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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:	Libby High School			
Names of High School Lead Teacher & Counselor:	Michelle Foss ; Mark Krenzy			
The Lead High School Teacher will be contacted if OPI has questions about this request.				
Lead Teacher's email address:	fossm@libbyschools.org			
Lead Teacher's phone number:	293-8802 ext. 1966			
Name of College:	EVCC			
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.	✓		
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.	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: MT State Standards.	✓		
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:		Date:	1-31-12	
High School CTE Teacher's Signature:		Date:	1-26-12	
High School Counselor's Signature:		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:		Date:	3/7/12	
College Lead Faculty Member's Signature:		Date:	3/6/12	
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:	May 15, 2012	
OCHE Approval:		Date of Approval:	October 28, 2012	

HIGH SCHOOL: Libby High School		BIG SKY PATHWAY PROPOSAL 
COLLEGE: FVCC		
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	Preparation	Courses	CTE Cluster
9th	Graduation Requirements Workforce/2-Year College Prep	Computer Applications, MT History/Geography, Math, English, 9 th PE/Health, Physical Science, Fine Arts Elective	Recommended CTE Cluster Foundation Courses: Computer Applications
	4-Year MT College/Univ Prep (Rigorous Core)	Computer Applications, MT History/Geography, Math, Adv English, 9 th PE/Health, Physical Science, Fine Arts Elective	
	CTE and/or Electives		
10th	Graduation Requirements Workforce/2-Year College Prep	10 th PE/Health, English, Math, Science	Other Recommended CTE Courses: Computerized Accounting
	4-Year MT College/Univ Prep (Rigorous Core)	10 th PE/Health, Adv. English, Math, Biology, Global Studies	
	CTE and/or Electives	Accounting I	
11th	Graduation Requirements Workforce/2-Year College Prep	US History, English, Math, Science	CTE Student Organization(s): BPA
	4-Year MT College/Univ Prep (Rigorous Core)	AP US History, AP English, Math, Chemistry	
	CTE and/or Electives	Accounting II	
12th	Graduation Requirements Workforce/2-Year College Prep	Senior Government, English	
	4-Year MT College/Univ Prep (Rigorous Core)	AP Senior Government, AP English, Stat/Trig, Science Elective	
	CTE and/or Electives	Intro to Business and Financial Planning	

ADVANCED LEARNING OPPORTUNITIES

High School to College/Career Linkages

CTE START courses: Accounting I
Advanced Placement or IB courses:
Dual Enrollment courses:
Online courses:
Other:

POSTSECONDARY PROGRAM OF STUDY

	Math	English	Major	Other
13—Semester 1	M 121 College Algebra	WRIT 122C Introduction to Business Writing	ACTG 201 Principles of Financial Acct	SP 120C Interpersonal Relations/Communications BADM 176 Human Relations in Business
13—Semester 2			ACTG 180 Payroll Accounting ACTG 202 Principles of Managerial Acct CMPA 131T Business Software	BUS 271 Business Law ECNS 201B Principles of MicroEconomics
14—Semester 1			ACTG 205 Computerized Acct ACTG 211 Income Tax Fundamentals	BUS 275 Fund of Mgmt Info Systems

			ACTG 231 Applied Acct ACTG 241 Intermediate Acct I	
14—Semester 2			ACTG 207 Adv Acct on Microcomputers ACTG 210 Cost and Advanced Acct ACTG 298 Internship	BFIN 260 Principles of Finance Elective(s) - ACTG, BADM, BUS, CAPP, CMPA, BFIN

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.*

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

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

Employ measurement skills to make business decisions.

Recognize measurable attributes of objects

Take measurements correctly

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

Apply a variety of problem-solving strategies

Adjust problem-solving strategies, when needed

Discuss the economic principles and concepts fundamental to financial operations.

Discuss economic concepts impacting finance.

ALG 1	BFIN		4-Year
ACCT, ALG 1	BFIN,		4-Year
GEOMETRY	BFIN, Simulation		4-Year
LAB SCIENCES, INTRO TO BUS	Simulation, ACTG, BFIN		4-Year
ALG, GEOM.	BFIN		4-Year
INTRO TO BUS	BFIN,		4-Year

Career Clusters Knowledge and Skills

Sample Indicators	HS	PS	Course Notes
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			
FNC01.02.02	INTRO TO BUS	E-Ship, MKT	
<i>Sample Indicators</i>			
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			
FNC01.02.03	INTRO TO BUS	ECON	4-Year
<i>Sample Indicators</i>			
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			
FNC01.02.04	FINANCIAL PLANNING	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			
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			
FNC01.02.05	ACCT 2	BFIN, ACTG	
<i>Sample Indicators</i>			
Analyze cost/profit relationships in finance.			
Explain the concept of productivity			
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			
FNC01.02.06	INTRO TO BUS	ACTG, BFIN	4-Year
<i>Sample Indicators</i>			
Describe economic indicators impacting financial decision-making.			
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			
Determine the impact of business cycles on business activities			
FNC01.02.07	INTRO TO BUS	MGMT, MKT, E-ship	4-Year
<i>Sample Indicators</i>			
Determine global trade's impact on business decision-making.			
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			

Career Clusters Knowledge and Skills

HS

PS

Course Notes

FNC01.03

Explain labor issues associated with global trade
Integrate sociological knowledge of group behavior to understand customer decision-making in finance.

FNC01.03.01

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

Sample Indicators

FNC01.04

Integrate psychological knowledge to understand finance customer motivation.
Apply psychological knowledge to facilitate finance activities.

FNC01.04.01

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

Sample Indicators

**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.

	HS	PS	Course Notes
MARKETING			
	MKT		
		4-Year	
MARKETING, PSYCHOLOGY	MKT		
		4-Year	
ENGLISH 9-12			
INTRO TO BUS			
COMPUTER APPLICATIONS			

Career Clusters Knowledge and Skills		HS	PS	Course Notes
<i>Sample Indicators</i>	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			
FNC05.06.02	Explain management's role in customer relations 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			
FNC05.06.04	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	Discuss operation's role and function in finance.		BFIN	
<i>Sample Indicators</i>	Explain the nature of operations Discuss the role of ethics in operations			
FNC05.07.02	Describe the use of technology in operations Implement purchasing activities in finance.		R Accounting 201, 101	
<i>Sample Indicators</i>	Explain the nature and scope of purchasing Place orders/reorders Maintain inventory of supplies Manage the bid process in purchasing Select vendors			
FNC05.07.03	Evaluate vendor's performance Describe production's role and function.		Simulation	
<i>Sample Indicators</i>	Explain the concept of production Describe production activities			
FNC05.07.04	Implement quality-control processes in finance.		I Accounting, Simulation	4-year
<i>Sample Indicators</i>	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			
Cluster Topic FNC06	SAFETY, HEALTH AND ENVIRONMENTAL: <i>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.</i>			

	HS	PS	Course Notes
FNC06.01 Implement safety, health, and environmental controls to enhance productivity in finance.	BUSINESS LAW		
FNC06.01.01 <i>Sample Indicators</i> Adhere to health and safety regulations in finance. Describe health and safety regulations in business Report noncompliance with business health and safety regulations	BUSINESS LAW	I Accounting, Finance	
FNC06.01.02 <i>Sample Indicators</i> 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	INDUSTRIAL ED	R Culinary Lab Science	
FNC06.01.03 <i>Sample Indicators</i> Determine needed safety policies/procedures in finance. Identify potential safety issues Establish safety policies and procedures	LAB SCIENCES		
FNC06.01.04 <i>Sample Indicators</i> Implement security policies/procedures in finance. Explain routine security precautions Follow established security procedures/policies	BUSINESS LAW	R Accounting R Personal Finance	
FNC06.01.05 <i>Sample Indicators</i> Develop policies/procedures to protect workplace security in finance. Protect company information and intangibles 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	BUSINESS LAW	R Human Relations	

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.

FNC08.01.01 <i>Sample Indicators</i> 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	INTRO TO BUSINESS	R Leadership	
FNC08.01.02 <i>Sample Indicators</i> Apply ethics in finance. Explain the nature of business ethics Demonstrate responsible behavior Demonstrate honesty and integrity Demonstrate ethical work habits	FINANCIAL PLANNING	R Intro to Bus Writing	
FNC08.01.03 <i>Sample Indicators</i> Manage internal and external business relationships in finance. Treat others fairly at work Describe ethics in human resources issues	BUSINESS LAW	R Business Law	
FNC08.01.04 <i>Sample Indicators</i> Explain the nature and scope of business laws and regulations.	BUSINESS LAW	R Business Law	

Career Clusters Knowledge and Skills

Course Notes

PS

HS

Sample Indicators	HS	PS	Course Notes
FNC08.01.05	BUSINESS LAW	R Business Law	
FNC08.01.06	BUSINESS LAW CONT ISSUES	R Political Science	
FNC08.01.07	BUSINESS LAW	R Business Law	
FNC08.01.08	INTRO TO BUS ACCT 1	R E-Ship R Accounting	
FNC08.01.09	BUSINESS LAW	R Business Law	
FNC08.01.10	INTRO TO BUS	I Tax Accounting	
FNC08.01.11	BUSINESS LAW	R Management	
FNC08.01.12		R E-Eship	
FNC09	FINANCIAL PLANNING	R Intro to Business Writing	
FNC10	COMPUTER APPLICATIONS	R Business Software	
FNC10.01	FINANCIAL PLANNING	E All Class	
FNC10.01.01	FINANCIAL PLANNING	R Personal Finance	

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.

Identify the basic torts relating to business enterprises
Describe the nature of legally binding contracts
Explore the regulatory environment of United States' businesses.
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.
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.
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

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.

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.
Discuss the fundamental principles of money.

Career Clusters Knowledge and Skills

HS	PS	Course Notes
<p>Determine relationships among total revenue, marginal revenue, output, and profit</p> <p>Develop company's/department's budget</p> <p>Forecast sales</p> <p>Calculate financial ratios</p> <p>Interpret financial statements</p> <p>Describe types of financial statement analysis (e.g., ratio analysis, trend analysis, etc.)</p> <p>Spot problems in/issues with financial statements</p> <p>Explain the importance of financial markets in business.</p>		
FNC10.01.09	R Finance	
<p><i>Sample Indicators</i></p> <p>Describe the role of financial institutions</p> <p>Explain types of financial markets (i.e., money markets, securities markets, property market, market for risk transfer)</p> <p>Explain the nature of assets' values.</p> <p>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)</p> <p>Utilize sources of securities information to make informed financial decisions.</p> <p>Describe sources of securities information</p> <p>Read/Interpret securities table</p> <p>Use debt and equity capital to raise funds for business growth.</p> <p>Describe the financial needs of a business at different stages of its development</p> <p>Discuss factors to consider in choosing between debt and equity capital</p> <p>Explain the significance of a firm's capital structure</p>		
FNC10.01.10	R Finance	
<p><i>Sample Indicators</i></p> <p>FNC10.01.11</p> <p><i>Sample Indicators</i></p> <p>FNC10.01.12</p> <p><i>Sample Indicators</i></p>		
FNC10.02	I Finance, E-ship	4-year
<p>Plan, control, and organize a finance organization/department.</p> <p>Explain management's role in business success.</p> <p>Explain the concept of management</p> <p>Explain the nature of managerial ethics</p> <p>Utilize planning tools that can guide finance organization's/department's activities.</p> <p>Explain the nature of business plans</p> <p>Develop company goals/objectives</p> <p>Define business mission</p> <p>Conduct an organizational SWOT</p> <p>Explain external planning considerations</p> <p>Identify and benchmark key performance indicators (e.g., dashboards, scorecards, etc.)</p> <p>Develop action plans</p> <p>Develop business plan</p> <p>Control a finance organization's/department's activities.</p> <p>Describe the nature of managerial control (control process, types of control, what is controlled)</p> <p>Analyze operating results in relation to budget/industry</p> <p>Track performance of business plan</p>		
FNC10.02.01	R Management	
<p><i>Sample Indicators</i></p> <p>FNC10.02.02</p>		
<p><i>Sample Indicators</i></p> <p>FNC10.02.03</p> <p><i>Sample Indicators</i></p>		
FNC10.03	I Management	
<p>Monitor, plan, and control day-to-day activities required for continued business functioning.</p> <p>Implement expense-control strategies.</p> <p>Explain the nature of overhead/operating costs</p> <p>Explain employee's role in expense control</p> <p>Control use of supplies</p> <p>Conduct breakeven analysis</p>		
FNC10.03.01	I Management	
<p><i>Sample Indicators</i></p>		

Career Clusters Knowledge and Skills

	HS	PS	Course Notes
<p>FNC10.03.02 <i>Sample Indicators</i></p> <p>FNC10.04 Discuss techniques and strategies used in finance to foster positive, ongoing relationships with customers.</p> <p>FNC10.04.01 <i>Sample Indicators</i></p> <p>FNC10.04.02 <i>Sample Indicators</i></p>		Management	
		Customer Service	
		I Access	
<p>FNC10.05 Access, process, maintain, evaluate, and disseminate financial information to assist business decision-making.</p> <p>FNC10.05.01 <i>Sample Indicators</i></p> <p>FNC10.05.02 <i>Sample Indicators</i></p> <p>FNC10.05.03 <i>Sample Indicators</i></p> <p>FNC10.05.04 <i>Sample Indicators</i></p>		R Accounting BFIN R Intermediate Accountin	
<p>COMPUTER APPLICATIONS ACCT 2</p> <p>ACCT 2</p>		R All Accounting E Simulation Accounting 1, 2, 3, 4	

Negotiate service and maintenance contracts			
Negotiate lease or purchase of facility			
Develop expense control plans			
Use budgets to control operations			
Maintain property and equipment.			
Identify routine activities for maintaining business facilities and equipment			
Plan maintenance program			
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			
Use Customer Relationship Management technology.			
Explain the use of databases in customer relationship management			
Use Customer Relationship Management (CRM) technology			
Access, process, maintain, evaluate, and disseminate financial information to assist business decision-making.			
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			
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)			
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			
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			
Demonstrate data mining techniques			
Demonstrate budgeting applications			
Demonstrate financial analysis applications			
Demonstrate advanced database applications			

FNC10.06 Obtain, develop, maintain, and improve a financial product or service mix in order to respond to market opportunities.

FNC10.06.01

Sample Indicators

Explain the nature and scope of product/service management.
Explain the nature and scope of the product/service management function

Identify the impact of product life cycles on business decisions
Explain the use of technology in the product/service management function

FNC10.06.02

Sample Indicators

Develop a financial product/service mix
Explain the concept of financial product/service bundling
Describe the nature of financial product/service bundling
Identify financial product/service to fill a customer need

FNC10.06.03

Sample Indicators

Position financial products/services to acquire desired business image.

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

FNC10.06.04

Sample Indicators

Position company to acquire desired business image.
Explain the nature of corporate branding
Describe factors used by businesses to position corporate brands

FNC10.07 Employ financial risk-management strategies and techniques used to minimize business loss.

FNC10.07.01

Sample Indicators

Describe the nature and scope of risk management in finance.
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

FNC10.07.03

Sample Indicators

Describe risk control methods in finance.
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

D. PATHWAY KNOWLEDGE AND SKILLS

The following knowledge and skill statements apply to all careers in the Accounting Pathway. The statements are organized within four topics.

**Pathway Topic
FNPA01**

BUSINESS LAW

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

FNPA01.01

FNPA01.01.01

Describe regulation of accounting.

MARKETING			
MARKETING	I E-ship		4-year
	All Business Classes		4-year
	MKT		
	R Marketing		
	R Marketing		
BUSINESS LAW	BFIN		4-Year
	BFIN		4-Year
	I Finance		4-Year

BUSINESS LAW	I Accounting		4-year

Career Clusters Knowledge and Skills

HS	PS	Course Notes
		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.
ACCT 1	I Accounting	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
		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.
ACCT 2	I Accounting	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.
ACCT 1	R Payroll	Calculate time cards
	E Payroll	Maintain employee earnings records
		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
		Perform specialized accounting procedures to track cash flow.
ACCT 1	I Accounting 1	Process notes payable and receivable
ACCT 2		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
		Utilize cost accounting methods.
	I Accounting 201	Maintain job order cost sheets
	R Cost Accounting	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
ACCT 2	I Budgeting	Prepare budget reports to make business decisions.
		Process preliminary budget detail

FNPA02.01.05

Sample Indicators

FNPA02.01.06

Sample Indicators

FNPA02.01.07

Sample Indicators

FNPA02.01.08

Sample Indicators

FNPA02.01.09

Sample Indicators

FNPA02.01.10

Sample Indicators

Career Clusters Knowledge and Skills

HS	PS	Course Notes
ACCT 1	I Accounting 2 R Accounting 201	
ACCT 2	I Accounting 2 R Accounting 201	
	I Intermediate Accountin	4-year
		4-Year
	I Tagx Accountin	4-Year
COMPUTERIZED ACCOUNTING		
COMPUTERIZED ACCOUNTING		Accounting on Micros

Prepare budget reports
 Determine relevant cost and revenue data for decision-making purposes

FNPA02.01.11
Sample Indicators
 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

FNPA02.01.12
Sample Indicators
 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

FNPA02.01.13
Sample Indicators
 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

FNPA02.01.14
Sample Indicators
 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
 Perform tax accounting functions.
 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

FNPA02.01.15
Sample Indicators
 Prepare auditing reports
 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

Pathway Topic FNPA03
INFORMATION MANAGEMENT
 Access, process, maintain, evaluate, and disseminate financial information to assist business decision-making.
FNPA03.01
Sample Indicators
 Utilize accounting technology.
 Discuss the use of data mining in accounting
 Integrate technology into accounting

Pathway Topic FNPA04
PROFESSIONAL DEVELOPMENT

Utilize career planning concepts, tools, and strategies to explore, obtain, and develop in an accounting career.

FNPA04.01

FNPA04.01.01

Sample Indicators

Describe careers in accounting.
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

Explore accounting licensing and certification programs.

FNPA04.01.02

Sample Indicators

FNPA04.01.03

Sample Indicators

Discuss professional designations for accountants (e.g. CPA, CMA, ABA, etc.)
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

FNPA04.01.04

Sample Indicators

Discuss the significance of responsibility in accounting.

Describe social responsibility in accounting

Discuss responsibility accounting

Describe Generally Accepted Accounting Principles (GAAP).

FNPA04.01.05

Sample Indicators

Discuss the use of Generally Accepted Accounting Principles (GAAP)

Acct 1 ACCT 1			
	I Accounting		
Acct 1	I All Accounting		
	I Cost Accounting		4-year
Acct 1	I Accounting		
Acct 1	R All Accounting		