Ship, MKT		
<i>Sample Indicators</i>					
FNC01.02.03			ECON	4-Year	
<i>Sample Indicators</i>					
FNC01.02.04			Intro to Business, government	Business Law, E-ship	
<i>Sample Indicators</i>	Determine the relationship between government and business Describe the nature of taxes Discuss the nature of monetary policy				

Career Clusters Knowledge and Skills

<p>FNC01.02.05 <i>Sample Indicators</i></p> <p>Discuss the supply and demand for money Explain the role of the Federal Reserve System Explain the concept of fiscal policies Describe the effects of fiscal and monetary policies Analyze cost/profit relationships in finance. Explain the concept of productivity</p>			
<p>FNC01.02.06</p> <p>Analyze impact of specialization/division of labor on productivity Explain the concept of organized labor and business Explain the impact of the law of diminishing returns Describe the concept of economies of scale Describe economic indicators impacting financial decision-making.</p>		<p>ACTG, BFIN</p> <p>4-Year</p>	
<p><i>Sample Indicators</i></p> <p>Describe the concept of price stability as an economic measure Discuss the measure of consumer spending as an economic indicator Discuss the impact of a nation's unemployment rates Explain the concept of Gross Domestic Product Describe the economic impact of inflation on business Explain unemployment and inflation tradeoffs Explain the economic impact of interest-rate fluctuations</p>			
<p>FNC01.02.07</p> <p>Determine the impact of business cycles on business activities Determine global trade's impact on business decision-making.</p>		<p>MGMT, MKT, E-ship</p> <p>4-Year</p>	
<p><i>Sample Indicators</i></p> <p>Explain the nature of global trade Describe the determinants of exchange rates and their effects on the domestic economy Discuss the impact of cultural and social environments on global trade Explain labor issues associated with global trade</p>			
<p>FNC01.03</p> <p>Integrate sociological knowledge of group behavior to understand customer decision-making in finance.</p>			
<p>FNC01.03.01</p> <p><i>Sample Indicators</i></p> <p>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</p>		<p>MKT</p> <p>4-Year</p>	
<p>FNC01.04</p> <p>Integrate psychological knowledge to understand finance customer motivation.</p>			
<p>FNC01.04.01</p> <p><i>Sample Indicators</i></p> <p>Apply psychological knowledge to facilitate finance activities. Recognize factors influencing perception</p>		<p>MKT</p> <p>4-Year</p>	

Course Notes

HS PS

Career Clusters Knowledge and Skills	HS	PS	Course Notes
<p>Identify sources of attitude formation</p> <p>Assess methods used to evaluate attitudes</p> <p>Identify basic social and cultural strata</p> <p>Determine behavioral effects of social and cultural strata</p> <p>Analyze effects of others on individual behavior</p> <p>Predict likelihood of conformity and obedience</p> <p>Determine significance of aggression</p> <p>Recognize factors affecting personality</p> <p>Evaluate the nature of change over a lifetime</p> <p>Identify sources of stress</p> <p>Detail reactions to stress</p> <p>Employ strategies for dealing with stress</p> <p>Investigate factors affecting motivation</p> <p>Analyze cues to basic drives/motives</p> <p>Analyze the development of motives</p>			
<p>Cluster Topic FNC02</p> <p>COMMUNICATIONS: Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.</p> <p>No additional statements in the topic beyond those found in the Essential Knowledge and Skills Chart.</p>			
<p>Cluster Topic FNC03</p> <p>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.</p> <p>No additional statements in the topic beyond those found in the Essential Knowledge and Skills Chart.</p>			
<p>Cluster Topic FNC04</p> <p>INFORMATION TECHNOLOGY APPLICATIONS: Use information technology tools specific to the career cluster to access, manage, integrate, and create information.</p> <p>No additional statements in the topic beyond those found in the Essential Knowledge and Skills Chart.</p>			
<p>Cluster Topic FNC05</p> <p>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.</p> <p>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.</p> <p>Employ entrepreneurial discovery strategies in finance.</p> <p>Explain the need for entrepreneurial discovery</p>	<p>R Introduction to Business Writing</p> <p>R E-Ship</p> <p>R E-Ship</p>	<p>I Welding</p>	
<p>FNC05.01</p> <p>FNC05.01.01</p> <p>Sample Indicators</p>			

Career Clusters Knowledge and Skills

FNC05.02	Describe methods of venture harvesting Evaluate options for continued venture involvement Develop exit strategies Analyze accounting systems to examine their contribution to the fiscal stability of businesses. 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 Implement accounting procedures for tracking money flow and determining financial status.	HS I Accounting I Accounting I and II	PS R Accounting 201, 101 R Financial Statement Analysis, ACTG	Course Notes
FNC05.02.01 <i>Sample Indicators</i>				
FNC05.02.02				
<i>Sample Indicators</i>	Describe the nature of cash flow statements Prepare cash flow statements Explain the nature of balance sheets Describe the nature of income statements Describe tools, strategies, and systems used to maintain, monitor, control, and plan the use of financial resources.			
FNC05.03				
FNC05.03.01 <i>Sample Indicators</i>	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) Plan, staff, lead, and organize human resources in finance to enhance productivity and job satisfaction. Describe the role and function of human resources management.	I JMG R Finance		
FNC05.04				
FNC05.04.01 <i>Sample Indicators</i>	Discuss the nature of human resources management Explain the role of ethics in human resources management		R Management I Management	
FNC05.05	Describe the use of technology in human resources management 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 <i>Sample Indicators</i>	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.	I Marketing 1 and 2	R Marketing	
FNC05.05.02 <i>Sample Indicators</i>	Explain customer/client/business buying behavior	I Introduction to Business	R Marketing	

Career Clusters Knowledge and Skills

	HS	PS	Course Notes
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.)			
FNC05.05.03 <i>Sample Indicators</i>		I Simulation	4-year
Explain a finance organization's unique selling proposition.			
Identify company's unique selling proposition			
Identify internal and external service standards			
FNC05.06 Utilize customer relations techniques and strategies to foster positive, ongoing relationships with finance customers.			
FNC05.06.01 Foster positive relationships with finance customers.		R Customer Service and CS Management	
<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.		R Marketing	
<i>Sample Indicators</i>			
Identify company's brand promise			
Determine ways of reinforcing the company's image through employee performance			
FNC05.06.03 Explain the nature and scope of customer relationship management in finance.		R Customer Service Management, MKT	
<i>Sample Indicators</i>			
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			

Career Clusters Knowledge and Skills**Course Notes****PS****HS**

Discuss customer relationship management as a key factor to success in the finance industry
 Explain trends in customer relationship management that impact finance

FNC05.07
Plan, monitor, and control day-to-day activities to enable continued functioning in finance.

FNC05.07.01
Sample Indicators

- Explain the nature of operations
- Discuss the role of ethics in operations
- Describe the use of technology in operations
- Implement purchasing activities in finance.

FNC05.07.02

Sample Indicators
 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
- Describe production's role and function.

FNC05.07.03

Sample Indicators
 Explain the concept of production
 Describe production activities

FNC05.07.04

Implement quality-control processes in finance.

Sample Indicators
 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

SAFETY, HEALTH AND ENVIRONMENTAL: Understand the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.

Follow organizational policies and procedures and contribute to continuous improvement in performance and compliance

Implement safety, health, and environmental controls to enhance productivity in finance.

FNC06.01.01

Adhere to health and safety regulations in finance.

Sample Indicators
 Describe health and safety regulations in business
 Report noncompliance with business health and safety regulations

I Personal Finance

BFIN

I Accounting

R Accounting
201, 101

I Introduction to Business

Simulation

I Accounting, Simulation

4-year

I Street Law

I Accounting, Finance

I Industrial Programs

Career Clusters Knowledge and Skills

Course Notes

HS	PS	Course Notes
I Industrial Programs	R Culinary	
Culinary Lab Science	Lab Science	
I Lab Science		
I Lab Science		
I Lab Science	R Accounting	
I Accounting	R Personal Finance	
	R Human Relations	
I All classes	R Leadership	
	R Intro to Bus Writing	
I Street Law	R Business Law	
I Street Law	R Business Law	
I Street Law	R Business Law, BFIN	

- FNC06.01.02 Implement safety procedures in finance.

- Sample Indicators* Follow instructions for use of equipment, tools, and machinery
 Follow safety precautions
 Maintain a safe work environment
 Explain procedures for handling accidents
 Handle and report emergency situations

- FNC06.01.03 Determine needed safety policies/procedures in finance.
Sample Indicators Identify potential safety issues
 Establish safety policies and procedures
 Implement security policies/procedures in finance.

- FNC06.01.04 Explain routine security precautions
Sample Indicators Follow established security procedures/policies
 Protect company information and intangibles
 Develop policies/procedures to protect workplace security in finance.

- FNC06.01.05 Identify potential security issues
Sample Indicators Identify potential security issues
 Establish policies to protect company information and intangibles
 Establish policies to maintain a non-hostile work environment
 Establish policies and procedures to maintain physical security of the work environment

- Cluster Topic FNC07** **LEADERSHIP AND TEAMWORK: Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.**
No additional statements in the topic beyond those found in the Essential Knowledge and Skills Chart.

- Cluster Topic FNC08** **ETHICS AND LEGAL RESPONSIBILITIES: Know and understand the importance of professional ethics and legal responsibilities.**
Know and abide by laws, regulations, and ethical behavior that affect finance operations and transactions.

- FNC08.01 Employ ethical actions in obtaining and providing finance information.
Sample Indicators Respect the privacy of others
 Explain ethical considerations in providing information
 Protect confidential information
 Determine information appropriate to obtain from a client or another employee

- FNC08.01.02 Apply ethics in finance.
Sample Indicators Explain the nature of business ethics

Career Clusters Knowledge and Skills		HS	PS	Course Notes
FNC08.01.03	Demonstrate responsible behavior Demonstrate honesty and integrity Demonstrate ethical work habits Manage internal and external business relationships in finance.			
	<i>Sample Indicators</i> Treat others fairly at work Describe ethics in human resources issues Explain the nature and scope of business laws and regulations.		R Customer Service Management	
FNC08.01.04	Discuss the nature of law and sources of law in the United States Describe the United States' judicial system Describe legal issues affecting businesses Discuss the civil foundations of the legal environment of business.	I Street Law, Government	R Business Law	
FNC08.01.05	<i>Sample Indicators</i> Identify the basic torts relating to business enterprises Describe the nature of legally binding contracts Explore the regulatory environment of United States' businesses.	I US History I Government	R Business Law	
FNC08.01.06	<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 Describe human resources laws and regulations. Explain the nature of human resources regulations Explain the nature of workplace regulations (including OSHA, ADA) Discuss employment relationships Determine form of business ownership. Explain types of business ownership Select form of business ownership Explain commerce laws and regulations. Explain the nature of trade regulations Describe the impact of anti-trust legislation Discuss tax laws and regulations.	I US History I Government	R Political Science	
FNC08.01.07	<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 Describe government regulation of the finance industry. 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 Discuss the nature and scope of compliance in finance.		R Business Law	
FNC08.01.08	<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 Describe government regulation of the finance industry. 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 Discuss the nature and scope of compliance in finance.	I Intro to Business I Accounting	R E-Ship R Accounting	
FNC08.01.09	<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 Describe government regulation of the finance industry. 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 Discuss the nature and scope of compliance in finance.	I Street Law I Government	R Business Law	
FNC08.01.10	<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 Describe government regulation of the finance industry. 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 Discuss the nature and scope of compliance in finance.		I Tax Accounting	
FNC08.01.11	<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 Describe government regulation of the finance industry. 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 Discuss the nature and scope of compliance in finance.		R Management	
FNC08.01.12	<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 Describe government regulation of the finance industry. 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 Discuss the nature and scope of compliance in finance.		R E-Eship	

Career Clusters Knowledge and Skills		HS	PS	Course Notes
<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: Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.			
	No additional statements in the topic beyond those found in the Essential Knowledge and Skills Chart.		R Intro to Business Writing	
	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.			
Cluster Topic FNC10	Maintain, control, and plan the use of financial resources to protect solvency.			
	Discuss the fundamental principles of money.	IT Essentials	R Business Software	
		I Personal Finance	E All Class R Personal Finance	
<i>Sample Indicators</i>	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)			
FNC10.01	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			
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.)			
<i>Sample Indicators</i>	Set financial goals			
	Develop personal budget			
	Explain the need to save and invest			
FNC10.01.03	Manage personal finances to achieve financial goals.			
	Explain the nature of tax liabilities			
	Interpret a pay stub			
<i>Sample Indicators</i>	Read and reconcile bank statements			
	Maintain financial records			
	Demonstrate the wise use of credit			

Career Clusters Knowledge and Skills

	HS	PS	Course Notes
Validate credit history			
Protect against identity theft			
Prepare personal income tax forms (i.e., 1040 EZ)			
Describe the use of financial-services providers.	I Personal Finance	R Personal Finance	
<i>Sample Indicators</i> Describe types of financial-services providers			
Discuss considerations in selecting a financial-services provider			
Use investment strategies.	I Personal Finance	R Personal Finance	
<i>Sample Indicators</i> Explain types of investments	I Economics		
Explain the nature of capital investment			
Establish investment goals and objectives			
Identify potential business threats and opportunities to protect a business's financial well-being.	I Personal Finance	R Personal Finance	
<i>Sample Indicators</i> Describe the concept of insurance	I Street Law		
Obtain insurance coverage			
Settle insurance losses			
Identify speculative business risks			
Explain the nature of risk management			
Obtain business credit and control its use.		E Simulation, Eship	
<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			
Explain sources of financial assistance			
Explain loan evaluation criteria used by lending institutions			
Complete loan application package			

FNC10.01.04

Sample Indicators Describe types of financial-services providers

FNC10.01.05 Discuss considerations in selecting a financial-services provider
Use investment strategies.

Sample Indicators Explain types of investments
Explain the nature of capital investment
Establish investment goals and objectives
Identify potential business threats and opportunities to protect a business's financial well-being.

FNC10.01.06

Sample Indicators Describe the concept of insurance
Obtain insurance coverage
Settle insurance losses
Identify speculative business risks
Explain the nature of risk management
Obtain business credit and control its use.

FNC10.01.07

Sample Indicators 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
Explain sources of financial assistance
Explain loan evaluation criteria used by lending institutions
Complete loan application package

Career Clusters Knowledge and Skills

	HS	PS	Course Notes
FNC10.01.08 <i>Sample Indicators</i>	I Personal Finance	R Budgeting	
Manage financial resources to ensure solvency. Describe the nature of budgets Explain the nature of operating budgets Describe the nature of cost/benefit analysis Determine relationships among total revenue, marginal revenue, output, and profit Develop company's/department's budget Forecast sales Calculate financial ratios Interpret financial statements Describe types of financial statement analysis (e.g., ratio analysis, trend analysis, etc.) Spot problems in/issues with financial statements Explain the importance of financial markets in business. Describe the role of financial institutions Explain types of financial markets (i.e., money markets, securities markets, property market, market for risk transfer) Explain the nature of assets' values. Discuss factors that affect the value of an asset (e.g., cash flows, growth rate, timing, inflation, interest rate, opportunity cost, and risk and required return) Utilize sources of securities information to make informed financial decisions.			
FNC10.01.09 <i>Sample Indicators</i>	I Personal Finance	R Finance	
Describe sources of securities information Read/Interpret securities table			
FNC10.01.10	I Accounting	R Finance	
Use debt and equity capital to raise funds for business growth.			
<i>Sample Indicators</i>			
FNC10.01.11	R Econ		
<i>Sample Indicators</i>			
FNC10.01.12			
Describe the financial needs of a business at different stages of its development Discuss factors to consider in choosing between debt and equity capital Explain the significance of a firm's capital structure Plan, control, and organize a finance organization/department. Explain management's role in business success. Explain the concept of management ethics Explain the nature of managerial ethics Utilize planning tools that can guide finance organization's/department's activities. Explain the nature of business plans Develop company goals/objectives	I Finance, E-ship	4-year	
FNC10.02			
FNC10.02.01 <i>Sample Indicators</i>	I Intro to business I Marketing	R Management	
FNC10.02.02 <i>Sample Indicators</i>		R Management	

Career Clusters Knowledge and Skills

HS	PS	Course Notes
	MKT	
I Marketing 2	R Marketing	
I Marketing 2	R Marketing	
	BFIN	4-Year
	BFIN	4-Year
	I Finance	4-Year

FNC10.06.02
Sample Indicators
 Develop a financial product/service mix.
 Explain the concept of financial product/service mix
 Describe the nature of financial product/service bundling
 Identify financial product/service to fill a customer need
 Position financial products/services to acquire desired business image.

FNC10.06.03
Sample Indicators
 Describe factors used to position financial products/services
 Explain the nature of financial product/service branding
 Explain the role of customer service in positioning/image
 Position company to acquire desired business image.
 Explain the nature of corporate branding

FNC10.06.04
Sample Indicators
 Describe factors used by businesses to position corporate brands
Employ financial risk-management strategies and techniques used to minimize business loss.
 Describe the nature and scope of risk management in finance.

FNC10.07.01
Sample Indicators
 Explain the role of ethics in risk management
 Describe the use of technology in risk management
 Discuss legal considerations affecting risk management
 Use risk management techniques in finance.

FNC10.07.02
Sample Indicators
 Discuss the relationship between risk and business objectives
 Develop a risk management program
 Evaluate a risk management program
 Describe risk control methods in finance.

FNC10.07.03
Sample Indicators
 Discuss the nature of risk control (i.e., internal and external)
 Explain ways to assess risk
 Describe the importance of auditing risk control
 Discuss risk control systems

	HS	PS	Course Notes
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	/ Accounting	/ Accounting	
<i>Sample Indicators</i>			
Explain the nature of special journals			
Record transactions in special journals			
Perform accounts payable functions.			
FNPA02.01.04	/ Accounting	/ Accounting	
<i>Sample Indicators</i>			
Explain the nature of accounts payable			
Maintain a vendor file			
Analyze purchase transactions			
Post to an accounts payable subsidiary ledger			
Prepare a credit memorandum for returned goods			
Process invoices for payment			
Process accounts payable checks			
Prepare an accounts payable schedule			
Perform accounts receivable functions.			
Explain the nature of accounts receivable			
Maintain a customer file for accounts receivable			
Analyze sales transactions			
Post to an accounts receivable subsidiary ledger			
Process sales orders and invoices			
Process sales returns and allowances			
Process customer payments			
FNPA02.01.05	/ Accounting	/ Accounting	
<i>Sample Indicators</i>			
Explain the nature of accounts receivable			
Maintain a customer file for accounts receivable			
Analyze sales transactions			
Post to an accounts receivable subsidiary ledger			
Process sales orders and invoices			
Process sales returns and allowances			
Process customer payments			

Career Clusters Knowledge and Skills

<p>FNPA02.01.06 <i>Sample Indicators</i> Prepare customer statements Process uncollectible accounts Prepare an accounts receivable schedule Determine uncollectible accounts receivable Maintain inventory records to track the location, quantity, and value of current assets. Record inventory usage Process invoice of inventory Process results of inventory Process inventory adjustments Determine the cost of inventory Complete payroll procedures to calculate, record, and distribute payroll earnings. Calculate time cards Maintain employee earnings records</p>	<p>HS I Accounting I Accounting R Payroll E Payroll</p>	<p>PS</p>	<p>Course Notes</p>
<p>FNPA02.01.07 <i>Sample Indicators</i> Calculate employee earnings (e.g. gross earnings, net pay) Calculate employee-paid withholdings Prepare a payroll register Record the payroll in the general journal Complete payroll tax expense forms Prepare federal, state, and local payroll tax reports</p>	<p>HS I Accounting 2</p>	<p>PS I Accounting 1</p>	<p>Course Notes</p>
<p>FNPA02.01.08 <i>Sample Indicators</i> Perform specialized accounting procedures to track cash flow. Process notes payable and receivable Determine the book value of a plant asset Prepare depreciation schedules Record the disposition of assets Account for intangible assets Analyze accounting records to make business decisions</p>	<p>HS I Accounting 2</p>	<p>PS I Accounting 1</p>	<p>Course Notes</p>
<p>FNPA02.01.09 <i>Sample Indicators</i> Utilize cost accounting methods. Maintain job order cost sheets Calculate the cost of goods sold Compute overhead rates Apply overhead to jobs Conduct cost-volume-profit analysis Develop standard variable costs for a product Calculate variances Conduct variance analysis Perform cost allocation functions Prepare cost of production reports</p>	<p>HS I Accounting 2</p>	<p>PS I Accounting 201 R Cost Accounting</p>	<p>Course Notes</p>

Career Clusters Knowledge and Skills

	HS	PS	Course Notes
FNPA02.01.10 <i>Sample Indicators</i> Prepare budget reports to make business decisions. Process preliminary budget detail Prepare budget reports Determine relevant cost and revenue data for decision-making purposes Perform accounting functions specific to a partnership.		I Budgeting	
FNPA02.01.11 <i>Sample Indicators</i> Analyze a partnership agreement Allocate profits and losses to the partners Prepare a statement of partners' equities Prepare a balance sheet for a partnership Account for the revaluation of assets and liabilities prior to the dissolution of a partnership Account for the sale of a partnership interest Account for the withdrawal of a partner from a partnership Perform accounting functions specific to a corporation.	I Accounting 1	I Accounting 2	
		R Accounting 201	
FNPA02.01.12 <i>Sample Indicators</i> Discuss the nature of a consolidated financial statement Explain methods to account for the issuance of stock Analyze the articles of incorporation needed to start a corporation Compute the number of shares of common stock to be issued on the conversion of convertible preferred stock Compute dividends payable on stock Prepare a balance sheet for a corporation Complete a worksheet for a corporation Prepare an income statement for a corporation Prepare a statement of equity and retained earnings for a corporation Determine suitable internal accounting controls to ensure the proper recording of financial transactions. Explain the purpose of internal accounting controls Determine the components of internal accounting control procedures Maintain internal accounting controls Conduct an audit. Explain the nature of audits Discuss the nature of the Statement on Auditing Standards No. 99 (Considerations of Fraud in a Financial Statement Audit) Conduct an audit Prepare auditing reports	I Accounting 2	I Accounting 2	
		R Accounting 201	
FNPA02.01.13 <i>Sample Indicators</i> Determine suitable internal accounting controls to ensure the proper recording of financial transactions. Explain the purpose of internal accounting controls Determine the components of internal accounting control procedures Maintain internal accounting controls Conduct an audit. Explain the nature of audits		I Intermediate Accountin	4-year
FNPA02.01.14 <i>Sample Indicators</i> Discuss the nature of the Statement on Auditing Standards No. 99 (Considerations of Fraud in a Financial Statement Audit) Conduct an audit Prepare auditing reports			4-Year

Career Clusters Knowledge and Skills

FNPA04.01.03 Describe fundamental cost accounting concepts.
 Explain the nature of managerial cost accounting (e.g. activities, costs, cost drivers, etc.)
Sample Indicators
 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

FNPA04.01.04 Discuss the significance of responsibility in accounting.
 Describe social responsibility in accounting
 Discuss responsibility accounting

FNPA04.01.05 Describe Generally Accepted Accounting Principles (GAAP).
 Discuss the use of Generally Accepted Accounting Principles
Sample Indicators (GAAP)

HS	PS	Course Notes
	I Cost Accounting	4-year
I Accounting	I Accounting	
I Accounting	R All Accounting	