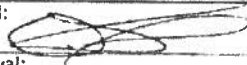




Montana Big Sky Pathways (Programs of Study) Agreement Valid for 2012-2013 Academic Year

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:		Winifred High School					
Names of High School Lead Teacher & Counselor:		Cheryl Udelhoven, Lead Teacher; Marietta Boyce, Counselor					
<i>The Lead High School Teacher will be contacted if OPI has questions about this request.</i>							
<i>Lead Teacher's email address:</i> <u>cudelhov@winifred.k12.mt.us</u>							
<i>Lead Teacher's phone number:</i> <u>406-462-5420</u>							
Name of College:		MSUB College of Technology					
Name of College Program:		AAS Accounting Technology					
Name of College Lead Faculty Member:		Randy Schmitz					
REQUIREMENTS FOR APPROVAL				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: <i>National Standards for Accounting and Information Technology</i>				✓		
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:		<i>Austin B. Brown</i>		Date:		<i>1-28-12</i>	
High School CTE Teacher's Signature:		<i>Cheryl Udelhoven</i>		Date:		<i>1/28/2012</i>	
High School Counselor's Signature:		<i>Marietta Boyce</i>		Date:		<i>1-28-12</i>	
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:		<i>Randy Schmitz</i>		Date:		<i>4-05-12</i>	
College Lead Faculty Member's Signature:		<i>Randy Schmitz</i>		Date:		<i>3-16-12</i>	
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:		November 16, 2012	

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

SUGGESTED HIGH SCHOOL COURSES

Grade	Requirements	Courses	CTE Cluster
9th	Graduation Requirements Workforce/2-Year College Prep	Algebra I, English I, Earth Science (lab), Health & Physical Ed, Fine Arts, Career & Tech Ed	Recommended CTE Cluster Foundation Courses: Computer Applications Intro to Business Office Procedures
	4-Year MT College/Univ Prep (Rigorous Core)	Algebra I, English I, Earth Science (lab), Health & Physical Ed, Fine Arts, Career & Tech Ed	
	CTE and/or Electives	Cluster Foundation Courses	
10th	Graduation Requirements Workforce/2-Year College Prep	Geometry, English II, Biology (lab), World History, Health & Physical Ed, Fine Arts, Career & Tech Ed	Other Recommended CTE Courses: Accounting I & II Desktop Publishing Digital Technology Marketing
	4-Year MT College/Univ Prep (Rigorous Core)	Geometry, English II, Biology (lab), World History, Health & Physical Ed, Fine Arts, Career & Tech Ed	
	CTE and/or Electives	Cluster/Pathway Courses	
11th	Graduation Requirements Workforce/2-Year College Prep	Algebra II, English III, Biology II (lab), US History, Consumer Math, Fine Arts, Career & Tech Ed	CTE Student Organization(s): Business Professionals of America
	4-Year MT College/Univ Prep (Rigorous Core)	Algebra II, English III, Biology II (lab), US History, Physics, Chemistry, Fine Arts, Career & Tech Ed	
	CTE and/or Electives	Pathway Courses	
12th	Graduation Requirements Workforce/2-Year College Prep	English IV, Government, Consumer Math, Fine Arts, Career & Tech Ed	CTE Student Organization(s): Business Professionals of America
	4-Year MT College/Univ Prep (Rigorous Core)	English IV, Government, Pre-Calculus, Physics, Chemistry, Fine Arts, Career & Tech Ed	
	CTE and/or Electives	Pathway Courses	

ADVANCED LEARNING OPPORTUNITIES

High School to College/Career Linkages

CTE START courses: ACTG 101 Accounting Procedures I, CAPP 120 Introduction to Computers
Advanced Placement or IB courses: Digital Academy: AP Calculus AB, AP English Language & Composition, AP English Literature & Composition, AP Biology, AP Physic B, AP History, AP US Government & Politics
Dual Enrollment courses: WRIT101 College Writing 1, BUS 101 Introduction to Business, ART 132 Art History Survey, CONT 109 Human Relations, CONT 110 Interpersonal Communication, CONT 130 Intro to Public Speaking, GPHY 141 Geography of World Regions, HSTR 101 Western Civilization 1, HSTA 101 American History I, M121 College Algebra, M151 Pre-Calculus, MUSC100 Music Appreciation, NAMS 181 Intro to Native American Studies, PHIL 115 Ethics, PSCI 220 Intro to Comparative Government, PSCI 230 Intro to International Relations, PSYX 100 Intro to Psychology, SOCI 101 Intro to Sociology
Online courses: Digital Academy: Environmental Science, Oceanography, Global Studies, Montana History, Current Issues in Government, Psychology, Digital Photography, Native American Studies, Web Design, World Languages
Other:

POSTSECONDARY PROGRAM OF STUDY

	Math	English	Major	Other
13—Semester 1	M103 (3)		ACTG 101 (3) TASK 115 (3) ACTG 180 (3)	CAPP 120 (3)
13—Semester 2		WRIT 122 (3)	ACTG 102 (3) CTBU 171 (3) ACTG 205 (3) Elective (3)	CAPP 154 (3)

14—Semester 1	College Math (3)		ACTG 103 (3) Elective (3)	CAPP 156 (3) COMT 109 (3)
14—Semester 2			CTU 165 (3) ACTG 125 (3) Elective (3)	CAPP 158 (3) COMT 130 (3)

MONTANA POSTSECONDARY OPPORTUNITIES

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

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

Degree and Program Inventory above may not be all inclusive

Career Clusters Knowledge and Skills

Winifred

MSU B COT

<p>FNC01.01.03 <i>Sample Indicators</i></p>	<p>Employ measurement skills to make business decisions. Recognize measurable attributes of objects Take measurements correctly</p>	
<p>FNC01.01.04 <i>Sample Indicators</i></p>	<p>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</p>	
<p>FNC01.01.05 <i>Sample Indicators</i></p>	<p>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</p>	
<p>FNC01.02</p>	<p>Discuss the economic principles and concepts fundamental to financial operations.</p>	<p>ECNS 201 Principles of Microeconomics R/E Elective</p>
<p>FNC01.02.01 <i>Sample Indicators</i></p>	<p>Discuss economic concepts impacting finance. 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</p>	<p>Intro to Business</p>
<p>FNC01.02.02 <i>Sample Indicators</i></p>	<p>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</p>	<p>Intro to Business</p>
<p>FNC01.02.03 <i>Sample Indicators</i></p>	<p>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</p>	<p>Intro to Business</p>

Career Clusters Knowledge and Skills

Winifred

MSU B COT

<p>FNC01.02.04</p> <p><i>Sample Indicators</i></p> <p>Explain the concept of competition Describe market structures</p> <p>Explain the impact of government on business activities.</p>	<p>Intro to Business</p>
<p>FNC01.02.05</p> <p><i>Sample Indicators</i></p> <p>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</p> <p>Analyze cost/profit relationships in finance.</p> <p>Explain the concept of productivity</p>	<p>Intro to Business</p>
<p>FNC01.02.06</p> <p><i>Sample Indicators</i></p> <p>Analyze impact of specialization/division of labor on productivity Explain the concept of organized labor and business Explain the impact of the law of diminishing returns Describe the concept of economies of scale</p> <p>Describe economic indicators impacting financial decision-making.</p>	<p>Intro to Business</p>
<p>FNC01.02.07</p> <p><i>Sample Indicators</i></p> <p>Describe the concept of price stability as an economic measure Discuss the measure of consumer spending as an economic indicator Discuss the impact of a nation's unemployment rates Explain the concept of Gross Domestic Product Describe the economic impact of inflation on business Explain unemployment and inflation tradeoffs Explain the economic impact of interest-rate fluctuations</p> <p>Determine the impact of business cycles on business activities</p> <p>Determine global trade's impact on business decision-making.</p> <p>Explain the nature of global trade Describe the determinants of exchange rates and their effects on the domestic economy Discuss the impact of cultural and social environments on global trade Explain labor issues associated with global trade</p>	<p>Intro to Business</p>
<p>FNC01.03</p> <p>Integrate sociological knowledge of group behavior to understand customer decision-making in finance.</p>	<p>Intro to Business</p>

Career Clusters Knowledge and Skills

Winifred

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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	
FNC01.04	Integrate psychological knowledge to understand finance customer motivation. Apply psychological knowledge to facilitate finance activities. Recognize factors influencing perception Identify sources of attitude formation Assess methods used to evaluate attitudes Identify basic social and cultural strata Determine behavioral effects of social and cultural strata Analyze effects of others on individual behavior Predict likelihood of conformity and obedience Determine significance of aggression Recognize factors affecting personality Evaluate the nature of change over a lifetime Identify sources of stress Detail reactions to stress Employ strategies for dealing with stress Investigate factors affecting motivation Analyze cues to basic drives/motives Analyze the development of motives	
FNC02	COMMUNICATIONS: Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information. <i>No additional statements in the topic beyond those found in the Essential Knowledge and Skills Chart.</i>	COMT 109 I/R Human Relations
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.	Office Procedures

FNC01.03.01

Sample Indicators

FNC01.04

FNC01.04.01

Sample Indicators

Cluster Topic
FNC02

Cluster Topic
FNC03

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.

Computer Apps/
Office Procedures

SYSTEMS: *Understand roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment. Identify how key organizational systems affect organizational performance and the quality of products and services. Understand global context of industries and careers.*

FNC05.01
Discuss the concepts, processes, and skills used to identify new ideas, opportunities, and methods and to create or start a new finance project or venture.

FNC05.01.01 Employ entrepreneurial discovery strategies in finance.

Sample Indicators

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

FNC05.01.02

Develop concept for new finance venture.

Sample Indicators

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

FNC05.01.03

Determine needed resources for a new finance venture.

Career Clusters Knowledge and Skills

MSU B COT

Winifred

<p><i>Sample Indicators</i></p> <p>Describe processes used to acquire adequate financial resources for venture creation/start-up</p> <p>Select sources to finance venture creation/start-up</p> <p>Explain factors to consider in determining a venture's human-resource needs</p> <p>Explain considerations in making the decision to hire staff</p> <p>Describe considerations in selecting capital resources</p> <p>Identify capital resources needed for the venture</p> <p>Assess the costs/benefits associated with resources</p>	<p>Actualize new finance venture.</p>	
<p><i>Sample Indicators</i></p> <p>Use external resources to supplement entrepreneur's expertise</p> <p>Explain the complexity of business operations</p> <p>Evaluate risk-taking opportunities</p> <p>Explain the need for business systems and procedures</p> <p>Describe the use of operating procedures</p> <p>Explain methods/processes for organizing workflow</p> <p>Develop and/or provide product/service</p> <p>Use creative problem-solving in business activities/decisions</p>		
<p><i>Sample Indicators</i></p> <p>Explain the impact of resource productivity on venture success</p> <p>Create processes for ongoing opportunity recognition</p> <p>Develop plan to invest resources into improving current products or creating new ones</p> <p>Adapt to changes in business environment</p>	<p>Select harvesting strategies for finance venture.</p>	
<p><i>Sample Indicators</i></p> <p>Explain the need for continuation planning</p> <p>Describe methods of venture harvesting</p> <p>Evaluate options for continued venture involvement</p> <p>Develop exit strategies</p>	<p>Analyze accounting systems to examine their contribution to the fiscal stability of businesses.</p>	
<p><i>Sample Indicators</i></p> <p>Describe the nature and scope of accounting</p> <p>Explain the concept of accounting</p> <p>Explain the need for accounting standards (GAAP)</p> <p>Discuss the role of ethics in accounting</p> <p>Explain the use of technology in accounting</p> <p>Explain legal considerations for accounting</p>	<p>Describe the nature and scope of accounting.</p>	<p>Accounting I & II</p>

Career Clusters Knowledge and Skills

Winifred

MSU B COT

FNC05.02.02

Implement accounting procedures for tracking money flow and determining financial status.

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.

FNC05.03.01

Describe the nature and scope of finance.

Sample Indicators

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

FNC05.04

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

FNC05.04.01

Describe the role and function of human resources management.

Sample Indicators

- Discuss the nature of human resources management
- Explain the role of ethics in human resources management
- Describe the use of technology in human resources management

FNC05.05

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

FNC05.05.01

Discuss marketing's role and function.

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.

Sample Indicators

- Explain customer/client/business buying behavior
- Discuss actions employees can take to achieve the company's desired results

ACTG 201 Principles of Financial Accounting I/R/E

Accounting I & II

COMT 109 Human Relations I/R

Office Procedures

Career Clusters Knowledge and Skills

Demonstrate connections between company actions and results (e.g., influencing consumer buying behavior, gaining market share, etc.)

MSU B COT

Winifred

<p>FNC05.05.03 <i>Sample Indicators</i></p>	<p>Explain a finance organization's unique selling proposition. Identify company's unique selling proposition Identify internal and external service standards</p>	
<p>FNC05.06</p>	<p>Utilize customer relations techniques and strategies to foster positive, ongoing relationships with finance customers.</p>	<p>COMT 109 Human Relations I/R</p>
<p>FNC05.06.01 <i>Sample Indicators</i></p>	<p>Foster positive relationships with finance customers. Explain the nature of positive customer relations Demonstrate a customer-service mindset Explain management's role in customer relations</p>	
<p>FNC05.06.02 <i>Sample Indicators</i></p>	<p>Reinforce finance organization's image by exhibiting the company's brand promise. Identify company's brand promise Determine ways of reinforcing the company's image through employee performance</p>	
<p>FNC05.06.03 <i>Sample Indicators</i></p>	<p>Explain the nature and scope of customer relationship management in finance. Discuss the nature of customer relationship management Explain the role of ethics in customer relationship management Describe the use of technology in customer relationship management</p>	

Career Clusters Knowledge and Skills

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

Winifred

MSU B COT

FNC05.07

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

FNC05.07.01

Sample Indicators

Discuss operation's role and function in finance.

Explain the nature of operations

Discuss the role of ethics in operations

Describe the use of technology in operations

FNC05.07.02

Sample Indicators

Implement purchasing activities in finance.

Explain the nature and scope of purchasing

Place orders/reorders

Maintain inventory of supplies

Manage the bid process in purchasing

Select vendors

Evaluate vendor's performance

FNC05.07.03

Sample Indicators

Describe production's role and function.

Explain the concept of production

Describe production activities

FNC05.07.04

Sample Indicators

Implement quality-control processes in finance.

Identify quality-control measures

Utilize quality control methods at work

Describe crucial elements of a quality culture

Describe the role of management in the achievement of quality

Establish efficient operating systems

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.

FNC06.01

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

FNC06.01.01

Sample Indicators

Adhere to health and safety regulations in finance.

Describe health and safety regulations in business

Report noncompliance with business health and safety regulations

Career Clusters Knowledge and Skills		Winifred	MSU B COT
FNC06.01.02	Implement safety procedures in finance.		
Sample Indicators	Follow instructions for use of equipment, tools, and machinery Follow safety precautions Maintain a safe work environment Explain procedures for handling accidents Handle and report emergency situations		
FNC06.01.03	Determine needed safety policies/procedures in finance.		
Sample Indicators	Identify potential safety issues Establish safety policies and procedures		
FNC06.01.04	Implement security policies/procedures in finance.		
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.		
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. <i>No additional statements in the topic beyond those found in the Essential Knowledge and Skills Chart.</i>	Office Procedures	
Cluster Topic FNC08	ETHICS AND LEGAL RESPONSIBILITIES: Know and understand the importance of professional ethics and legal responsibilities.		
FNC08.01	Know and abide by laws, regulations, and ethical behavior that affect finance operations and transactions.		CTBU 165 Business Law I/R/E
FNC08.01.01	Employ ethical actions in obtaining and providing finance information.		
Sample Indicators	Respect the privacy of others Explain ethical considerations in providing information Protect confidential information Determine information appropriate to obtain from a client or another employee		
FNC08.01.02	Apply ethics in finance.		
Sample Indicators	Explain the nature of business ethics	Accounting I & II	

Career Clusters Knowledge and Skills

Winifred

MSU B COT

<p>Demonstrate responsible behavior Demonstrate honesty and integrity Demonstrate ethical work habits</p>	
<p>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</p>	
<p>FNC08.01.04 <i>Sample Indicators</i> Explain the nature and scope of business laws and regulations. Discuss the nature of law and sources of law in the United States Describe the United States' judicial system Describe legal issues affecting businesses</p>	
<p>FNC08.01.05 <i>Sample Indicators</i> 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</p>	
<p>FNC08.01.06 <i>Sample Indicators</i> 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</p>	
<p>FNC08.01.07 <i>Sample Indicators</i> 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</p>	<p>Office Procedures</p>
<p>FNC08.01.08 <i>Sample Indicators</i> Determine form of business ownership. Explain types of business ownership Select form of business ownership</p>	<p>Intro to Business</p>
<p>FNC08.01.09 <i>Sample Indicators</i> Explain commerce laws and regulations. Explain the nature of trade regulations Describe the impact of anti-trust legislation</p>	
<p>FNC08.01.10 <i>Sample Indicators</i> 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</p>	
<p>FNC08.01.11 <i>Sample Indicators</i> Describe government regulation of the finance industry.</p>	

Career Clusters Knowledge and Skills**Winifred****MSU B COT**

FNC10.01.03

Manage personal finances to achieve financial goals.

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.

Sample Indicators

- Describe types of financial-services providers

FNC10.01.05

Use investment strategies.

Sample Indicators

- Discuss considerations in selecting a financial-services provider
- 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.

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.

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

Introduction to Business

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Career Clusters Knowledge and Skills

MSU B COT

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

Use Customer Relationship Management (CRM) technology

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FNC10.05	<p>Access, process, maintain, evaluate, and disseminate financial information to assist business decision-making.</p>		
FNC10.05.01	<p>Explain the nature and scope of financial-information management.</p>	Accounting I & II	
<i>Sample Indicators</i>	<p>Describe the need for financial information Explain the nature and scope of the financial-information management function</p>		
FNC10.05.02	<p>Explain the role of ethics in financial-information management</p> <p>Discuss the importance of accurately reporting a business's financial position.</p>	Accounting II	
<i>Sample Indicators</i>	<p>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)</p>		
FNC10.05.03	<p>Discuss types of accounting systems used to report a business's financial position (i.e., financial, tax, management, cost, accrual)</p> <p>Discuss the nature and scope of financial information analysis.</p>	Accounting II	
<i>Sample Indicators</i>	<p>Discuss the impact of economic conditions on finance Explain the use of financial information to identify trends</p>		
FNC10.05.04	<p>Describe the need to analyze customer financial information Identify reasons to analyze financial data (e.g., to understand accounting treatment, to verify information, to analyze variances, to guide financial decision-making)</p> <p>Utilize financial-information technology tools.</p>		
<i>Sample Indicators</i>	<p>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</p>		
FNC10.06	<p>Obtain, develop, maintain, and improve a financial product or service mix in order to respond to market opportunities.</p>		
FNC10.06.01	<p>Explain the nature and scope of product/service management.</p>		
<i>Sample Indicators</i>	<p>Explain the nature and scope of the product/service management function Identify the impact of product life cycles on business decisions</p>		

