

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

Helena SD

The Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) calls for states to offer "career and technical programs of study," known as Big Sky Pathways in Montana, as an option to students and their parents when planning for and completing future coursework. These programs, at a minimum, must:

- Incorporate and align secondary and postsecondary education elements,
- Include academic and CTE content in a coordinated, non-duplicative progression of courses,
- Offer the opportunity, where appropriate, for secondary students to acquire postsecondary credits, and
- Lead to an industry-recognized credential or certificate at the postsecondary level, or an associate or baccalaureate degree.

COPY

### Assurances:

By my signature on this form, I assure that the proposed Big Sky Pathway submitted for approval by this high school/college satisfies the 10 stated requirements. For approval, all 10 requirements must be checked.

Name of Big Sky Pathway (cluster level):		<del>FINANCE</del> <b>Business Management and Administration</b>
Name of High School:		<b>Capital High</b>
Names of Secondary Lead Teacher and Counselor:		<b>Char Lawrence ; Ray Pancich</b>
<i>The Lead Secondary Teacher will be contacted if OPI has questions about this request</i>		
Lead Teacher's email address:	<b>clawrence@helena.k12.mt.us</b>	
Lead Teacher's phone number:	<b>406-324-2554</b>	
Name of College:		<b>University of Montana - Helena COT</b>
Name of College Program:		<b>AAS - A+BT Accounting Technology</b>
Name of College Lead Faculty Member:		<b>Barb Yahvah</b>
REQUIREMENTS FOR APPROVAL		
1.	Includes all state and local graduation requirements	✓
2.	Identifies the appropriate secondary CTE, academic, and recommended elective courses offered by this high school which will prepare the student for college-level courses without remediation	✓
3.	Outlines a non-duplicative sequence of courses from grades 9-12 and from secondary to postsecondary education	✓
4.	Prepares students for entry into a postsecondary program or apprenticeship	✓
5.	Leads to an industry-recognized postsecondary credential, degree or employment	✓
6.	Includes appropriate state standards and/or industry skills standards. Identify standards used: <i>National Standards for Business Education</i>	✓
7.	Aligns with an AAS program offered by a Montana college (college of technology, community college, tribal college, MSU-Northern)	✓
8.	Links with a web-based guidance delivery system such as MCIS If using something other than MCIS, please indicate: <b>Career Cruising</b>	✓
9.	When applicable, dual enrollment opportunities have been identified.	✓
10.	When applicable, Advanced Placement, IB courses and CTE START (statewide articulations) have been identified.	✓
High School Principal's Signature:		<i>[Signature]</i> Date: <b>2/7/11</b>
H.S. Advisory Committee Member's Signature:		<i>[Signature]</i> Date: <b>2/7/11</b>
College Chief Academic Officer's Signature:		<i>[Signature]</i> Date: <b>3/10/11</b>
College Lead Faculty Member's Signature:		<i>[Signature]</i> Date: <b>3/10/11</b>
OPI Specialist Approval:		Date of Approval: <b>5/25-11</b>
OCHE Approval:		Date of Approval: <b>1/12/13</b>
<i>Both the college and the high school will receive a signed copy when the BSP is approved</i>		



# ADVANCED LEARNING OPPORTUNITIES

High School to College/Career Linkages

## Articulated Dual Credit:

Advanced Placement courses: AP Lang & Comp 3, Advanced Technical Writing, Technical Math (UM Helena), English Comp (UM Helena), Calculus (Carroll College)  
 Running Start opportunities: CTE START (Statewide Articulations) courses: CAPP154 Microsoft Word, CAPP156 Microsoft Excel, ACTG101 Accounting Procedures I  
 Work-based Learning: Char Lawrence – Business Work Coop – Email – [clawrence@helena.k12.mt.us](mailto:clawrence@helena.k12.mt.us) – Counselors – Ray Pancich, Dan Dietzen, Heidi Scanlon, Chance Ferlicka  
 On-line Learning: Montana Digital Academy - <http://www.montanadigitalacademy.org/>

Colleges of Technology (COT) UM - Helena			
Semester	Math	English	Other
Semester 1 16 Credits	M108 Business Math Or M121 College Algebra	Writ 101 College Writing 1 Or WRIT121T Technical Writing	TASK113 Key-boarding & Document Processing OR CAPP 154 MS Word
Semester 2 18 Credits			CAPP156 MS Excel HR110T Career Development OR SOC101 Intro to Sociology OR PSYX100 Introduction to Psychology AND electives
Semester 3 18 Credits		COMM131 Intro to Public Speaking OR COMM201 Intro to Public Relations	CAPP266 Advanced MS Excel ECNS203 Principles of Micro/Macro Economics OR ECNS201 Microeconomics OR ECNS202 Macroeconomics
Semester 4 16 Credits			ACTG209 Internship OR ACTG292 Independent Study OR ACTG230 Intro to Statewide Accounting, Budgeting, and Human Resource System (SABHRS) AND BUS246 Business Law I OR BUS247 Business Law II AND electives
MILITARY			
	<b>PROFESSIONAL CERTIFICATE</b>	<ul style="list-style-type: none"> <li>Requires diploma or GED</li> <li>17 with parental consent; 18 without</li> </ul>	Air Force, Army, Coast Guard, Navy, Marines For more information: <a href="http://today.military.com">http://today.military.com</a>
	<b>APPRENTICESHIP</b>	<ul style="list-style-type: none"> <li>Requires diploma or GED</li> <li>Less than 30 credits; little/no general education credits</li> <li>Complete in one year or less</li> </ul>	Medical Receptionist—DCC
	<b>CERTIFICATE OF APPLIED SCIENCE</b>	<ul style="list-style-type: none"> <li>Requires diploma or GED</li> <li>Must be at least 18</li> <li>Minimum 2,000 hours of supervised experience</li> </ul>	See the MT Dept of Labor website for more information: <a href="http://wvsd.dli.mt.gov/apprenticeship/default.asp">http://wvsd.dli.mt.gov/apprenticeship/default.asp</a>
	<b>ASSOCIATE'S OF APPLIED SCIENCE DEGREE</b>	<ul style="list-style-type: none"> <li>Requires diploma or GED</li> <li>30-45 credits; limited general education credits</li> <li>Complete in one year or less</li> </ul>	Office Assistant—BLCOT, TECHCOT, HCOT Office Support—GFCOT
	<b>BACCALAUREATE DEGREE</b>	<ul style="list-style-type: none"> <li>Requires diploma or GED</li> <li>60-72 credits; includes 15-25 general education credits</li> <li>Complete in two years (if prepared academically in math and English)</li> </ul>	Administrative Assistant—BLCOT, FVCC Business Administration—UMW Business Management/ Entrepreneurship—GFCOT Business Technology—DCC Call Center Management—FVCC Executive/Legal Administrative Assistant—FVCC Human Resources Management—UMW, FVCC Office Admin & Technology—GFCOT Office Assistant—TECH COT Small Business Entrepreneurship Tech—HCOT Agribusiness—MSU
		<ul style="list-style-type: none"> <li>Requires 4-year college prep for admission</li> <li>128 credits (approximately)</li> <li>Complete in four years</li> </ul>	Business Administration—MSUB, MSU, UM, UMW, MSUN Business/Entrepreneurship—SKC Business & Information Tech—TECH

# PATHWAY DESCRIPTION

## CAPITAL

*Accounting Pathway:* Accounting encompasses careers that record, classify, summarize, analyze, and communicate a business's financial information/business transactions for use in management decision-making. Accounting includes such activities as bookkeeping, systems design, analysis, and interpretation of accounting information

### C. CLUSTER KNOWLEDGE AND SKILLS

The following Cluster (Foundation) Knowledge and Skill statements apply to all careers in the Finance Cluster. Persons preparing for careers in the Finance Cluster should be able to demonstrate these skills in addition to those found on the Essential Knowledge and Skills Chart.

**ACADEMIC FOUNDATIONS:** *Achieve additional academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities within a career cluster.*

**FNC01.01** Solve mathematical problems to obtain information for decision making in finance.  
Employ numbers and operations in finance.

- Sample Indicators*
- Recognize relationships among numbers
  - Employ mathematical operations
  - Perform computations successfully
  - Predict reasonable estimations
- FNC01.01.02** Apply algebraic skills to make business decisions.

- Sample Indicators*
- Recognize patterns and mathematical relations
  - Use algebraic symbols to represent, solve, and analyze mathematical problems
  - Create mathematical models from real-life situations
  - Represent changes in quantities mathematically
  - Determine rate of change mathematically
  - Interpret graphical and numerical data

Key:  
I = Introduce  
R = Reinforce  
E = Emphasize

- UMHelena Actg Tech AAS FY12-13  
ACTG101,102 Actg Proc I,II  
BUS105 Intro to Bus  
M108T Bus Math orM121 Col Alg  
WRIT121T Intro to TechWrit  
or WRIT101 Col Writ  
TASK113 Keyb or CAPP154 Word  
ACTG205 Com Actg  
HR110T Car Dev, SOC1101 Intro to  
Soc, or PSYX100 Intro to Psy  
BUS205 Bus Ethics  
CAPP156, 266 Excel, Adv Excel  
ACTG211 Inc Tax Fund  
ACTG180 Payr Actg  
ACTG201, 201 Prin Fir, Man Actg  
ECNS203 or 201 or 202 Princ of  
Micro/Macro or Micro or Macro  
COMM131 Intro to Publ Speak or  
COMM201 Intro to Publ Relat  
ACTG298, 292 Intern or IndepSt  
or ACTG230 SABHRS  
ACTG215 Fn of Govt &NtProfActg  
ACTG265 Actg Portf  
BUS246 or 247 Bus Law I, II

I Accounting I, II & III	I M108T,M121; ACTG 101,102, I BUS105
I Money Management	R ACTG 201,202,205,180,211,215 E ACTG 265
N/A	I M108T,M121; ACTG101,102 I CAPP156; R CAPP266
	R ACTG201,202,205,180,211,215 E ACTG265

**Career Clusters Knowledge and Skills**

**HS**

**PS**

<p><b>FNC01.01.03</b> <i>Sample Indicators</i></p>	<p>Employ measurement skills to make business decisions. Recognize measurable attributes of objects Take measurements correctly</p>	<p>N/A</p>	<p>I M108T, M121 R ACTG180; E ACTG265</p>
<p><b>FNC01.01.04</b> <i>Sample Indicators</i></p>	<p><b>Perform data analysis to make business decisions.</b> 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>N/A</p>	<p>I M108T, M121; ACTG101, 102; R ACTG201, 202; E ACTG265</p>
<p><b>FNC01.01.05</b> <i>Sample Indicators</i></p>	<p><b>Use problem-solving techniques to evaluate the accuracy of mathematical responses in finance.</b> Identify problem-solving techniques Apply a variety of problem-solving strategies Adjust problem-solving strategies, when needed</p>	<p>N/A</p>	<p>I M108T, M121; ACTG101, 102; R ACTG201, 202, 205, 180, 211, 215; E ACTG265</p>
<p><b>FNC01.02</b></p>	<p><b>Discuss the economic principles and concepts fundamental to financial operations.</b></p>		
<p><b>FNC01.02.01</b> <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</p>	<p>I Money Management I Career Planning</p>	<p>I BUS105, ECNS203, 201, 202</p>
<p><b>FNC01.02.02</b> <i>Sample Indicators</i></p>	<p><b>Explain the nature of business.</b> 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</p>	<p>N/A</p>	<p>I BUS105; R BUS246, 247 E ACTG265</p>
<p><b>FNC01.02.03</b> <i>Sample Indicators</i></p>	<p><b>Describe economic systems.</b> Explain the types of economic systems Explain the concept of private enterprise Identify factors affecting a business's profit</p>	<p>N/A</p>	<p>I BUS105; R BUS246, 247 E ACTG265</p>

**Career Clusters Knowledge and Skills**

**HS**

**PS**

<p>Determine factors affecting business risk                  Explain the concept of competition                  Describe market structures</p>	
<p><b>FNC01.02.04</b>      <b>Explain the impact of government on business activities.</b></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>N/A</p> <p>I BUS105;                  R BUS246,247, ECNS202,203                  E ACTG215, ACTG265</p>
<p><b>FNC01.02.05</b>      <b>Analyze cost/profit relationships in finance.</b></p> <p><i>Sample Indicators</i></p> <p>Explain the concept of productivity</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>N/A</p> <p>I BUS105, ECNS201, 203</p>
<p><b>FNC01.02.06</b>      <b>Describe economic indicators impacting financial decision-making.</b></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>N/A</p> <p>I BUS105, ECNS202, 203</p>
<p><b>FNC01.02.07</b>      <b>Determine global trade's impact on business decision-making.</b></p> <p><i>Sample Indicators</i></p> <p>Explain the nature of global trade                  Describe the determinants of exchange rates and their effects on the domestic economy                  Discuss the impact of cultural and social environments on global trade                  Explain labor issues associated with global trade</p>	<p>N/A</p> <p>I BUS105, ECNS202, 203</p>



**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.

<ul style="list-style-type: none"> <li>I Career Planning</li> <li>I Money Management</li> <li>I Accounting I, II &amp; III</li> <li>I Law &amp; Justice</li> <li>I Basic Computer Skills</li> <li>I Work Co-op</li> <li>I Tech Skills for Life</li> <li>I MS Word, Excel</li> <li>I MS Access, Power Point</li> <li>I Computer Tech Skills</li> <li>I Graphic Web Design</li> <li>I Desktop Publishing</li> <li>I Innovations in Technology</li> </ul>	<ul style="list-style-type: none"> <li>I COMM131,201,WRIT101,121T;</li> <li>I CAPP154, TASK113</li> <li>I CAPP156,266,BUS105,</li> <li>I BUS 246,247</li> <li>I ACTG101,102</li> <li>I HR110T,SOCI101,PSYX100</li> <li>I ECNS201,202,203</li> <li>I M108T,121</li> <li>R ACTG 205,211,180,201,202,215;</li> <li>R ACTG 292,298,230,BUS 205</li> <li>E ACTG265</li> </ul>
<ul style="list-style-type: none"> <li>I Career Planning</li> <li>I Money Management</li> <li>I Accounting I, II &amp; III</li> <li>I Law &amp; Justice</li> <li>I Basic Computer Skills</li> <li>I Work Co-op</li> <li>I Tech Skills for Life</li> <li>I MS Word, Excel</li> <li>I MS Access, Power Point</li> <li>I Computer Tech Skills</li> <li>I Graphic Web Design</li> <li>I Desktop Publishing</li> <li>I Innovations in Technology</li> </ul>	<ul style="list-style-type: none"> <li>I COMM131,201,WRIT101,121T;</li> <li>I CAPP154, TASK113</li> <li>I CAPP156,266,BUS105,</li> <li>I BUS 246,247</li> <li>I ACTG101,102</li> <li>I HR110T,SOCI101,PSYX100</li> <li>I ECNS201,202,203</li> <li>I M108T,121</li> <li>R ACTG205,211,180,201,202,215;</li> <li>R ACTG292,298,230,BUS 205</li> <li>E ACTG265</li> </ul>





**Career Clusters Knowledge and Skills**

**HS**

**PS**

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

**Determine needed resources for a new finance venture.**

**FNC05.01.03**

*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

N/A

I BUS105  
 E ACTG265

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.**

*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

N/A

I BUS105;  
 E ACTG265

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

**Select harvesting strategies for finance venture.**

**FNC05.01.05**

*Sample Indicators*

Explain the need for continuation planning  
 Describe methods of venture harvesting  
 Evaluate options for continued venture involvement  
 Develop exit strategies

N/A

I ACTG265

**FNC05.02**

**Analyze accounting systems to examine their contribution to the fiscal stability of businesses.**

**Career Clusters Knowledge and Skills**

**HS PS**

<p><b>FNC05.02.01</b> <i>Sample Indicators</i></p>	<p>Describe the nature and scope of accounting.                      Explain the concept of accounting                      Explain the need for accounting standards (GAAP)                      Discuss the role of ethics in accounting                      Explain the use of technology in accounting                      Explain legal considerations for accounting  <b>Implement accounting procedures for tracking money flow and determining financial status.</b>                      Describe the nature of cash flow statements                      Prepare cash flow statements                      Explain the nature of balance sheets                      Describe the nature of income statements</p>	<p>I Accounting I &amp; II</p>	<p>I ACTG101,102                      R ACTG205,211,180,201,202,215;                      R ACTG230,BUS 205                      E ACTG265</p>
<p><b>FNC05.02.02</b> <i>Sample Indicators</i></p>	<p><b>Describe tools, strategies, and systems used to maintain, monitor, control, and plan the use of financial resources.</b>                      Describe the nature and scope of finance.                      Explain the role of finance in business                      Discuss the role of ethics in finance                      Explain legal considerations for finance                      Discuss trends in the current financial environment (i.e., consolidation, regulatory burden, role of technology, and globalization)</p>	<p>I Accounting I &amp; II</p>	<p>I ACTG101,102                      R ACTG205,211,180,201,202,215;                      R ACTG 230,                      E ACTG265</p>
<p><b>FNC05.03.01</b> <i>Sample Indicators</i></p>	<p><b>Plan, staff, lead, and organize human resources in finance to enhance productivity and job satisfaction.</b>                      Describe the role and function of human resources management.                      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</p>	<p>I Money Management                      I Accounting I</p>	<p>I BUS105,246,247;</p>
<p><b>FNC05.04.01</b> <i>Sample Indicators</i></p>	<p><b>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.</b>                      Discuss marketing's role and function.                      Explain marketing and its importance in a global economy                      Describe marketing functions and related activities</p>	<p>I Office Management</p>	<p>I BUS105;                      R ACTG265</p>
<p><b>FNC05.05.01</b> <i>Sample Indicators</i></p>	<p>N/A</p>	<p>N/A</p>	<p>I BUS105; R ACTG265</p>

**Career Clusters Knowledge and Skills**

**HS**

**PS**

<p>FNC05.05.02</p> <p><i>Sample Indicators</i></p>	<p>Describe customer/client/business behavior in finance.</p> <p>Explain customer/client/business buying behavior</p> <p>Discuss actions employees can take to achieve the company's desired results</p> <p>Demonstrate connections between company actions and results (e.g., influencing consumer buying behavior, gaining market share, etc.)</p>	<p>I BUS105,ACTG201 R ACTG265</p>
<p>FNC05.05.03</p> <p><i>Sample Indicators</i></p>	<p>Explain a finance organization's unique selling proposition.</p> <p>Identify company's unique selling proposition</p> <p>Identify internal and external service standards</p>	<p>I BUS105 R ACTG265</p>
<p><b>FNC05.06</b></p>	<p><b>Utilize customer relations techniques and strategies to foster positive, ongoing relationships with finance customers.</b></p>	
<p>FNC05.06.01</p> <p><i>Sample Indicators</i></p>	<p>Foster positive relationships with finance customers.</p> <p>Explain the nature of positive customer relations</p> <p>Demonstrate a customer-service mindset</p> <p>Explain management's role in customer relations</p>	<p>I ACTG201,202 R ACTG265</p>
<p>FNC05.06.02</p> <p><i>Sample Indicators</i></p>	<p>Reinforce finance organization's image by exhibiting the company's brand promise.</p> <p>Identify company's brand promise</p> <p>Determine ways of reinforcing the company's image through employee performance</p>	<p>I ACTG201,202 R ACTG265</p>
<p>FNC05.06.03</p> <p><i>Sample Indicators</i></p>	<p>Explain the nature and scope of customer relationship management in finance.</p> <p>Discuss the nature of customer relationship management</p> <p>Explain the role of ethics in customer relationship management</p> <p>Describe the use of technology in customer relationship management</p>	<p>I ACTG201,202 R ACTG265</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

**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.

*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.

*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.

*Sample Indicators*

Explain the concept of production  
 Describe production activities

FNC05.07.04 Implement quality-control processes in finance.

*Sample Indicators*

Identify quality-control measures  
 Utilize quality control methods at work  
 Describe crucial elements of a quality culture

Describe the role of management in the achievement of quality  
 Establish efficient operating systems

**SAFETY, HEALTH AND ENVIRONMENTAL:**

*Understand the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance. Follow organizational policies and procedures and contribute to continuous improvement in performance and compliance.*

**FNC06.01** **Implement safety, health, and environmental controls to enhance productivity in finance.**

FNC06.01.01 Adhere to health and safety regulations in finance.

*Sample Indicators*

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

**HS**

**PS**

N/A	I ACTG101,102 R ACTG205,211,180,201,202,215; R ACTG 230,BUS 205 E ACTG265	
N/A	I ACTG101,102 R ACTG205,211,201,202,215; R ACTG 230 E ACTG265	
N/A	I ACTG102,202, BUS105	
N/A	I ACTG102,202, BUS105	
N/A	I BUS105;R ACTG265	

**Career Clusters Knowledge and Skills**

		HS	PS
FNC06.01.02	Implement safety procedures in finance.	N/A	I BUS105;R ACTG265
<i>Sample Indicators</i>	<ul style="list-style-type: none"> <li>Follow instructions for use of equipment, tools, and machinery</li> <li>Follow safety precautions</li> <li>Maintain a safe work environment</li> <li>Explain procedures for handling accidents</li> <li>Handle and report emergency situations</li> </ul>		
FNC06.01.03	Determine needed safety policies/procedures in finance.	N/A	I BUS105;R ACTG265
<i>Sample Indicators</i>	<ul style="list-style-type: none"> <li>Identify potential safety issues</li> <li>Establish safety policies and procedures</li> </ul>		
FNC06.01.04	Implement security policies/procedures in finance.	N/A	I ACTG101,102 R ACTG205,211,180,201,202,215; E ACTG265
<i>Sample Indicators</i>	<ul style="list-style-type: none"> <li>Explain routine security precautions</li> <li>Follow established security procedures/policies</li> <li>Protect company information and intangibles</li> </ul>		
FNC06.01.05	Develop policies/procedures to protect workplace security in finance.	N/A	I ACTG101,102 R ACTG205,211,180,201,202,215; E ACTG265
<i>Sample Indicators</i>	<ul style="list-style-type: none"> <li>Identify potential security issues</li> <li>Establish policies to protect company information and intangibles</li> <li>Establish policies to maintain a non-hostile work environment</li> <li>Establish policies and procedures to maintain physical security of the work environment</li> </ul>		
<b>Cluster Topic FNC07</b>	<b>LEADERSHIP AND TEAMWORK: Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.</b>	<ul style="list-style-type: none"> <li>Career Planning</li> <li>Money Management</li> <li>Accounting I, II &amp; III</li> <li>Law &amp; Justice</li> <li>Basic Computer Skills</li> <li>Work Co-op</li> <li>Tech Skills for Life</li> <li>MS Word, Excel</li> <li>MS Access, Power Point</li> <li>Computer Tech Skills</li> <li>Graphic Web Design</li> <li>Desktop Publishing</li> <li>Innovations in Technology</li> </ul>	<ul style="list-style-type: none"> <li>I COMM131,201,WRIT101,121I;</li> <li>I CAPP154, TASK113</li> <li>I CAPP156,266,BUS105,</li> <li>I BUS 246,247</li> <li>I ACTG101,102</li> <li>I HR110T,SOCI101,PSYX100</li> <li>I ECNS201,202,203</li> <li>I M108T,121</li> <li>R ACTG 205,211,180,201,202,215;</li> <li>R ACTG 292,298,230,BUS 205</li> <li>E ACTG265</li> </ul>
<b>Cluster Topic FNC08</b>	<b>ETHICS AND LEGAL RESPONSIBILITIES: Know and understand the importance of professional ethics and legal responsibilities.</b>		
	No additional statements in the topic beyond those found in the Essential Knowledge and Skills Chart.		

**Career Clusters Knowledge and Skills**

**HS**

**PS**

**FNC08.01 Know and abide by laws, regulations, and ethical behavior that affect finance operations and transactions.**

<p><b>FNC08.01.01</b> <i>Sample Indicators</i></p>	<p>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</p>	<p>I BUS105, ACTG101,102 I ECNS201,203 R ACTG 201,202,215; R BUS 205,246,247 E ACTG265</p>
<p><b>FNC08.01.02</b> <i>Sample Indicators</i></p>	<p>Apply ethics in finance.  Explain the nature of business ethics Demonstrate responsible behavior Demonstrate honesty and integrity Demonstrate ethical work habits</p>	<p>I BUS105, ACTG101,102 I ECNS201,203 R ACTG 201,202,215; R BUS 205,246,247 E ACTG265</p>
<p><b>FNC08.01.03</b> <i>Sample Indicators</i></p>	<p>Manage internal and external business relationships in finance. Treat others fairly at work Describe ethics in human resources issues</p>	<p>I BUS 105 R BUS205</p>
<p><b>FNC08.01.04</b> <i>Sample Indicators</i></p>	<p>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>I BUS105 R BUS246,247</p>
<p><b>FNC08.01.05</b> <i>Sample Indicators</i></p>	<p>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>I BUS105 R BUS246,247</p>
<p><b>FNC08.01.06</b> <i>Sample Indicators</i></p>	<p>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>I BUS105 R BUS246,247</p>
<p><b>FNC08.01.07</b> <i>Sample Indicators</i></p>	<p>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>I BUS105 I BUS246,247</p>

**Career Clusters Knowledge and Skills**

**HS**

**PS**

FNC08.01.08	Determine form of business ownership.	I Career Planning I Office Management I Accounting I, II & III	I ACTG101,102,BUS105 R ACTG 201,202, 205, 211, 215 R BUS246,247 E ACTG265
<i>Sample Indicators</i>	Explain types of business ownership Select form of business ownership		
FNC08.01.09	Explain commerce laws and regulations.	N/A	I BUS105 I BUS246,247
<i>Sample Indicators</i>	Explain the nature of trade regulations Describe the impact of anti-trust legislation		
FNC08.01.10	Discuss tax laws and regulations.	N/A	I ACTG101,BUS246,247 R ACTG211,180, 215
<i>Sample Indicators</i>	Explain the nature of tax regulations on business Explain the nature of businesses' reporting requirements Develop strategies for legal/government compliance		
FNC08.01.11	Describe government regulation of the finance industry.	N/A	I ACTG101,BUS105, I BUS246,247,ACTG 180, 215
<i>Sample Indicators</i>	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.	N/A	I ACTG101,BUS105, I BUS205, 246,247; ACTG 180, 215
<i>Sample Indicators</i>	Discuss the nature and scope of compliance in the finance industry Describe the use of technology in compliance Explain the role of business ethics in compliance		
<b>Cluster Topic FNC09</b>	<b>EMPLOYABILITY AND CAREER DEVELOPMENT:</b> Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.	I Career Planning I Money Management I Accounting I, II & III I Law & Justice I Basic Computer Skills I Work Co-op I Tech Skills for Life I MS Word, Excel I MS Access, Power Point I Computer Tech Skills I Graphic Web Design I Desktop Publishing I Innovations in Technology	I COMM131,201,WRIT101,121I; I CAPP154, TASK113 I CAPP156,266,BUS105, I BUS246,247 I ACTG101,102 I HR110T,SOCI101,PSYX100 I ECNS201,202,203 I M108T,121 R ACTG205,211,180,201,202,215; R ACTG292,298,230,BUS 205 E ACTG265
	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.**

FNC10.01.01

Sample Indicators

- Discuss the fundamental principles of money.
  - 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

FNC10.01.02

Sample Indicators

- Explain legal responsibilities associated with financial exchanges
- Analyze personal financial needs and goals.
  - Explain the nature of financial needs (e.g., college, retirement, wills, insurance, etc.)
  - Set financial goals
  - Develop personal budget
  - Explain the need to save and invest

FNC10.01.03

Sample Indicators

- Manage personal finances to achieve financial goals.
  - 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)
- Describe the use of financial-services providers.
  - Describe types of financial-services providers

FNC10.01.05

Sample Indicators

- Discuss considerations in selecting a financial-services provider
- Use investment strategies.
  - Explain types of investments

I Money Management		I BUS105;ACTG201,202 I ECNS 202,203
I Money Management		I HR110T
I Money Management I Accounting I		I ACTG101 R ACTG201,180 E ACTG211
I Money Management		I BUS105, R ACTG265
I Money Management I Accounting III		I ACTG101 R ACTG201,BUS246,247 E ACTG265

**Career Clusters Knowledge and Skills**

**HS**

**PS**

<p><b>FNC10.01.06</b> <i>Sample Indicators</i></p> <p>Explain the nature of capital investment Establish investment goals and objectives <b>Identify potential business threats and opportunities to protect a business's financial well-being.</b> Describe the concept of insurance Obtain insurance coverage Settle insurance losses Identify speculative business risks Explain the nature of risk management</p>	<p>Money Management</p> <p>I ACTG265</p>
<p><b>FNC10.01.07</b> <i>Sample Indicators</i></p> <p><b>Obtain business credit and control its use.</b> 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</p>	<p>N/A</p> <p>I ACTG201</p>

**Career Clusters Knowledge and Skills**

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**PS**

<p><b>FNC10.01.08</b> <i>Sample Indicators</i></p> <p><b>Manage financial resources to ensure solvency.</b> 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>N/A</p>	<p>I ACTG101,102; BUS105 R ACTG201, 202 E ACTG265</p>
<p><b>FNC10.01.09</b> <i>Sample Indicators</i></p> <p><b>Explain the importance of financial markets in business.</b> Describe the role of financial institutions Explain types of financial markets (i.e., money markets, securities markets, property market, market for risk transfer) <b>Explain the nature of assets' values.</b> 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) <b>Utilize sources of securities information to make informed financial decisions.</b> Describe sources of securities information Read/Interpret securities table</p>	<p>I Money Management</p>	<p>I BUS105, ECNS202,203; I ACTG201</p>
<p><b>FNC10.01.10</b> <i>Sample Indicators</i></p> <p><b>Use debt and equity capital to raise funds for business growth.</b> 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>I Money Management</p>	<p>I ECNS201,203</p>
<p><b>FNC10.01.11</b> <i>Sample Indicators</i></p> <p><b>Plan, control, and organize a finance organization/department.</b> Explain management's role in business success.</p>	<p>I Money Management</p>	<p>I ACTG201</p>
<p><b>FNC10.01.12</b> <i>Sample Indicators</i></p> <p><b>Use debt and equity capital to raise funds for business growth.</b> 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>N/A</p>	<p>I ACTG201 R ACTG265</p>
<p><b>FNC10.02</b> <i>Sample Indicators</i></p> <p><b>FNC10.02.01</b> <i>Sample Indicators</i></p> <p><b>FNC10.02.02</b> <i>Sample Indicators</i></p>	<p>I Office Management I Small Business Management</p>	<p>I BUS105,ACTG101 R BUS205; E ACTG265</p> <p>I BUS105, ACTG201 E ACTG265</p>

**Career Clusters Knowledge and Skills**

**HS**

**PS**

<p>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</p>	
<p><b>FNC10.02.03</b> Control a finance organization's/department's activities.</p> <p><i>Sample Indicators</i>                  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</p>	<p>I Small Business Management                  I BUS105,ACTG202                  E ACTG265</p>
<p><b>FNC10.03</b> Monitor, plan, and control day-to-day activities required for continued business functioning.</p> <p><b>FNC10.03.01</b> Implement expense-control strategies.                  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</p> <p><i>Sample Indicators</i>                  Maintain property and equipment.                  Identify routine activities for maintaining business facilities and equipment                  Plan maintenance program</p>	<p>I Small Business Management                  I ACTG202</p> <p>N/A</p> <p>I ACTG205,265</p>
<p><b>FNC10.04</b> Discuss techniques and strategies used in finance to foster positive, ongoing relationships with customers.</p> <p><b>FNC10.04.01</b> 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</p> <p><i>Sample Indicators</i>                  Use Customer Relationship Management technology.                  Explain the use of databases in customer relationship management</p>	<p>I Money Management                  I ACTG201,BUS246,247</p> <p>N/A</p> <p>I BUS105</p>
<p><b>FNC10.04.02</b> Use Customer Relationship Management technology.                  Explain the use of databases in customer relationship management</p> <p><i>Sample Indicators</i></p>	<p>N/A</p>

**Career Clusters Knowledge and Skills**

Use Customer Relationship Management (CRM) technology

HS

PS

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**Career Clusters Knowledge and Skills**

**HS**

**PS**

**FNC10.05**

**Access, process, maintain, evaluate, and disseminate financial information to assist business decision-making.**

FNC10.05.01

*Sample Indicators*

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

FNC10.05.02

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)

*Sample Indicators*

FNC10.05.03

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

*Sample Indicators*

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.**

Describe the use of technology in the financial-information management function

*Sample Indicators*

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

N/A		I ACTG101, BUS105 R BUS205, 246, 247, ACTG201, 205
N/A		I ACTG101, 102 ACTG201, 202, 215
N/A		I ACTG 101 R ACTG201 R ACTG265
N/A		I ACTG180, 205, CAPP156, 266 R ACTG265
N/A		I BUS105 R BUS205

**Career Clusters Knowledge and Skills**

		HS	PS
	Explain the use of technology in the product/service management function		
	Discuss business ethics in product/service management		
FNC10.06.02	<b>Develop a financial product/service mix.</b>		I ACTG265
<i>Sample Indicators</i>	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	<b>Position financial products/services to acquire desired business image.</b>		I ACTG265
<i>Sample Indicators</i>	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	<b>Position company to acquire desired business image.</b>		I ACTG265
<i>Sample Indicators</i>	Explain the nature of corporate branding		
	Describe factors used by businesses to position corporate brands		
<b>FNC10.07</b>	<b>Employ financial risk-management strategies and techniques used to minimize business loss.</b>		
FNC10.07.01	<b>Describe the nature and scope of risk management in finance.</b>		I BUS105 R BUS246,247
<i>Sample Indicators</i>	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	<b>Use risk management techniques in finance.</b>		I BUS105
<i>Sample Indicators</i>	Discuss the relationship between risk and business objectives		
	Develop a risk management program		
	Evaluate a risk management program		
FNC10.07.03	<b>Describe risk control methods in finance.</b>		I BUS105
<i>Sample Indicators</i>	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		

Explain the use of technology in the product/service management function

Discuss business ethics in product/service management

**Develop a financial product/service mix.**

Explain the concept of financial product/service mix

Describe the nature of financial product/service bundling

Identify financial product/service to fill a customer need

**Position financial products/services to acquire desired business image.**

Describe factors used to position financial products/services

Explain the nature of financial product/service branding

Explain the role of customer service in positioning/image

**Position company to acquire desired business image.**

Explain the nature of corporate branding

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**

**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.**

Discuss the relationship between risk and business objectives

Develop a risk management program

Evaluate a risk management program

**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





<p><b>FNPA02.01.02</b></p> <p><i>Sample Indicators</i></p> <p>Prepare balance sheets</p> <p>Project future revenues and expenses</p> <p>Apply bankruptcy prediction models</p> <p><b>Maintain cash controls.</b></p> <p>Explain cash control procedures (e.g. signature cards, deposit slips, internal/external controls, cash clearing, etc.)</p> <p>Prove cash</p> <p>Journalize/post entries to establish and replenish petty cash</p> <p>Journalize/post entries related to banking activities</p> <p>Explain the benefits of electronic funds transfer</p> <p>Prepare bank deposits</p> <p>Prepare purchase requisitions</p> <p>Prepare purchase orders</p> <p>Prepare sales slips</p> <p>Prepare invoices</p> <p>Explain the nature of the voucher system</p> <p>Prepare vouchers</p> <p>Record transactions using a voucher system</p> <p><b>Perform accounting functions specific to a merchandising business.</b></p> <p>Explain the nature of special journals</p> <p>Record transactions in special journals</p>	<p>I Accounting I, II, &amp; III</p>	<p>I ACTG101 R ACTG201,205,180,215,230 E ACTG265</p>						
			<p><b>FNPA02.01.04</b></p> <p><i>Sample Indicators</i></p> <p><b>Perform accounts payable functions.</b></p> <p>Explain the nature of accounts payable</p> <p>Maintain a vendor file</p> <p>Analyze purchase transactions</p> <p>Post to an accounts payable subsidiary ledger</p> <p>Prepare a credit memorandum for returned goods</p> <p>Process invoices for payment</p> <p>Process accounts payable checks</p> <p>Prepare an accounts payable schedule</p> <p><b>Perform accounts receivable functions.</b></p> <p>Explain the nature of accounts receivable</p> <p>Maintain a customer file for accounts receivable</p> <p>Analyze sales transactions</p> <p>Post to an accounts receivable subsidiary ledger</p> <p>Process sales orders and invoices</p> <p>Process sales returns and allowances</p> <p>Process customer payments</p>	<p>I Accounting I, II, &amp; III</p>	<p>I ACTG101 R ACTG205 E ACTG265</p>			
						<p><b>FNPA02.01.05</b></p> <p><i>Sample Indicators</i></p> <p><b>Perform accounts payable functions.</b></p> <p>Explain the nature of accounts payable</p> <p>Maintain a vendor file</p> <p>Analyze purchase transactions</p> <p>Post to an accounts payable subsidiary ledger</p> <p>Prepare a credit memorandum for returned goods</p> <p>Process invoices for payment</p> <p>Process accounts payable checks</p> <p>Prepare an accounts payable schedule</p> <p><b>Perform accounts receivable functions.</b></p> <p>Explain the nature of accounts receivable</p> <p>Maintain a customer file for accounts receivable</p> <p>Analyze sales transactions</p> <p>Post to an accounts receivable subsidiary ledger</p> <p>Process sales orders and invoices</p> <p>Process sales returns and allowances</p> <p>Process customer payments</p>	<p>I Accounting I, II, &amp; III</p>	<p>I ACTG101 R ACTG201,205</p>

<p>Prepare customer statements Process uncollectible accounts Prepare an accounts receivable schedule Determine uncollectible accounts receivable</p>	
<p><b>Maintain inventory records to track the location, quantity, and value of current assets.</b> Record inventory usage Process invoice of inventory Process results of inventory Process inventory adjustments Determine the cost of inventory</p>	<p>I ACTG101 R ACTG201,205</p>
<p><b>Complete payroll procedures to calculate, record, and distribute payroll earnings.</b> 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</p>	<p>I ACTG101 R ACTG180,205,211</p>
<p><b>Perform specialized accounting procedures to track cash flow.</b> Process notes payable and receivable Determine the book value of a plant asset Prepare depreciation schedules Record the disposition of assets Account for intangible assets Analyze accounting records to make business decisions</p>	<p>I ACTG102 R ACTG202,205 E ACTG265</p>
<p><b>Utilize cost accounting methods.</b> Maintain job order cost sheets Calculate the cost of goods sold Compute overhead rates Apply overhead to jobs Conduct cost-volume-profit analysis Develop standard variable costs for a product Calculate variances Conduct variance analysis Perform cost allocation functions Prepare cost of production reports</p>	<p>I ACTG102 R ACTG202,205</p>
<p><b>FNPA02.01.06</b></p>	
<p><i>Sample Indicators</i></p>	
<p><b>FNPA02.01.07</b></p>	
<p><i>Sample Indicators</i></p>	
<p><b>FNPA02.01.08</b></p>	
<p><i>Sample Indicators</i></p>	
<p><b>FNPA02.01.09</b></p>	
<p><i>Sample Indicators</i></p>	

<p><b>FNPA02.01.10</b> <i>Sample Indicators</i></p> <p>Prepare budget reports to make business decisions. Process preliminary budget detail Prepare budget reports Determine relevant cost and revenue data for decision-making purposes</p>	<p>I Accounting II &amp; III</p> <p>I ACTG102 R ACTG201,202</p>
<p><b>FNPA02.01.11</b> <i>Sample Indicators</i></p> <p>Perform accounting functions specific to a partnership. Analyze a partnership agreement Allocate profits and losses to the partners Prepare a statement of partners' equities Prepare a balance sheet for a partnership Account for the revaluation of assets and liabilities prior to the dissolution of a partnership Account for the sale of a partnership interest Account for the withdrawal of a partner from a partnership</p>	<p>I Accounting II</p> <p>I ACTG102 R ACTG205</p>
<p><b>FNPA02.01.12</b> <i>Sample Indicators</i></p> <p>Perform accounting functions specific to a corporation. Discuss the nature of a consolidated financial statement Explain methods to account for the issuance of stock Analyze the articles of incorporation needed to start a corporation Compute the number of shares of common stock to be issued on the conversion of convertible preferred stock Compute dividends payable on stock Prepare a balance sheet for a corporation Complete a worksheet for a corporation Prepare an income statement for a corporation Prepare a statement of equity and retained earnings for a corporation</p>	<p>I Accounting II &amp; III</p> <p>I ACTG201,205</p>
<p><b>FNPA02.01.13</b> <i>Sample Indicators</i></p> <p>Determine suitable internal accounting controls to ensure the proper recording of financial transactions. Explain the purpose of internal accounting controls Determine the components of internal accounting control procedures Maintain internal accounting controls</p>	<p>I Accounting I</p> <p>I ACTG101 R ACTG201</p>
<p><b>FNPA02.01.14</b> <i>Sample Indicators</i></p> <p>Conduct an audit. Explain the nature of audits Discuss the nature of the Statement on Auditing Standards No. 99 (Considerations of Fraud in a Financial Statement Audit) Conduct an audit Prepare auditing reports</p>	<p>N/A</p> <p>I ACTG101,201</p>



**Career Clusters Knowledge and Skills**

**HS**

**PS**

FNPA04.01.03	<p><b>Describe fundamental cost accounting concepts.</b>                  Explain the nature of managerial cost accounting (e.g. activities, costs, cost drivers, etc.)                  Discuss the use of cost-volume-profit analysis</p>	N/A	I ACTG102 R ACTG202
<i>Sample Indicators</i>	<p>Discuss cost accounting systems (e.g. job order costing, process costing, activity-based costing [ABC], project costing, etc.)                  Explain the nature of cost accounting decision making                  Discuss the nature of cost accounting budgets                  Discuss the use of variance analysis for cost accounting                  Discuss the nature of cost allocation</p>		
FNPA04.01.04	<p><b>Discuss the significance of responsibility in accounting.</b>                  Describe social responsibility in accounting                  Discuss responsibility accounting</p>	I Accounting I, II & III	I ACTG101 R ACTG201
<i>Sample Indicators</i>	<p><b>Describe Generally Accepted Accounting Principles (GAAP).</b>                  Discuss the use of Generally Accepted Accounting Principles (GAAP)</p>	I Accounting I, II & III	I ACTG101,102 R ACTG201,202,205,215,180,130 E ACTG265
<i>Sample Indicators</i>			