

Request for Approval with Assurances Montana Big Sky Pathways (Programs of Study)

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.

COPY

Assurances:

By my signature on this form, I assure that to the best of my ability the proposed Big Sky Pathway submitted for approval by this high school/college satisfies the 10 stated requirements. For approval, all 10 requirements must be checked. **NOTE: only the OPI Specialist has the authority to approve.**


Name of Big Sky Pathway (cluster level):	Finance (Accounting)
Name of High School:	Joliet High School
Names of Secondary Lead Teacher and Counselor:	Karen Bell; Brice Turk
<i>The Lead Secondary Teacher will be contacted if OPI has questions about this request</i>	
Lead Teacher's email address: kbell@joliet.k12.mt.us Lead Teacher's phone number: 406 962-3541	
Name of College:	MSU-Billings College of Technology
Name of College Program:	Accounting Technology
Name of College Lead Faculty Member:	Randy Schmitz

REQUIREMENTS FOR APPROVAL		✓
1.	Includes all state and local graduation requirements	✓
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	✓
3.	Outlines a non-duplicative sequence of courses from grades 9-12 and from secondary to postsecondary education	✓
4.	Prepares students for entry into a postsecondary program or apprenticeship	✓
5.	Leads to an industry-recognized postsecondary credential, degree or employment	✓
6.	Includes appropriate state standards and/or industry skills standards. Identify standards used: NBEA Standards	✓
7.	Aligns with an AAS program offered by a Montana college (college of technology, community college, tribal college, MSU-Northern)	✓
8.	Links with a web-based guidance delivery system such as MCIS If using something other than MCIS, please indicate:	✓
9.	When applicable, dual enrollment opportunities have been identified.	✓
10.	When applicable, Advanced Placement, IB courses and CTE START (statewide articulations) have been identified.	✓

High School Principal's Signature: <i>[Signature]</i>	Date: 1/24/11
H.S. Advisory Committee Member's Signature: <i>[Signature]</i>	Date: 1/24/11
College Chief Academic Officer's Signature: <i>[Signature]</i>	Date:
College Lead Faculty Member's Signature: <i>[Signature]</i>	Date: 1-25-11

Please submit this Request for Approval form and a copy of the Big Sky Pathway Proposal to:
OPI, Career and Technical Education, P.O. Box 202501, Helena, Montana 59620-2501

OPI Specialist Approval: <i>[Signature]</i>	Date of Approval: 5/25-11
OCHE Approval: <i>[Signature]</i>	Date of Approval: 1/13/12
<i>Both the college and the high school will receive a signed copy when the BSP is approved</i>	

HIGH SCHOOL: Joliet High School		 BIG SKY PATHWAY PROPOSAL
COLLEGE: MSU-Billings COT		
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

9th	Graduation Requirements Workforce/2-Year College Prep	English 9, World History, Earth Science, PE/Health 9, Algebra I	Recommended CTE Cluster Foundation Courses: Keyboarding or Microsoft Office/Desktop Publishing
	4-Year MT College/Univ Prep (Rigorous Core)		
	CTE and/or Electives	Keyboarding—if credit not received in Middle School (required for graduation)	
10th	Graduation Requirements Workforce/2-Year College Prep	English 10, Biology, PE/Health 10, Geometry	Other Recommended CTE Courses: Microsoft Office/Desktop Publishing Family Finance Accounting
	4-Year MT College/Univ Prep (Rigorous Core)		
	CTE and/or Electives	Microsoft Office/Desktop Publishing (required for graduation)	
11th	Graduation Requirements Workforce/2-Year College Prep	English 11, American History, Algebra II or Advanced Math	CTE Student Organization(s):
	4-Year MT College/Univ Prep (Rigorous Core)		
	CTE and/or Electives	Family Finance	
12th	Graduation Requirements Workforce/2-Year College Prep	English 12, Government/Economics	
	4-Year MT College/Univ Prep (Rigorous Core)		
	CTE and/or Electives	Accounting	

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:
Other:

POSTSECONDARY PROGRAM OF STUDY

	Math	English	Major	Other
13—Semester 1	M 108 Business Math		ACTG 101 Accounting Procedures I TASK 115 Keyboard App/Ten Key ACTG 180 Payroll Accounting	CAPP 120 Intro to Computers
13—Semester 2		WRIT 122 Intro to Business	ACTG 102 Accounting Procedures II	CAPP 154 MS Word

		Writing	Electives (3) ACTG 205 Computerized Accounting CTBU 171 Intro to Business Electives (3)	
14—Semester 1	College Math (3)		ACTG 103 Accounting Procedures III Electives (3)	CAPP 156 MS Excel COMT 109 Human Relations
14—Semester 2			CTBU 165 Business Law ACTG 125 QuickBooks Electives (3)	CAPP 158 MS Access COMT 130 Intro to Public Speaking

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.

FNC01.01.01 Employ numbers and operations in finance.

Sample Indicators

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

FNC01.01.02 Apply algebraic skills to make business decisions.

Sample Indicators

- 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

	M108 Business Math R/E
Algebra I	
Algebra I	
Algebra I	
Algebra I	
Algebra I/Geometry	
Algebra I/Algebra II	
Algebra I/Algebra II/Geometry	
Algebra I	
Algebra I	
Algebra I/Algebra II/Geometry/PreCalculus	

Career Clusters Knowledge and Skills

HS

MSU B COT

FNC01.01.03	Employ measurement skills to make business decisions.		
<i>Sample Indicators</i>	Recognize measurable attributes of objects Take measurements correctly		
FNC01.01.04	Perform data analysis to make business decisions.		
<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	Algebra II	
FNC01.01.05	Use problem-solving techniques to evaluate the accuracy of mathematical responses in finance.		
<i>Sample Indicators</i>	Identify problem-solving techniques Apply a variety of problem-solving strategies Adjust problem-solving strategies, when needed	Algebra I Algebra I/Algebra II/Geometry/PreCalculus Algebra I/Algebra II/Geometry/PreCalculus	ECNS 201 Principles of Microeconomics R/E Elective
FNC01.02	Discuss the economic principles and concepts fundamental to financial operations.		
FNC01.02.01	Discuss economic concepts impacting finance.		
<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	Economics Economics Economics Economics Economics	
FNC01.02.02	Explain the nature of business.		
<i>Sample Indicators</i>	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	Economics/Sociology/Government Economics Economics Economics/World History/US History Economics/Sociology Economics/Sociology/World History/US History	
FNC01.02.03	Describe economic systems.		

<i>Sample Indicators</i>	Explain the types of economic systems	Economics/World History		
	Explain the concept of private enterprise	Economics/World History		
	Identify factors affecting a business's profit	Economics/World History/US History		
	Determine factors affecting business risk	Economics/World History/US History		
	Explain the concept of competition Describe market structures	Economics/World History/US History Economics		
FNC01.02.04	Explain the impact of government on business activities.			
<i>Sample Indicators</i>	Determine the relationship between government and business Describe the nature of taxes Discuss the nature of monetary policy	Economics/Government Economics/Government Economics		
	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	Economics/World History/US History History/Government Economics Economics/Government Economics/Government		
	FNC01.02.05	Analyze cost/profit relationships in finance.		
	<i>Sample Indicators</i>	Explain the concept of productivity	Economics/US History/World History	
		Analyze impact of specialization/division of labor on productivity	Economics/Sociology/World History/US History	
FNC01.02.06	Explain the concept of organized labor and business Explain the impact of the law of diminishing returns Describe the concept of economies of scale	Economics/Sociology/US History History Economics Economics		
	Describe economic indicators impacting financial decision-making.			
	<i>Sample Indicators</i>	Describe the concept of price stability as an economic measure Discuss the measure of consumer spending as an economic indicator	Economics Economics Economics/Sociology/US History	
		Discuss the impact of a nation's unemployment rates Explain the concept of Gross Domestic Product Describe the economic impact of inflation on business	History Economics Economics/US History	

<p>FNC01.02.07</p> <p><i>Sample Indicators</i></p> <p>Explain unemployment and inflation tradeoffs</p> <p>Explain the economic impact of interest-rate fluctuations</p> <p>Determine the impact of business cycles on business activities</p> <p>Determine global trade's impact on business decision-making.</p>	<p>Economics</p> <p>Economics/US History</p> <p>Economics</p>
<p>FNC01.03.01</p> <p><i>Sample Indicators</i></p> <p>Explain the nature of global trade</p> <p>Describe the determinants of exchange rates and their effects on the domestic economy</p> <p>Discuss the impact of cultural and social environments on global trade</p> <p>Explain labor issues associated with global trade</p> <p>Integrate sociological knowledge of group behavior to understand customer decision-making in finance.</p> <p>Employ sociological knowledge to facilitate finance activities.</p> <p>Analyze and interpret complex societal issues, events, and problems</p>	<p>Economics/World History/US History</p> <p>Economics/US History</p> <p>Economics/US History/World History</p> <p>Economics</p> <p>Economics/Sociology</p> <p>Algebra II/PreCalculus/Economics/Sociology/World History/US History</p> <p>PreCalculus/Economics/Sociology</p>
<p>FNC01.04.01</p> <p><i>Sample Indicators</i></p> <p>Analyze researched information and statistics</p> <p>Reach reasoned conclusions</p> <p>Examine social beliefs, influences, and behavior</p> <p>Analyze group dynamics</p> <p>Assess human behavior</p> <p>Integrate psychological knowledge to understand finance customer motivation.</p> <p>Apply psychological knowledge to facilitate finance activities.</p> <p>Recognize factors influencing perception</p> <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>Economics/Sociology/World History</p> <p>Economics/Sociology</p> <p>Economics/Sociology</p> <p>Economics/Psychology</p> <p>Economics/Sociology/Psychology</p> <p>Economics/Sociology/Psychology</p> <p>Economics/Sociology</p> <p>Economics/Sociology</p> <p>Economics/Sociology/Psychology</p> <p>Economics/Sociology/Psychology</p> <p>Economics/Sociology/Psychology</p> <p>Economics/Sociology/Psychology</p>

Career Clusters Knowledge and Skills

MSU B COT

HS

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

Economics/Sociology/Psychology
 Economics/Psychology
 Economics/Psychology
 Economics/Psychology
 Economics/Psychology
 Economics/Sociology/Psychology
 Economics/Sociology/Psychology

COMT 109 I/R Human
 Relations

**Cluster Topic
 FNC02**

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
 FNC03**

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
 FNC04**

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
 FNC05**

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.

FNC05.01

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

Career Clusters Knowledge and Skills

HS

MSU B COT

<p>FNC05.01.02 <i>Sample Indicators</i></p> <ul style="list-style-type: none"> 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 <p>Develop concept for new finance venture.</p> <ul style="list-style-type: none"> 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 	<p>FNC05.01.03 <i>Sample Indicators</i></p> <ul style="list-style-type: none"> 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 <p>Actualize new finance venture.</p> <ul style="list-style-type: none"> 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 			

Career Clusters Knowledge and Skills

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<p><i>Sample Indicators</i></p> <p>Discuss the nature of human resources management</p> <p>Explain the role of ethics in human resources management</p> <p>Describe the use of technology in human resources management</p>	
<p>FNC05.05</p> <p>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.</p> <p>Discuss marketing's role and function.</p>	
<p>FNC05.05.01</p> <p><i>Sample Indicators</i></p> <p>Explain marketing and its importance in a global economy</p> <p>Describe marketing functions and related activities</p>	
<p>FNC05.05.02</p> <p><i>Sample Indicators</i></p> <p>Describe customer/client/business behavior in finance.</p> <p>Explain customer/client/business buying behavior</p> <p>Discuss actions employees can take to achieve the company's desired results</p> <p>Demonstrate connections between company actions and results (e.g., influencing consumer buying behavior, gaining market share, etc.)</p>	
<p>FNC05.05.03</p> <p><i>Sample Indicators</i></p> <p>Explain a finance organization's unique selling proposition.</p> <p>Identify company's unique selling proposition</p> <p>Identify internal and external service standards</p>	<p>COMT 109 Human Relations I/R</p>
<p>FNC05.06</p> <p>Utilize customer relations techniques and strategies to foster positive, ongoing relationships with finance customers.</p> <p>Foster positive relationships with finance customers.</p>	
<p>FNC05.06.01</p> <p><i>Sample Indicators</i></p> <p>Explain the nature of positive customer relations</p> <p>Demonstrate a customer-service mindset</p> <p>Explain management's role in customer relations</p>	
<p>FNC05.06.02</p> <p><i>Sample Indicators</i></p> <p>Reinforce finance organization's image by exhibiting the company's brand promise.</p> <p>Identify company's brand promise</p> <p>Determine ways of reinforcing the company's image through employee performance</p>	
<p>FNC05.06.03</p> <p><i>Sample Indicators</i></p> <p>Explain the nature and scope of customer relationship management in finance.</p> <p>Discuss the nature of customer relationship management</p>	

Career Clusters Knowledge and Skills

HS

MSU B COT

Explain the role of ethics in customer relationship management
Describe the use of technology in customer relationship management

Career Clusters Knowledge and Skills

HS

MSU B COT

FNC06.01.02	Implement safety procedures in finance. 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 Determine needed safety policies/procedures in finance.	
<i>Sample Indicators</i>		
FNC06.01.03	Identify potential safety issues Establish safety policies and procedures Implement security policies/procedures in finance. Explain routine security precautions Follow established security procedures/policies Protect company information and intangibles Develop policies/procedures to protect workplace security in finance.	
<i>Sample Indicators</i>		
FNC06.01.04	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	
<i>Sample Indicators</i>		
FNC06.01.05	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	
<i>Sample Indicators</i>		
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.	
FNC08.01	Know and abide by laws, regulations, and ethical behavior that affect finance operations and transactions. Employ ethical actions in obtaining and providing finance information. 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	
FNC08.01.01	Employ ethical actions in obtaining and providing finance information. 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	
<i>Sample Indicators</i>		
FNC08.01.02	Apply ethics in finance. Explain the nature of business ethics	
<i>Sample Indicators</i>		Accounting

Career Clusters Knowledge and Skills

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MSU B COT

<p>FNC08.01.03</p> <p><i>Sample Indicators</i></p> <p>Demonstrate responsible behavior Demonstrate honesty and integrity Demonstrate ethical work habits</p>	<p>Accounting Accounting Accounting</p>
<p>Manage internal and external business relationships in finance.</p> <p>Treat others fairly at work</p>	
<p>FNC08.01.04</p> <p><i>Sample Indicators</i></p> <p>Describe ethics in human resources issues</p>	
<p>Explain the nature and scope of business laws and regulations.</p> <p>Discuss the nature of law and sources of law in the United States</p>	
<p>FNC08.01.05</p> <p><i>Sample Indicators</i></p> <p>Describe the United States' judicial system</p>	
<p>Discuss the civil foundations of the legal environment of business.</p> <p>Identify the basic torts relating to business enterprises</p>	
<p>FNC08.01.06</p> <p><i>Sample Indicators</i></p> <p>Describe the nature of legally binding contracts</p>	
<p>Explore the regulatory environment of United States' businesses.</p> <p>Describe the nature of legal procedures</p>	
<p>FNC08.01.07</p> <p><i>Sample Indicators</i></p> <p>Discuss the nature of debtor-creditor relationships</p>	
<p>Explain the nature of agency relationships</p> <p>Discuss the nature of environmental law</p>	
<p>Discuss the role of administrative law</p> <p>Describe human resources laws and regulations.</p> <p>Explain the nature of human resources regulations</p>	
<p>Explain the nature of workplace regulations (including OSHA, ADA)</p> <p>Discuss employment relationships</p>	
<p>FNC08.01.08</p> <p><i>Sample Indicators</i></p> <p>Determine form of business ownership.</p> <p>Explain types of business ownership</p>	<p>Accounting</p>
<p>Select form of business ownership</p> <p>Explain commerce laws and regulations.</p> <p>Explain the nature of trade regulations</p>	
<p>FNC08.01.09</p> <p><i>Sample Indicators</i></p> <p>Describe the impact of anti-trust legislation</p>	
<p>Discuss tax laws and regulations.</p> <p>Explain the nature of tax regulations on business</p>	
<p>FNC08.01.10</p> <p><i>Sample Indicators</i></p> <p>Explain the nature of businesses' reporting requirements</p>	
<p>Develop strategies for legal/government compliance</p> <p>FNC08.01.11</p> <p>Describe government regulation of the finance industry.</p>	

Career Clusters Knowledge and Skills		HS	MSU B COT
FNC10.01.08	Manage financial resources to ensure solvency.		
<i>Sample Indicators</i>	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		
FNC10.01.09	Explain the importance of financial markets in business.		
<i>Sample Indicators</i>	Describe the role of financial institutions Explain types of financial markets (i.e., money markets, securities markets, property market, market for risk transfer)		
FNC10.01.10	Explain the nature of assets' values.		
<i>Sample Indicators</i>	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)		
FNC10.01.11	Utilize sources of securities information to make informed financial decisions.		
<i>Sample Indicators</i>	Describe sources of securities information Read/Interpret securities table		
FNC10.01.12	Use debt and equity capital to raise funds for business growth.		
<i>Sample Indicators</i>	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		
FNC10.02	Plan, control, and organize a finance organization/department.		
FNC10.02.01	Explain management's role in business success.		
<i>Sample Indicators</i>	Explain the concept of management Explain the nature of managerial ethics		
FNC10.02.02	Utilize planning tools that can guide finance organization's/department's activities.		
<i>Sample Indicators</i>	Explain the nature of business plans Develop company goals/objectives		

Career Clusters Knowledge and Skills

Use Customer Relationship Management (CRM) technology

HS

MSU B COT

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<p>FNC10.05</p>	<p>Access, process, maintain, evaluate, and disseminate financial information to assist business decision-making.</p>		
<p>FNC10.05.01</p>	<p>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</p>		
<p><i>Sample Indicators</i></p>			
<p>FNC10.05.02</p>	<p>Explain the role of ethics in financial-information management Discuss the importance of accurately reporting a business's financial position. Describe the need to accurately report a business's financial position</p>		
<p><i>Sample Indicators</i></p>	<p>Describe the relationship between accounting (with an emphasis on cash flow) and finance (with an emphasis on decision-making)</p>		
<p>FNC10.05.03</p>	<p>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.</p>		
<p><i>Sample Indicators</i></p>	<p>Discuss the impact of economic conditions on finance Explain the use of financial information to identify trends</p>		
<p>FNC10.05.04</p>	<p>Describe the need 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. Describe the use of technology in the financial-information management function</p>		
<p><i>Sample Indicators</i></p>	<p>Demonstrate data mining techniques Demonstrate budgeting applications Demonstrate financial analysis applications Demonstrate advanced database applications</p>		
<p>FNC10.06</p>	<p>Obtain, develop, maintain, and improve a financial product or service mix in order to respond to market opportunities.</p>		
<p>FNC10.06.01</p>	<p>Explain the nature and scope of product/service management. Explain the nature and scope of the product/service management function</p>		
<p><i>Sample Indicators</i></p>	<p>Identify the impact of product life cycles on business decisions</p>		

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<p>Explain the use of technology in the product/service management function</p>		
<p>Discuss business ethics in product/service management</p>		
<p>Develop a financial product/service mix.</p>		
<p>Explain the concept of financial product/service mix</p>		
<p>Describe the nature of financial product/service bundling</p>		
<p>Identify financial product/service to fill a customer need</p>		
<p>Position financial products/services to acquire desired business image.</p>		
<p><i>Sample Indicators</i></p>		
<p>Describe factors used to position financial products/services</p>		
<p>Explain the nature of financial product/service branding</p>		
<p>Explain the role of customer service in positioning/image</p>		
<p>Position company to acquire desired business image.</p>		
<p><i>Sample Indicators</i></p>		
<p>Explain the nature of corporate branding</p>		
<p>Describe factors used by businesses to position corporate brands</p>		
<p>FNC10.07 Employ financial risk-management strategies and techniques used to minimize business loss.</p>		
<p>FNC10.07.01 Describe the nature and scope of risk management in finance.</p>		
<p><i>Sample Indicators</i></p>		
<p>Explain the role of ethics in risk management</p>		
<p>Describe the use of technology in risk management</p>		
<p>Discuss legal considerations affecting risk management</p>		
<p>Use risk management techniques in finance.</p>		
<p><i>Sample Indicators</i></p>		
<p>Discuss the relationship between risk and business objectives</p>		
<p>Develop a risk management program</p>		
<p>Evaluate a risk management program</p>		
<p>Describe risk control methods in finance.</p>		
<p><i>Sample Indicators</i></p>		
<p>Discuss the nature of risk control (i.e., internal and external)</p>		
<p>Explain ways to assess risk</p>		
<p>Describe the importance of auditing risk control</p>		
<p>Discuss risk control systems</p>		

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- 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

FNPA02.01.02

Maintain cash controls.

Sample Indicators

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

- 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

Sample Indicators

- Explain the nature of special journals
- Record transactions in special journals

FNPA02.01.04

Perform accounts payable functions.

Sample Indicators

- 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

Accounting		
Accounting		
Accounting		
Accounting		
		ACTG 101 - ACTG 102 - ACTG 103 - ACTG 125 - ACTG 205 I/R/E
Accounting		
Accounting		
Accounting		
Accounting		
Accounting		
		ACTG 102 Accounting Procedures II R/E
Accounting		
Accounting		
		ACTG 102 Accounting Procedures II - ACTG 125 QuickBooks ACTG 205 R/E
Accounting		
Accounting		
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Accounting		
Accounting		

<p>FNPA02.01.10 <i>Sample Indicators</i></p> <p>Prepare budget reports to make business decisions. Process preliminary budget detail Prepare budget reports Determine relevant cost and revenue data for decision-making purposes</p>	
<p>FNPA02.01.11 <i>Sample Indicators</i></p> <p>Perform accounting functions specific to a partnership. 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</p>	<p>ACTG 103 E</p>
<p>FNPA02.01.12 <i>Sample Indicators</i></p> <p>Perform accounting functions specific to a corporation. 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</p>	<p>ACTG 103 - Accounting Procedures 3 E</p> <p>Accounting Accounting Accounting Accounting</p>
<p>FNPA02.01.13 <i>Sample Indicators</i></p> <p>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</p>	
<p>FNPA02.01.14 <i>Sample Indicators</i></p> <p>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</p>	<p>Baccalaureate Program</p>

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FNPA02.01.15	Perform tax accounting functions.		
<i>Sample Indicators</i>	<ul style="list-style-type: none"> Explain record keeping procedures for tax accounting Identify tax issues for clients Explain the role of accountants in income tax planning Integrate tax strategies with family financial goals Discuss the nature of corporate tax accounting 		
INFORMATION MANAGEMENT			
FNPA03.01	Access, process, maintain, evaluate, and disseminate financial information to assist business decision-making.		
FNPA03.01.01	Utilize accounting technology.		
<i>Sample Indicators</i>	<ul style="list-style-type: none"> Discuss the use of data mining in accounting Integrate technology into accounting 		
PROFESSIONAL DEVELOPMENT			
FNPA04.01	Utilize career planning concepts, tools, and strategies to explore, obtain, and develop in an accounting career.		
FNPA04.01.01	Describe careers in accounting.		
<i>Sample Indicators</i>	<ul style="list-style-type: none"> Discuss the role and responsibilities of certified public accountants Describe the role and responsibilities of general ledger accountants 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.		
<i>Sample Indicators</i>	<ul style="list-style-type: none"> Discuss professional designations for accountants (e.g. CPA, CMA, ABA, etc.) 		

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FNPA04.01.03	<p>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</p>		
<i>Sample Indicators</i>	<p>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</p>		
FNPA04.01.04	<p>Discuss the significance of responsibility in accounting.</p>		
<i>Sample Indicators</i>	<p>Describe social responsibility in accounting Discuss responsibility accounting</p>		ACTG 180 Payroll Accounting I/R
FNPA04.01.05	<p>Describe Generally Accepted Accounting Principles (GAAP).</p>		
<i>Sample Indicators</i>	<p>Discuss the use of Generally Accepted Accounting Principles (GAAP)</p>	Accounting	