

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


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

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

### Assurances:

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

Name of Big Sky Pathway (cluster level):	Finance	
Name of High School:	Columbus High School	
Names of Secondary Lead Teacher and Counselor:	Sherry Aschim, Teacher Jann Whiting, Counselor	
<i>The Lead Secondary Teacher will be contacted if OPI has questions about this request</i>		
Lead Teacher's email address:	aschims@gmail.com	
Lead Teacher's phone number:	(406) 322-5373 Ext. 151	
Name of College:	MSU Billings and COT	
Name of College Program:	AAS, Accounting Technology	
Name of College Lead Faculty Member:	Lyle Courtnage, COT	
<b>REQUIREMENTS FOR APPROVAL</b>		
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:	✓
9.	When applicable, dual enrollment opportunities have been identified.	NA
10.	When applicable, Advanced Placement, IB courses and CTE START (statewide articulations) have been identified.	NA
High School Principal's Signature:	<i>George McKay</i>	Date: 1-24-11
H.S. Advisory Committee Member's Signature:	<i>[Signature]</i>	Date: 1-24-11
College Chief Academic Officer's Signature:	<i>[Signature]</i>	Date:
College Lead Faculty Member's Signature:	<i>[Signature]</i>	Date: 1-25-11
Please submit this Request for Approval form and a copy of the Big Sky Pathway Proposal to: OPI, Career and Technical Education, P.O. Box 202501, Helena, Montana 59620-2501		
OPI Specialist Approval:	<i>[Signature]</i>	Date of Approval: 5/13/11
OCHE Approval:	<i>[Signature]</i>	Date of Approval: 2/28/2013
<i>Both the college and the high school will receive a signed copy when the BSP is approved</i>		

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

### SUGGESTED HIGH SCHOOL COURSES

Grade	Graduation Requirements Workforce/2-Year College Prep	English 9, Earth Science, Math, P.E., <b>Business Essentials (S)</b>	<b>Required CTE Cluster Foundation Course:</b>  <b>Business Essentials</b>
<b>9th</b>	<b>CTE and/or Electives</b>	<b>Intro. to Business</b> , Foreign Language, Ag Business Leadership	
<b>10th</b>	Graduation Requirements Workforce/2-Year College Prep	English 10, Biology, Math, World History, P.E.	<b>CTE Student Organization(s):</b>  <b>Recommended:</b> Business Professionals of America  <b>Suggested:</b> FCCLA FFA Speech, Drama & Debate
	<b>CTE and/or Electives</b>	<b>Accounting I, Personal/Business Law, Intro. to Marketing, Beginning Excel/Access</b>	
<b>11th</b>	Graduation Requirements Workforce/2-Year College Prep	English 11, 3 <sup>rd</sup> year Science or Math, U.S. History	
	<b>CTE and/or Electives</b>	<b>Accounting II, Business Entrepreneurship</b> , Economics, Skills for Life/Personal Finance, Yearbook, Criminal Law	
<b>12th</b>	Graduation Requirements Workforce/2-Year College Prep	English 12 or Adv. English 12, 4 <sup>th</sup> year Science and Math Government	
	<b>CTE and/or Electives</b>	<b>Accounting II, Business Entrepreneurship</b> , Economics, Skills for Life/Personal Finance, Yearbook, Criminal Law	

\*For 4-Year MT College/University Prep (Rigorous Core) refer to back of sheet

### ADVANCED LEARNING OPPORTUNITIES

High School to College/Career Linkages

<b>CTE START courses:</b> <b>Business Essentials (CAPP 120, Introduction to Computers) (CAPP 154, MS Word)</b> <b>Accounting I (ACTG 101, Accounting Procedures 101)</b>
<b>Online courses:</b>
<b>Other:</b> <b>Montana Digital Academy with approval of administration</b>

	Math	English	Major	Other
<b>13—Semester 1</b>	M108 Business Math (3)	WRIT 122 Intro. to Business Writing	ACTG 101 Acct. Procedures I (3)	CAPP 120 Intro to Computers (3) TASK 115 Keyboard Applications/Ten Key (3)
<b>13—Semester 2</b>			ACTG 102 Acct. Procedures II (3) ACTG 180 Payroll Accounting (3) ACTG 205 Computerized Acct. (3) Electives (3)	CAPP 154 MS Word (3) CTBU 171 Intro. to Business (3)
<b>14—Semester 1</b>			ACTG 125 QuickBooks (3) Electives (3)	CAPP 156 MS Excel (3) CAPP 158 MS Access (3) COMT 109 Human Relations (3)
<b>14—Semester 2</b>	College Math (3)		ACTG 103 Acct. Procedures III (3) Electives (3)	COMT 130 Intro. to Public Speaking (3) CTBU 165 Business Law (3)

## MONTANA POST-SECONDARY 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		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	
<b>MILITARY</b>	<ul style="list-style-type: none"> <li>Requires diploma or GED</li> <li>17 with parental consent; 18 without</li> </ul>	Air Force, Air Guard, Army, Coast Guard, Marines, and Navy For more information: <a href="http://todaysmilitary.com">http://todaysmilitary.com</a>					
<b>PROFESSIONAL CERTIFICATE</b>	<ul style="list-style-type: none"> <li>Requires diploma or GED</li> <li>Less than 30 credits; little/no general ed credits</li> <li>Complete in one year or less</li> </ul>	Payroll Accounting — FVCC Bookkeeping — HCOT					
<b>APPRENTICESHIP</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://wsd.dli.mt.gov/apprenticeship/default.asp">http://wsd.dli.mt.gov/apprenticeship/default.asp</a>					
<b>CERTIFICATE OF APPLIED SCIENCE</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>	Accounting — BLCOT, FVCC, FPCC, SCC Bookkeeping — HCOT, TECHCOT, GCP					
<b>ASSOCIATE'S OF APPLIED SCIENCE DEGREE</b>	<ul style="list-style-type: none"> <li>Requires diploma or GED</li> <li>60-72 credits; includes 15-25 general ed credits</li> <li>Complete in two years (<i>if prepared academically in math and English</i>)</li> </ul>	Accounting — HCOT, UMCOT, BLCOT, TECHCOT, GFCOT, FVCC Accounting Technology — UMCOT					
<b>BACCALAUREATE DEGREE</b>	<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>	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*

## CREDIT REQUIREMENTS

Columbus High School Graduation	Montana University System College Entrance
4 credits English 3 credits Social Studies 2 credits Math 2 credits Science 1 additional credit Math or Science 2 credits Health & P.E. 1 credit Fine Arts .5 credit Keyboarding/Business Essentials 1.5 credits Career & Technical Ed. 6 elective credits <b>TOTAL 23 credits</b>	4 credits English 3 credits Social Studies 3 credits Math (at least Algebra II) 2 credits Science 2 credits Electives  <b>*Rigorous Core Courses include:</b> 1 additional credit Math 1 additional credit Elective  Visit <a href="http://www.mus.edu/">www.mus.edu/</a> for further information

## Suggested Volunteer/Employment Opportunities

Any business Volunteer for any non profit organization – Project Hope Practice personal budgeting	Bank & Credit Unions Concessions Real Estate Company
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For more information regarding *Career Clusters* visit [www.careerclusters.org](http://www.careerclusters.org)

For more information regarding *occupations and higher education* visit <http://mtcis.intocareers.com>

For more information regarding *job searches* visit <http://jobs.mt.gov>

## PATHWAY DESCRIPTION

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

## C. CLUSTER KNOWLEDGE AND SKILLS

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

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

**FNC01.01**  
**Solve mathematical problems to obtain information for decision making in finance.**

FNC01.01.01      Employ numbers and operations in finance.

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

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

I -- Accounting I	R		
-- Accounting II	I		
--Business Essentials (Beginning Excel)			
X			
X			
X			
X			
I-- Accounting I			
I -- Business Essentials (Beginning Excel)			
X			
X			
X			



**Career Clusters Knowledge and Skills**

HS

PS

Course Notes

<p>Explain the concept of competition Describe market structures</p>						
<p><b>FNC01.02.04</b></p>	<p>Explain the impact of government on business activities.</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><b>FNC01.02.05</b></p>	<p>Analyze cost/profit relationships in finance.</p>					
<p><i>Sample Indicators</i></p>	<p>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</p>					
<p><b>FNC01.02.06</b></p>	<p>Describe economic indicators impacting financial decision-making.</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><b>FNC01.02.07</b></p>	<p>Determine the impact of business cycles on business activities</p>					
<p><i>Sample Indicators</i></p>	<p>Determine global trade's impact on business decision-making. Explain the nature of global trade Describe the determinants of exchange rates and their effects on the domestic economy Discuss the impact of cultural and social environments on global trade Explain labor issues associated with global trade</p>					
<p><b>FNC01.03</b></p>	<p><b>Integrate sociological knowledge of group behavior to understand customer decision-making in finance.</b></p>					

Career Clusters Knowledge and Skills		HS	PS	Course Notes
FNC01.03.01	<p>Employ sociological knowledge to facilitate finance activities.</p> <p>Analyze and interpret complex societal issues, events, and problems</p> <p>Analyze researched information and statistics</p> <p>Reach reasoned conclusions</p> <p>Examine social beliefs, influences, and behavior</p> <p>Analyze group dynamics</p> <p>Assess human behavior</p>			
FNC01.04	<p><b>Integrate psychological knowledge to understand finance customer motivation.</b></p> <p>Apply psychological knowledge to facilitate finance activities.</p> <p>Recognize factors influencing perception</p> <p>Identify sources of attitude formation</p> <p>Assess methods used to evaluate attitudes</p> <p>Identify basic social and cultural strata</p> <p>Determine behavioral effects of social and cultural strata</p> <p>Analyze effects of others on individual behavior</p> <p>Predict likelihood of conformity and obedience</p> <p>Determine significance of aggression</p> <p>Recognize factors affecting personality</p> <p>Evaluate the nature of change over a lifetime</p> <p>Identify sources of stress</p> <p>Detail reactions to stress</p> <p>Employ strategies for dealing with stress</p> <p>Investigate factors affecting motivation</p> <p>Analyze cues to basic drives/motives</p> <p>Analyze the development of motives</p>			
FNC01.04.01	<p>Apply psychological knowledge to facilitate finance activities.</p> <p>Recognize factors influencing perception</p> <p>Identify sources of attitude formation</p> <p>Assess methods used to evaluate attitudes</p> <p>Identify basic social and cultural strata</p> <p>Determine behavioral effects of social and cultural strata</p> <p>Analyze effects of others on individual behavior</p> <p>Predict likelihood of conformity and obedience</p> <p>Determine significance of aggression</p> <p>Recognize factors affecting personality</p> <p>Evaluate the nature of change over a lifetime</p> <p>Identify sources of stress</p> <p>Detail reactions to stress</p> <p>Employ strategies for dealing with stress</p> <p>Investigate factors affecting motivation</p> <p>Analyze cues to basic drives/motives</p> <p>Analyze the development of motives</p>			
	<p><b>COMMUNICATIONS: Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.</b></p> <p>No additional statements in the topic beyond those found in the Essential Knowledge and Skills Chart.</p>			
Cluster Topic FNC02				
Cluster Topic FNC03	<p><b>PROBLEM-SOLVING AND CRITICAL THINKING:</b></p> <p>Solve problems using critical thinking skills (analyze, synthesize, and evaluate) independently and in teams. Solve problems using creativity and innovation.</p>			





**Career Clusters Knowledge and Skills**

	HS	PS	Course Notes
<i>Sample Indicators</i> 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			
FNC05.01.04 <b>Actualize new finance venture.</b>			
<i>Sample Indicators</i> 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			
FNC05.01.05 <b>Select harvesting strategies for finance venture.</b>			
<i>Sample Indicators</i> 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			
FNC05.02 <b>Analyze accounting systems to examine their contribution to the fiscal stability of businesses.</b>			
FNC05.02.01 <i>Sample Indicators</i> 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			
FNC05.02.02 <i>Sample Indicators</i> Implement accounting procedures for tracking money flow and determining financial status.			

Career Clusters Knowledge and Skills		HS	PS	Course Notes
<i>Sample Indicators</i>	Describe the nature of cash flow statements Prepare cash flow statements Explain the nature of balance sheets Describe the nature of income statements			
<b>FNC05.03</b>	<b>Describe tools, strategies, and systems used to maintain, monitor, control, and plan the use of financial resources.</b>			
FNC05.03.01	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)			
<i>Sample Indicators</i>				
<b>FNC05.04</b>	<b>Plan, staff, lead, and organize human resources in finance to enhance productivity and job satisfaction.</b>			
FNC05.04.01	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			
<i>Sample Indicators</i>				
<b>FNC05.05</b>	<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>			
FNC05.05.01	Discuss marketing's role and function. Explain marketing and its importance in a global economy Describe marketing functions and related activities Describe customer/client/business behavior in finance.			
<i>Sample Indicators</i>				
FNC05.05.02	Explain customer/client/business buying behavior 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.)			
<i>Sample Indicators</i>				
FNC05.05.03	Explain a finance organization's unique selling proposition.			

**Career Clusters Knowledge and Skills**

	HS	PS	Course Notes
<p><i>Sample Indicators</i></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><b>FNC05.06.02</b></p> <p><i>Sample Indicators</i></p> <p><b>FNC05.06.03</b></p> <p><i>Sample Indicators</i></p>	<p>Identify company's unique selling proposition</p> <p>Identify internal and external service standards</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>Identify company's brand promise</p> <p>Determine ways of reinforcing the company's image through employee performance</p> <p>Discuss the nature of customer relationship management</p>	<p>Identify company's brand promise</p> <p>Determine ways of reinforcing the company's image through employee performance</p> <p>Explain the nature and scope of customer relationship management in finance.</p> <p>Explain the role of ethics in customer relationship management</p> <p>Describe the use of technology in customer relationship management</p>	





**Career Clusters Knowledge and Skills**

HS

PS

Course Notes

FNC08.01.02	<p><b>Apply ethics in finance.</b>                  Explain the nature of business ethics                  Demonstrate responsible behavior                  Demonstrate honesty and integrity                  Demonstrate ethical work habits</p>			
FNC08.01.03	<p><b>Manage internal and external business relationships in finance.</b>                  Treat others fairly at work                  Describe ethics in human resources issues</p>			
<i>Sample Indicators</i>				
FNC08.01.04	<p><b>Explain the nature and scope of business laws and regulations.</b>                  Discuss the nature of law and sources of law in the United States</p>			
<i>Sample Indicators</i>	<p>Describe the United States' judicial system                  Describe legal issues affecting businesses</p>			
FNC08.01.05	<p><b>Discuss the civil foundations of the legal environment of business.</b>                  Identify the basic torts relating to business enterprises                  Describe the nature of legally binding contracts</p>			
<i>Sample Indicators</i>				
FNC08.01.06	<p><b>Explore the regulatory environment of United States' businesses.</b>                  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>			
<i>Sample Indicators</i>				
FNC08.01.07	<p><b>Describe human resources laws and regulations.</b>                  Explain the nature of human resources regulations                  Explain the nature of workplace regulations (including OSHA, ADA)</p>			
<i>Sample Indicators</i>	<p>Discuss employment relationships</p>			
FNC08.01.08	<p><b>Determine form of business ownership.</b>                  Explain types of business ownership                  Select form of business ownership</p>			
<i>Sample Indicators</i>				
FNC08.01.09	<p><b>Explain commerce laws and regulations.</b>                  Explain the nature of trade regulations                  Describe the impact of anti-trust legislation</p>			
<i>Sample Indicators</i>				
FNC08.01.10	<p><b>Discuss tax laws and regulations.</b>                  Explain the nature of tax regulations on business                  Explain the nature of businesses' reporting requirements                  Develop strategies for legal/government compliance</p>			
<i>Sample Indicators</i>				

**Career Clusters Knowledge and Skills**

	HS	PS	Course Notes
FNC08.01.11			
<i>Sample Indicators</i>			
FNC08.01.12			
<i>Sample Indicators</i>			
<b>Cluster Topic FNC09</b>			
<b>Cluster Topic FNC10</b>			
<b>FNC10.01</b>			
<i>Sample Indicators</i>			
<b>FNC10.01.02</b>			
<i>Sample Indicators</i>			

**FNC08.01.11** Describe government regulation of the finance industry.  
 Explain federal legislation impacting the finance industry (e.g., Gramm-Leach-Bliley Act, Sarbanes-Oxley Act, Uniform Commercial Code, etc.)  
 Discuss the effect of tax laws and regulations on financial transactions

**FNC08.01.12** Discuss the nature and scope of compliance in finance.  
 Discuss the nature and scope of compliance in the finance industry  
 Describe the use of technology in compliance  
 Explain the role of business ethics in compliance

**EMPLOYABILITY AND CAREER DEVELOPMENT:**  
*Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.*  
 No additional statements in the topic beyond those found in the Essential Knowledge and Skills Chart.

**TECHNICAL SKILLS:** *Use the technical knowledge and skills required to pursue the targeted careers for all pathways in the career cluster, including knowledge of design, operation, and maintenance of technological systems critical to the career cluster.*  
**Maintain, control, and plan the use of financial resources to protect solvency.**

**FNC10.01.01** 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

*Sample Indicators*

**FNC10.01.02** Analyze personal financial needs and goals.  
 Explain the nature of financial needs (e.g., college, retirement, wills, insurance, etc.)  
 Set financial goals

*Sample Indicators*





**Career Clusters Knowledge and Skills**

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

**Course Notes**

**PS**

**HS**

Career Clusters Knowledge and Skills		HS	PS	Course Notes
FNC10.02.03	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			
Sample Indicators	Develop business plan			
	Control a finance organization's/department's activities.			
	Describe the nature of managerial control (control process, types of control, what is controlled)			
FNC10.03.01	Analyze operating results in relation to budget/industry			
	Track performance of business plan			
	<b>Monitor, plan, and control day-to-day activities required for continued business functioning.</b>			
Sample Indicators	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			
FNC10.03.02	Negotiate service and maintenance contracts			
	Negotiate lease or purchase of facility			
	Develop expense control plans			
	Use budgets to control operations			
	Maintain property and equipment.			
Sample Indicators	Identify routine activities for maintaining business facilities and equipment			
	Plan maintenance program			
	<b>Discuss techniques and strategies used in finance to foster positive, ongoing relationships with customers.</b>			
Sample Indicators	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			
Sample Indicators	Use Customer Relationship Management technology.			
	Explain the use of databases in customer relationship management			

**Career Clusters Knowledge and Skills**

Use Customer Relationship Management (CRM) technology

HS

PS

Course Notes

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**Career Clusters Knowledge and Skills**

- Process sales orders and invoices
- Process sales returns and allowances
- Process customer payments

**HS**

**PS**

**Course Notes**

HS	PS	Course Notes
X		
X		
X		







Career Clusters Knowledge and Skills		HS	PS	Course Notes
<b>FNPA02.01.15</b> <i>Sample Indicators</i> Perform tax accounting functions. Explain record keeping procedures for tax accounting Identify tax issues for clients Explain the role of accountants in income tax planning Integrate tax strategies with family financial goals Discuss the nature of corporate tax accounting				
<b>Pathway Topic FNPA03</b>  <b>FNPA03.01</b> <i>Sample Indicators</i> <b>Access, process, maintain, evaluate, and disseminate financial information to assist business decision-making.</b> Utilize accounting technology. Discuss the use of data mining in accounting Integrate technology into accounting				
<b>Pathway Topic FNPA04</b>  <b>FNPA04.01</b> <i>Sample Indicators</i> <b>Utilize career planning concepts, tools, and strategies to explore, obtain, and develop in an accounting career.</b> Describe careers in accounting. Discuss the role and responsibilities of certified public accountants Describe the role and responsibilities of general ledger accountants Explain the role and responsibilities of management accountants Discuss the role and responsibilities of auditors Discuss the role and responsibilities of government accountants Explain the role and responsibilities of international accountants Discuss the role and responsibilities of forensic accountants Discuss the role and responsibilities of senior management in accounting Explore accounting licensing and certification programs. Discuss professional designations for accountants (e.g. CPA, CMA, ABA, etc.)				

**Career Clusters Knowledge and Skills**

		HS	PS	Course Notes
FNPA04.01.03 <i>Sample Indicators</i>	Describe fundamental cost accounting concepts. Explain the nature of managerial cost accounting (e.g. activities, costs, cost drivers, etc.) Discuss the use of cost-volume-profit analysis	I -- Accounting II X X		
	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	X X X X X		
	Discuss the significance of responsibility in accounting. Describe social responsibility in accounting Discuss responsibility accounting	I -- Accounting I R -- Accounting II X X		
	Describe Generally Accepted Accounting Principles (GAAP). Discuss the use of Generally Accepted Accounting Principles (GAAP)	I -- Accounting I R -- Accounting II X		

FNPA04.01.04 <i>Sample Indicators</i>	Discuss the significance of responsibility in accounting. Describe social responsibility in accounting Discuss responsibility accounting	I -- Accounting I R -- Accounting II X X		
	Describe Generally Accepted Accounting Principles (GAAP). Discuss the use of Generally Accepted Accounting Principles (GAAP)	I -- Accounting I R -- Accounting II X		

FNPA04.01.05 <i>Sample Indicators</i>	Describe Generally Accepted Accounting Principles (GAAP). Discuss the use of Generally Accepted Accounting Principles (GAAP)	I -- Accounting I R -- Accounting II X		
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