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:	Manhattan High School
Names of High School Lead Teacher & Counselor:	Todd Lucier / John Silliti
The Lead High School Teacher will be contacted if OPI has questions about this request.	
Lead Teacher's email address:	tlucier@manhattan.k12.mt.us
Lead Teacher's phone number:	406-284-3341 x356
Name of College:	Montana Tech College of Technology
Name of College Program:	Accounting Technology
Name of College Lead Faculty Member:	Vicki DeFritz

	REQUIREMENTS FOR APPROVAL (IP = In Progress)	YES	IP	NO
1.	Includes all state and local graduation requirements preparing students for entry into a postsecondary program or apprenticeship.	X		
2.	Identifies the appropriate secondary CTE, academic, and recommended elective courses offered by this high school which will prepare the student for college-level courses without remediation.	X		
3.	Outlines a non-duplicative sequence of courses from grades 9-12 and from secondary to postsecondary education.	X		
4.	Leads to an industry-recognized postsecondary credential, degree or employment			
5.	Completed "Gap Analysis" with a program offered by a Montana postsecondary institution.	X	X	
6.	When applicable, dual enrollment, Advanced Placement, International Baccalaureate courses and CTE START (Statewide Articulations) opportunities have been identified.	X		
7.	Pathway curriculum includes appropriate state/national standards and/or industry skills standards. Identify standards used:	X		
8.	Links with a web-based guidance delivery system such as Montana Career Information System (MCIS). If using something other than MCIS, please indicate:	X		

High School Principal's Signature:	[signature]	*Date:* 1-9-12
High School CTE Teacher's Signature:	[signature]	*Date:* 1-9-12
High School Counselor's Signature:	[signature]	*Date:* 1-9-12

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:	[signature]	*Date:* 2/14/12
College Lead Faculty Member's Signature:	[signature]	*Date:* 2/1/12

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: [signature]	**Date of Approval:** May 15, 2012
OCHE Approval:	**Date of Approval:** October 28, 2012

HIGH SCHOOL: Manhattan High School		BIG SKY PATHWAY PROPOSAL
COLLEGE: Montana Tech College of Technology		
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:** • 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 *For a complete listing, go to:* *http://online.onetcenter.org/find/career?c=6&g=Go*

SUGGESTED HIGH SCHOOL COURSES

9th	Graduation Requirements Workforce/2-Year College Prep	English 1, Algebra 1, Earth Science, P.E.	**Recommended CTE Cluster Foundation Courses:** Computer 1
	4-Year MT College/Univ Prep (Rigorous Core	Spanish 1	
	CTE and/or Electives	*Computer 1*	
10th	Graduation Requirements Workforce/2-Year College Prep	English 2, Geometry, Biology, Health, P.E. 2	
	4-Year MT College/Univ Prep (Rigorous Core)	World History, Spanish 2	**Other Recommended CTE Courses:** Business Law Advanced Accounting PC Troubleshooting
	CTE and/or Electives	*Business Law*	
11th	Graduation Requirements Workforce/2-Year College Prep	Speech, American History, Composition	
	4-Year MT College/Univ Prep (Rigorous Core)	Algebra 2, Chemistry	
	CTE and/or Electives	Accounting	**CTE Student Organization(s):** **Business Professionals of America**
12th	Graduation Requirements Workforce/2-Year College Prep	Government, Montana Cultural Studies, English elective, Math or Science elective	
	4-Year MT College/Univ Prep (Rigorous Core)	Advanced Math, Calculus, Physics, Advanced Biology	
	CTE and/or Electives		

ADVANCED LEARNING OPPORTUNITIES

High School to College/Career Linkages

CTE START courses:

Advanced Placement or IB courses:
Calculus, Composition **AP Calculus, and AP Composition**

Dual Enrollment courses:

Online courses:
Montana Digital Academy

Other:

POSTSECONDARY PROGRAM OF STUDY

	Math	English	Major	Other
13—Semester 1			**ACTG 101 Acct Procedures I** **BUS 120 Keyboarding** **BUS 265 Business Applications** **CAPP 131 Basic MS Office**	
13—Semester 2	**M 95 Intro. To Algebra**	**WRIT 101 College Writing 1**	**BUS 0113 Human Resource Issues** **ACTG 201 Principles of Financial Acct**	**COMM 1216 Principles of Speaking** **PSYX 100 Intro to Psychology**
14—Semester 1			**ACTG 180 Payroll Accounting** **ACTG 205 Computerized Accounting** **BUS 0267 Elec. Information Mgmt.** **CAPP154 MS Word**	
14—Semester 2			**CAPP 156 MS Excel** **CAPP 158 MS Access**	**MT 0220 Employment Strategies**

MONTANA POSTSECONDARY OPPORTUNITIES

Montana University System Degree and Program Inventory: http://www.homepage.montana.edu/~mus/drginv/
Your Guide to Montana's Certificate and Associate Degree Programs: http://mus.edu/twoyear/YourGuide.html

Colleges of Technology:	**Community Colleges:**	**Tribal Colleges:**	**Four Year Colleges/Universities:**
BLCOT—Billings; GFCOT—Great Falls; HCOT—Helena; TECHCOT—Butte; UMCOT—Missoula; GCP—Bozeman	DCC—Glendive; FVCC—Kalispell; MCC—Miles City	BFCC—Browning; CDKC—Lame Deer; FBCC—Harlem; FPCC—Poplar; LBHC—Crow Agency; SCC—Box Elder; SKC—Pablo	MSU—Bozeman; MSUB—Billings; MSUN—Havre; TECH—Butte; UM—Missoula; UMW—Dillon

MILITARY	• 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	• 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	• 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	• 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	• Requires diploma or GED • 60-72 credits; includes 15-25 general ed credits • Complete in two years *(if prepared academically in math and English)*	Accounting – HCOT, UMCOT, BLCOT, TECHCOT, GFCOT, FVCC Accounting Technology – UMCOT
BACCALAUREATE DEGREE	• 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.

Cluster Topic FNC01	**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.**		M95R	
		ConsumerMath-I		
FNC01.01.01	Employ numbers and operations in finance.	ConsumerMath-I		
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.	Algebra1-I	M95R	
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			

Career Clusters Knowledge and Skills		HS	PS	Course Notes
FNC01.01.03	Employ measurement skills to make business decisions.	Geometry-I		
Sample Indicators	Recognize measurable attributes of objects			
	Take measurements correctly			
FNC01.01.04	Perform data analysis to make business decisions.	Algebra2-I		
Sample Indicators	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			
FNC01.01.05	Use problem-solving techniques to evaluate the accuracy of mathematical responses in finance.	Algebra1-I, Geometry-I	M95-R	
Sample Indicators	Identify problem-solving techniques			
	Apply a variety of problem-solving strategies			
	Adjust problem-solving strategies, when needed			
FNC01.02	**Discuss the economic principles and concepts fundamental to financial operations.**		BUS0956-I	
FNC01.02.01	Discuss economic concepts impacting finance.	Acct1-I, Economics-I		
Sample Indicators	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	Explain the nature of business.	Economics-I, Acct2-I	BUS0956-I	
Sample Indicators	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	Describe economic systems.	Economics-I, Govt-I	BUS0956-I	
Sample Indicators	Explain the types of economic systems			
	Explain the concept of private enterprise			
	Identify factors affecting a business's profit			
	Determine factors affecting business risk			

	Career Clusters Knowledge and Skills	HS	PS	Course Notes
	Explain the concept of competition			
	Describe market structures			
FNC01.02.04	Explain the impact of government on business activities.	Govt-I	BUS0956-I, ACTG 215-R, 211-R	
Sample Indicators	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	Analyze cost/profit relationships in finance.	Acct1-I, Economics-I	BUS0956-I, 291-R, 3626-R	
Sample Indicators	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	Describe economic indicators impacting financial decision-making.	Economics-I, Govt-I	BUS0956-I	
Sample Indicators	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	Determine global trade's impact on business decision-making.	NA	BUS0956-I	
Sample Indicators	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			

	Career Clusters Knowledge and Skills	HS	PS	Course Notes
FNC01.03	**Integrate sociological knowledge of group behavior to understand customer decision-making in finance.**	American Hist-I		
FNC01.03.01	Employ sociological knowledge to facilitate finance activities.	American Hist-I		
Sample Indicators	Analyze and interpret complex societal issues, events, and problems			
	Analyze researched information and statistics			
	Reach reasoned conclusions			
	Examine social beliefs, influences, and behavior			
	Analyze group dynamics			
	Assess human behavior			
FNC01.04	**Integrate psychological knowledge to understand finance customer motivation.**		PSYX100-R	
FNC01.04.01	Apply psychological knowledge to facilitate finance activities.	Adult Living-I	PSYX100-R	
Sample Indicators	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			
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.*	Speech, Composition Vocab Enhancement-I	COMM1216-R,WRIT101-E	

	Career Clusters Knowledge and Skills	HS	PS	Course Notes
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.***	Physics, Acct1-I	All Courses	
	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.***	Adv. Computer, PC troubleshooting-I	CAPP131-I,154-R,156-R	
	No additional statements in the topic beyond those found in the Essential Knowledge and Skills Chart.		ACTG202-E, 205E, AHMS252-E	
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.**		BUS0956-I	
FNC05.01.01	Employ entrepreneurial discovery strategies in finance.	NA	BUS0956-I	
Sample Indicators	Explain the need for entrepreneurial discovery			
	Discuss entrepreneurial discovery processes			
	Assess global trends and opportunities			
	Determine opportunities for venture creation			
	Assess opportunities for venture creation			
	Describe idea-generation methods			
	Generate venture ideas			
	Determine feasibility of venture ideas			
FNC05.01.02	Develop concept for new finance venture.	Economics-I	BUS0956-I	
Sample Indicators	Describe entrepreneurial planning considerations			
	Explain tools used by entrepreneurs for venture planning			
	Assess start-up requirements			
	Assess risks associated with venture			
	Describe external resources useful to entrepreneurs during concept development			

Career Clusters Knowledge and Skills		HS	PS	Course Notes
	Assess the need to use external resources for concept development			
	Describe strategies to protect intellectual property			
	Use components of business plan to define venture idea			
FNC05.01.03	Determine needed resources for a new finance venture.	NA	BUS0956-I, BUS0115-R	
Sample Indicators	Describe processes used to acquire adequate financial resources for venture creation/start-up			
	Select sources to finance venture creation/start-up			
	Explain factors to consider in determining a venture's human-resource needs			
	Explain considerations in making the decision to hire staff			
	Describe considerations in selecting capital resources			
	Identify capital resources needed for the venture			
	Assess the costs/benefits associated with resources			
FNC05.01.04	Actualize new finance venture.	NA		
Sample Indicators	Use external resources to supplement entrepreneur's expertise			
	Explain the complexity of business operations			
	Evaluate risk-taking opportunities			
	Explain the need for business systems and procedures			
	Describe the use of operating procedures			
	Explain methods/processes for organizing workflow			
	Develop and/or provide product/service			
	Use creative problem-solving in business activities/decisions			
	Explain the impact of resource productivity on venture success			
	Create processes for ongoing opportunity recognition			
	Develop plan to invest resources into improving current products or creating new ones			
	Adapt to changes in business environment			
FNC05.01.05	Select harvesting strategies for finance venture.	NA		
Sample Indicators	Explain the need for continuation planning			
	Describe methods of venture harvesting			
	Evaluate options for continued venture involvement			
	Develop exit strategies			
FNC05.02	**Analyze accounting systems to examine their contribution to the fiscal stability of businesses.**			
FNC05.02.01	Describe the nature and scope of accounting.	Acct1-I, Acct2-I	ACTG101-I,201-R	
Sample Indicators	Explain the concept of accounting			

	Career Clusters Knowledge and Skills	HS	PS	Course Notes
	Explain the need for accounting standards (GAAP)			
	Discuss the role of ethics in accounting			
	Explain the use of technology in accounting			
	Explain legal considerations for accounting			
FNC05.02.02	Implement accounting procedures for tracking money flow and determining financial status.	Acct2-I	ACTG201-R	
Sample Indicators	Describe the nature of cash flow statements			
	Prepare cash flow statements			
	Explain the nature of balance sheets			
	Describe the nature of income statements			
FNC05.03	**Describe tools, strategies, and systems used to maintain, monitor, control, and plan the use of financial resources.**		ACTG201-R	
FNC05.03.01	Describe the nature and scope of finance.	Acct2-I		
Sample Indicators	Explain the role of finance in business			
	Discuss the role of ethics in finance			
	Explain legal considerations for finance			
	Discuss trends in the current financial environment (i.e., consolidation, regulatory burden, role of technology, and globalization)			
FNC05.04	**Plan, staff, lead, and organize human resources in finance to enhance productivity and job satisfaction.**		BUS0113-I,0115-R,0135-R	
FNC05.04.01	Describe the role and function of human resources management.	NA	BUS0113-I,0115-R	
Sample Indicators	Discuss the nature of human resources management			
	Explain the role of ethics in human resources management			
	Describe the use of technology in human resources management			
FNC05.05	**Describe the tools, techniques, and systems that businesses use to create, communicate, and deliver value to finance customers and to manage customer relationships in ways that benefit the organization and its stakeholders.**		BUS0956-I	
FNC05.05.01	Discuss marketing's role and function.	Economics-I		
Sample Indicators	Explain marketing and its importance in a global economy			
	Describe marketing functions and related activities			
FNC05.05.02	Describe customer/client/business behavior in finance.	Economics-I	BUS0956-I	
Sample Indicators	Explain customer/client/business buying behavior			

	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	Explain a finance organization's unique selling proposition.	NA	BUS0956-I	
Sample Indicators	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.**		BUS0956-I, 0113R	
FNC05.06.01	Foster positive relationships with finance customers.	Acct1-I, Acct2-I		
Sample Indicators	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.	NA	BUS0956-I	
Sample Indicators	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.	Acct2-I	BUS0956-I	
Sample Indicators	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	HS	PS	Course Notes
	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.**		ACTG101-I,201-R	
FNC05.07.01	Discuss operation's role and function in finance.	NA	ACTG101-I,201-R	
Sample Indicators	Explain the nature of operations			
	Discuss the role of ethics in operations			
	Describe the use of technology in operations			
FNC05.07.02	Implement purchasing activities in finance.	NA	ACTG101-I	
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			
FNC05.07.03	Describe production's role and function.	NA	ACTG202-R	
Sample Indicators	Explain the concept of production			
	Describe production activities			
FNC05.07.04	Implement quality-control processes in finance.	NA	ACTG202-R	
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			
Cluster Topic FNC06	**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.***		BUS0115-R, 0113-R	
FNC06.01	**Implement safety, health, and environmental controls to enhance productivity in finance.**		BUS0115-R, 0113-R	
FNC06.01.01	Adhere to health and safety regulations in finance.	BusLaw-I	BUS0115-R, 0113-R	
Sample Indicators	Describe health and safety regulations in business			
	Report noncompliance with business health and safety regulations			

	Career Clusters Knowledge and Skills	HS	PS	Course Notes
FNC06.01.02	Implement safety procedures in finance.	Woods-I, Metals-I	BUS0115-R, 0113-R	
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.	NA	BUS0115-R, 0113-R	
Sample Indicators	Identify potential safety issues			
	Establish safety policies and procedures			
FNC06.01.04	Implement security policies/procedures in finance.	NA	BUS0115-R, 0113-R	
Sample Indicators	Explain routine security precautions			
	Follow established security procedures/policies			
	Protect company information and intangibles			
FNC06.01.05	Develop policies/procedures to protect workplace security in finance.	NA	BUS0115-R, 0113-R	
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.*		BUS0113-I	
Cluster Topic FNC08	**ETHICS AND LEGAL RESPONSIBILITIES:** ***Know and understand the importance of professional ethics and legal responsibilities.***		Ethics applied in all courses	
FNC08.01	**Know and abide by laws, regulations, and ethical behavior that affect finance operations and transactions.**		Ethics applied in all courses	
FNC08.01.01	Employ ethical actions in obtaining and providing finance information.	BusLaw-I, Acct1-I	ACTG201-I,BUS0291-R	
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.	BusLaw-I, Acct1-I	ACTG201-	
Sample Indicators	Explain the nature of business ethics			

	Career Clusters Knowledge and Skills	HS	PS	Course Notes
	Demonstrate responsible behavior			
	Demonstrate honesty and integrity			
	Demonstrate ethical work habits			
FNC08.01.03	Manage internal and external business relationships in finance.	NA	BUS0113-R,0115-R,0291-E	
Sample Indicators	Treat others fairly at work			
	Describe ethics in human resources issues			
FNC08.01.04	Explain the nature and scope of business laws and regulations.	BusLaw-I, Govt-I	ACTG201-I,BUS00115-I,291-R	
Sample Indicators	Discuss the nature of law and sources of law in the United States			
	Describe the United States' judicial system			
	Describe legal issues affecting businesses			
FNC08.01.05	Discuss the civil foundations of the legal environment of business.	BusLaw-I, Govt-I	BUS0291-R	
Sample Indicators	Identify the basic torts relating to business enterprises			
	Describe the nature of legally binding contracts			
FNC08.01.06	Explore the regulatory environment of United States' businesses.	BusLaw-I, Govt-I	BUS0291-R	
Sample Indicators	Describe the nature of legal procedures			
	Discuss the nature of debtor-creditor relationships			
	Explain the nature of agency relationships			
	Discuss the nature of environmental law			
	Discuss the role of administrative law			
FNC08.01.07	Describe human resources laws and regulations.	BusLaw-I, Woods-I	BUS0113-	
Sample Indicators	Explain the nature of human resources regulations			
	Explain the nature of workplace regulations (including OSHA, ADA)			
	Discuss employment relationships			
FNC08.01.08	Determine form of business ownership.	Acct1-I	ACTG101-I, 201-R	
Sample Indicators	Explain types of business ownership			
	Select form of business ownership			
FNC08.01.09	Explain commerce laws and regulations.	BusLaw-I		
Sample Indicators	Explain the nature of trade regulations			
	Describe the impact of anti-trust legislation			
FNC08.01.10	Discuss tax laws and regulations.	NA	ACTG211-E	
Sample Indicators	Explain the nature of tax regulations on business			
	Explain the nature of businesses' reporting requirements			
	Develop strategies for legal/government compliance			
FNC08.01.11	Describe government regulation of the finance industry.	BusLaw-I, Govt-I	ACTG215-I	

	Career Clusters Knowledge and Skills	HS	PS	Course Notes
Sample Indicators	Explain federal legislation impacting the finance industry (e.g., Gramm-Leach-Bliley Act, Sarbanes-Oxley Act, Uniform Commercial Code, etc.)			
	Discuss the effect of tax laws and regulations on financial transactions			
FNC08.01.12	Discuss the nature and scope of compliance in finance.	NA		
Sample Indicators	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.***		BUS0956-I,0113-R	
	No additional statements in the topic beyond those found in the Essential Knowledge and Skills Chart.			
Cluster Topic FNC10	**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.***		BUS0956-I	
FNC10.01	**Maintain, control, and plan the use of financial resources to protect solvency.**			
FNC10.01.01	Discuss the fundamental principles of money.	Acct-I, Economics-I, FCS-I	BUS0956-I	
Sample Indicators	Explain forms of financial exchange (cash, credit, debit, electronic funds transfer, etc.)			
	Identify types of currency (paper money, coins, banknotes, government bonds, treasury notes, etc.)			
	Describe functions of money (medium of exchange, unit of measure, store of value)			
	Describe sources of income (wages/salaries, interest, rent, dividends, transfer payments, etc.)			
	Explain the time value of money			
	Explain the purposes and importance of credit			
	Explain legal responsibilities associated with financial exchanges			
FNC10.01.02	Analyze personal financial needs and goals.	FCS-I, Economics-I		
Sample Indicators	Explain the nature of financial needs (e.g., college, retirement, wills, insurance, etc.)			
	Set financial goals			
	Develop personal budget			

	Career Clusters Knowledge and Skills	HS	PS	Course Notes
	Explain the need to save and invest			
FNC10.01.03	Manage personal finances to achieve financial goals.	FCS-I, Economics-I		
Sample Indicators	Explain the nature of tax liabilities			
	Interpret a pay stub			
	Read and reconcile bank statements			
	Maintain financial records			
	Demonstrate the wise use of credit			
	Validate credit history			
	Protect against identity theft			
	Prepare personal income tax forms (i.e., 1040 EZ)			
FNC10.01.04	Describe the use of financial-services providers.	NA		
Sample Indicators	Describe types of financial-services providers			
	Discuss considerations in selecting a financial-services provider			
FNC10.01.05	Use investment strategies.	NA	ACTG201-R	
Sample Indicators	Explain types of investments			
	Explain the nature of capital investment			
	Establish investment goals and objectives			
FNC10.01.06	Identify potential business threats and opportunities to protect a business's financial well-being.	FCS-I, Economics-I		
Sample Indicators	Describe the concept of insurance			
	Obtain insurance coverage			
	Settle insurance losses			
	Identify speculative business risks			
	Explain the nature of risk management			
FNC10.01.07	Obtain business credit and control its use.	NA	ACTG201-R	
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	Manage financial resources to ensure solvency.	Acct-I, Economics-I, FCS-I	ACTG101-I,201-R,202-R	
Sample Indicators	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.	NA	BUS0956-I,201-R	
Sample Indicators	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.	Acct1-I, Acct2-I	ACTG101-I,201-R	
Sample Indicators	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.	NA		
Sample Indicators	Describe sources of securities information			
	Read/Interpret securities table			
FNC10.01.12	Use debt and equity capital to raise funds for business growth.	Acct2-I	ACTG201-R	
Sample Indicators	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.**		ACTG202-R	
FNC10.02.01	Explain management's role in business success.	BusLaw-I		
Sample Indicators	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.	NA	BUS0956-I	
Sample Indicators	Explain the nature of business plans			
	Develop company goals/objectives			

	Career Clusters Knowledge and Skills	HS	PS	Course Notes
	Define business mission			
	Conduct an organizational SWOT			
	Explain external planning considerations			
	Identify and benchmark key performance indicators (e.g., dashboards, scorecards, etc.)			
	Develop action plans			
	Develop business plan			
FNC10.02.03	Control a finance organization's/department's activities.	NA	ACTG202-R	
Sample Indicators	Describe the nature of managerial control (control process, types of control, what is controlled)			
	Analyze operating results in relation to budget/industry			
	Track performance of business plan			
FNC10.03	**Monitor, plan, and control day-to-day activities required for continued business functioning.**		ACTG202-R	
FNC10.03.01	Implement expense-control strategies.	Acct2-I	ACTG202-R	
Sample Indicators	Explain the nature of overhead/operating costs			
	Explain employee's role in expense control			
	Control use of supplies			
	Conduct breakeven analysis			
	Negotiate service and maintenance contracts			
	Negotiate lease or purchase of facility			
	Develop expense control plans			
	Use budgets to control operations			
FNC10.03.02	Maintain property and equipment.	Acct2-I	ACTG201-I	
Sample Indicators	Identify routine activities for maintaining business facilities and equipment			
	Plan maintenance program			
FNC10.04	**Discuss techniques and strategies used in finance to foster positive, ongoing relationships with customers.**		ACTG202-I	
FNC10.04.01	Describe characteristics, motivations, and behaviors of finance clients.	NA		
Sample Indicators	Describe customer needs and wants that are met by financial products and services			
	Explain the responsibilities of finance professionals in providing client services			
FNC10.04.02	Use Customer Relationship Management technology.	AdvComp-I		
Sample Indicators	Explain the use of databases in customer relationship management			

Career Clusters Knowledge and Skills	HS	PS	Course Notes
Use Customer Relationship Management (CRM) technology			

	Career Clusters Knowledge and Skills	HS	PS	Course Notes
FNC10.05	**Access, process, maintain, evaluate, and disseminate financial information to assist business decision-making.**		ACTG101-I, 201-E, 202-E	
FNC10.05.01	Explain the nature and scope of financial-information management.	NA		
Sample Indicators	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			
FNC10.05.02	Discuss the importance of accurately reporting a business's financial position.	Acct2-I	ACTG101-I, 201-E, 202-E	
Sample Indicators	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)			
FNC10.05.03	Discuss the nature and scope of financial information analysis.	NA	ACTG101-I, 201-E, 202-E	
Sample Indicators	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)			
FNC10.05.04	Utilize financial-information technology tools.	NA		
Sample Indicators	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.**		BUS0956-I,ACTG202-R	
FNC10.06.01	Explain the nature and scope of product/service management.	NA	BUS0956-I,ACTG202-R	
Sample Indicators	Explain the nature and scope of the product/service management function			
	Identify the impact of product life cycles on business decisions			

	Career Clusters Knowledge and Skills	HS	PS	Course Notes
	Explain the use of technology in the product/service management function			
	Discuss business ethics in product/service management			
FNC10.06.02	Develop a financial product/service mix.	NA	BUS0956-	
Sample Indicators	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			
FNC10.06.03	Position financial products/services to acquire desired business image.	NA	BUS0956-I,ACTG202-R	
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			
FNC10.06.04	Position company to acquire desired business image.	NA	BUS0956-I,ACTG202-R	
Sample Indicators	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.**		ACTG201-I	
FNC10.07.01	Describe the nature and scope of risk management in finance.	NA	ACTG201-I	
Sample Indicators	Explain the role of ethics in risk management			
	Describe the use of technology in risk management			
	Discuss legal considerations affecting risk management			
FNC10.07.02	Use risk management techniques in finance.	NA		
Sample Indicators				
	Discuss the relationship between risk and business objectives			
	Develop a risk management program			
	Evaluate a risk management program			
FNC10.07.03	Describe risk control methods in finance.	NA		
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			

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.

Career Clusters Knowledge and Skills	HS	PS	Course Notes
Pathway Topic FNPA01 **BUSINESS LAW**			
FNPA01.01 **Describe and abide by laws and regulations in order to manage business operations and transactions in accounting.**	Bus Law-I	ACTG101-I, 201-R	
FNPA01.01.01 Describe regulation of accounting.			
Sample Indicators Discuss the impact of the Sarbanes-Oxley Act of 2002 on accounting			
Describe the role of the Securities and Exchange Commission (SEC) in regulating the accounting industry			
Discuss state regulation of the accounting industry			
Pathway Topic FNPA02 **FINANCIAL ANALYSIS**		ACTG101-R, 201-E	
FNPA02.01 **Utilize accounting tools, strategies, and systems to maintain, monitor, control, and plan the use of financial resources.**			
FNPA02.01.01 Classify, record, and summarize financial data.	Acct1-I, Acct2-R		
Sample Indicators Discuss the nature of the accounting cycle			
Demonstrate the effects of transactions on the accounting equation			
Prepare a chart of accounts			
Use T accounts			
Record transactions in a general journal			
Post journal entries to general ledger accounts			
Prepare a trial balance			
Journalize and post adjusting entries			
Journalize and post closing entries			
Prepare a post-closing trial balance			
Prepare work sheets			
Discuss the nature of annual reports			
Discuss the use of financial ratios in accounting			
Determine business liquidity			
Calculate business profitability			
Prepare income statements			
Prepare a statement of equity and retained earnings			

	Career Clusters Knowledge and Skills	HS	PS	Course Notes
	Prepare balance sheets			
	Project future revenues and expenses			
	Apply bankruptcy prediction models			
FNPA02.01.02	Maintain cash controls.	Acct1-I, Acct2-R	ACTG101-R	
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			
FNPA02.01.03	Perform accounting functions specific to a merchandising business.	Acct1-I, Acct2-R	ACTG101-I	
Sample Indicators	Explain the nature of special journals			
	Record transactions in special journals			
FNPA02.01.04	Perform accounts payable functions.	Acct1-I, Acct2-R	ACTG101-R	
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			
	Prepare an accounts payable schedule			
FNPA02.01.05	Perform accounts receivable functions.	Acct1-I, Acct2-R	ACTG101-R	
Sample Indicators	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	HS	PS	Course Notes
	Prepare customer statements			
	Process uncollectible accounts			
	Prepare an accounts receivable schedule			
	Determine uncollectible accounts receivable			
FNPA02.01.06	Maintain inventory records to track the location, quantity, and value of current assets.	Acct1-I, Acct2-R	ACTG101-R, 201-E	
Sample Indicators	Record inventory usage			
	Process invoice of inventory			
	Process results of inventory			
	Process inventory adjustments			
	Determine the cost of inventory			
FNPA02.01.07	Complete payroll procedures to calculate, record, and distribute payroll earnings.	Acct1-I, Acct2-R	ACTG101-I, 180-E	
Sample Indicators	Calculate time cards			
	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			
FNPA02.01.08	Perform specialized accounting procedures to track cash flow.	Acct1-I, Acct2-R	ACTG201-R	
Sample Indicators	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			
FNPA02.01.09	Utilize cost accounting methods.	Acct1-I, Acct2-R	ACTG202-R	
Sample Indicators	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			

Career Clusters Knowledge and Skills		HS	PS	Course Notes
FNPA02.01.10	Prepare budget reports to make business decisions.	Acct2-I	ACTG202-R	
Sample Indicators	Process preliminary budget detail			
	Prepare budget reports			
	Determine relevant cost and revenue data for decision-making purposes			
FNPA02.01.11	Perform accounting functions specific to a partnership.	Acct1-I, Acct2-R	ACTG101-I, 201-R	
Sample Indicators	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	Perform accounting functions specific to a corporation.	Acct1-I, Acct2-R	ACTG202-E	
Sample Indicators	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	Determine suitable internal accounting controls to ensure the proper recording of financial transactions.	Acct1-I, Acct2-R	ACTG101-I, 201-R, 202-R	
Sample Indicators	Explain the purpose of internal accounting controls			
	Determine the components of internal accounting control procedures			
	Maintain internal accounting controls			
FNPA02.01.14	Conduct an audit.	NA	ACTG101-I, 201-R	
Sample Indicators	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			

	Career Clusters Knowledge and Skills	HS	PS	Course Notes
FNPA02.01.15	Perform tax accounting functions.	Acc2-I	ACTG211-E	
Sample Indicators	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**		ACTG205-E	
FNPA03.01	**Access, process, maintain, evaluate, and disseminate financial information to assist business decision-making.**		ACTG205-E	
FNPA03.01.01	Utilize accounting technology.	Acct1-I, Acct2-R	ACTG205-E	
Sample Indicators	Discuss the use of data mining in accounting			
	Integrate technology into accounting			
Pathway Topic FNPA04	**PROFESSIONAL DEVELOPMENT**		ACTG101-I,BUS095-I, 0113-R, 0115-R	
FNPA04.01	**Utilize career planning concepts, tools, and strategies to explore, obtain, and develop in an accounting career.**		ACTG101-I	
FNPA04.01.01	Describe careers in accounting.	Acct1-I, Act2-R	ACTG101-I	
Sample Indicators	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.	Acct1-I, Act2-R	ACTG101-I	
Sample Indicators	Discuss professional designations for accountants (e.g. CPA, CMA, ABA, etc.)			

	Career Clusters Knowledge and Skills	HS	PS	Course Notes
FNPA04.01.03	Describe fundamental cost accounting concepts.	Acct2-I	ACTG202-E	
Sample Indicators	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	Discuss the significance of responsibility in accounting.	Acct2-I	ACTG101-I, 201-R, 202-R	
Sample Indicators	Describe social responsibility in accounting			
	Discuss responsibility accounting			
FNPA04.01.05	Describe Generally Accepted Accounting Principles (GAAP).	Acct1-I, Act2-R	ACTG101-I, 201-R, 202-R	
Sample Indicators	Discuss the use of Generally Accepted Accounting Principles (GAAP)			