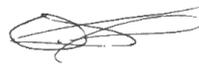




Big Sky Pathway Signature Page

Designing and implementing a Big Sky Pathway requires collaboration at every level of the process. Based on your local community and the specific Career Pathway for which you wish to implement a Program of Study, you should assemble a team that includes academic and CTE Teachers, District or School CTE Advisors, Business and Industry Representatives, Postsecondary Partners and Faculty, Education Administrators, and even relevant local community leaders or recent program of study graduates.

Career Cluster: Finance		Career Pathway/POS: Accounting Technology AAS	
College: City College		High School: Ryegate	Phone: 406-568-2211
Team Member	Name/Affiliation	Role/Responsibility	Signature/Email Address
Eric Swenson	OPI Specialist	Signer Approves Career Cluster Pathway	Signature:  Email: eswenson@mt.gov
Harold Olson	BSP Coordinator	Signer Facilitates pathways process	Signature:  Harold Olson (Oct 24, 2016) Email: harold.olson1@msubillings.edu
Amy Williams	OCHE DE/Pathways Program Manager	Signer BSP and Dual Enrollment Program Manager	Signature:  Amy Williams (Sep 29, 2016) Email: amy.williams12@montana.edu
John Schmidt	High School Staff	Ryegate High School Accounting Instructor	Signature:  John C. Schmidt (Oct 7, 2016) Email: jschmidt@ryegate.k12.mt.us
Randy Schmitz	Postsecondary Staff	City College Accounting Instructor	Signature:  Randall R Schmitz (Oct 12, 2016) Email: rschmitz@msubillings.edu
Park Hook	Add as needed/desired Ryegate Superintendent	Ryegate Public Schools Superintendent	Signature:  Park Hook (Oct 7, 2016) Email: rpsadmin@midrivers.com

Pathway Checklist

<u>Element</u>	<u>YES</u>	<u>NO</u>
1. Pathway includes all state and local graduation requirements preparing students for entry into a postsecondary program	X	
2. Pathway identifies the appropriate secondary CTE, academic, and recommended elective courses offered by the high school which will prepare the student for college-level courses without remediation	X	
3. Pathway outlines a non-duplicative sequence of courses from grades 9-12 and from secondary to postsecondary education	X	
4. Pathway leads to an industry-recognized postsecondary credential, degree or employment	X	
5. Curriculum between secondary and postsecondary institutions has aligned curriculum, using industry recognized standards or with input of local/regional business and industry (May use Gap Analysis). List National Standards or Local/Regional Business Here: Add standards here National Standards of Business Education	X	
6. Pathway includes dual enrollment, high school for college credit, and opportunities for industry-recognized credentials and work-based learning experiences when applicable	X	
7. The pathway utilizes the guidance of a web-based career counseling system, or information regarding the pathway is available on the institution's website.	X	

HIGH SCHOOL: Ryegate High School		BIG SKY PATHWAY PROPOSAL 
COLLEGE: City College		
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

9th	Graduation Requirements Workforce/2-Year College Prep	English 9, Algebra 1, Physical Science, Art or Music	Recommended CTE Cluster Foundation Course(s): Computer Applications
	4-Year MT College/Univ Prep (Rigorous Core)		
	CTE and/or Electives		Recommended CTE Pathway Courses: Accounting 1,
10th	Graduation Requirements Workforce/2-Year College Prep	English 10, Geometry, Biology, World History PE	Other Recommended CTE Courses: Advanced Computer Applications, Intro to Quick Books, Accounting 2 if enough interest
	4-Year MT College/Univ Prep (Rigorous Core)		
	CTE and/or Electives	Accounting 1	
11th	Graduation Requirements Workforce/2-Year College Prep	English 11, Algebra II, US History	Career & Technical Student Organization(s): BPA
	4-Year MT College/Univ Prep (Rigorous Core)		
	CTE and/or Electives	Accounting 1	
12th	Graduation Requirements Workforce/2-Year College Prep	English 12, Government,	
	4-Year MT College/Univ Prep (Rigorous Core)		
	CTE and/or Electives	Accounting 2 if enough interest	

ADVANCED LEARNING OPPORTUNITIES High School to College/Career Linkages

CTE START courses:
Advanced Placement or IB courses:
Dual Enrollment courses:
Online courses:
Other: <i>Montana Digital Academy</i>

POSTSECONDARY PROGRAM OF STUDY

	Math	English	Major	Other
13—Semester 1			ACTG 101 Acct. Proced 1 TASK 115 Keyboard App ACTG 180 Payroll Acct	CAPP 120 Intro to Computer
13—Semester 2	M 108 Business Math	WRIT 122 Intro to Business Writing	ACTG 102 Acct. Proced 11 BGEN 105 General Business Electives	CAPP 156 MS Excel COMX 106 Communication
14—Semester 1	M 121 college Algebra or		ACTG 103 Acct. Proced 111 BGEN 235 Business Law	CAPP 154 MS Word

	M 143 Finite Math		Electives	
14—Semester 2			ACTG 205 Computer Acct ACTG 125 Quick Books Elective	CAPP 158 MS Access COMX 111 Public Speaking

MONTANA POSTSECONDARY OPPORTUNITIES

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

MSU Two Year Colleges and Programs: City College MSUB—Billings (CC); Great Falls College MSU—Great Falls (GFC); Helena College UM—Helena (HC) Highlands College MT Tech—Butte(HC-Tech); Missoula College UM—Missoula (MC); Gallatin College MSU—Bozeman(GC)	Community Colleges: Dawson Community College (DCC) Flathead Valley Community College (FVCC) Miles Community College (MCC)	Tribal Colleges: Aaniiih Nakoda College (ANC); Blackfeet Community College(BCC); Chief Dull Knife College (CDKC); Fort Peck Community College (FPCC); Little Big Horn College (LBHC); Stone Child College (SCC); Salish Kootenai College (SKC)	Four Year Colleges/Universities: MSU—Bozeman; MSUB—Billings; MSUN—Havre; MT 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 — HC	
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 — CC, FVCC, FPCC, SCC Bookkeeping — HC, HC-Tech, GC	
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 — HC, MC, CC, HC-Tech, GFC, FVCC Accounting Technology — MC	
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 — MT Tech Business/Finance option — MSU, MSUB	

Degree and Program Inventory above may not be all inclusive

Finance Cluster Accounting Pathway

PATHWAY DESCRIPTION

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.

A. FOUNDATIONAL ACADEMIC EXPECTATIONS

All secondary students should meet Montana Common Core Standards. All Essential Knowledge and Skills and Cluster (Foundation) Knowledge and Skills are predicated on the assumption that foundational academic skills have been attended.

B. ESSENTIAL KNOWLEDGE AND SKILLS

Essential Knowledge and Skills apply to careers in all clusters and pathways. Students preparing for careers in this pathway should be able to demonstrate these skills in context of this cluster and pathway.

C. CLUSTER (FOUNDATION) 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.

Knowledge and Skills		High School	Post Secondary	Course Notes
Cluster Topic FNC01	ACADEMIC FOUNDATIONS: <i>Achieve additional academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities within a career cluster.</i>			
FNC01.01	Solve mathematical problems to obtain information for decision making in finance.		M 108 Business Math or M 121 College Algebra	
FNC01.01.01	Employ numbers and operations in finance.			
<i>Sample Indicators</i>	Recognize relationships among numbers			
	Employ mathematical operations			
	Perform computations successfully			
	Predict reasonable estimations			
FNC01.01.02	Apply algebraic skills to make business decisions.			
<i>Sample Indicators</i>	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			
FNC01.01.03	Employ measurement skills to make business decisions.			

Finance Cluster Accounting Pathway

Knowledge and Skills		High School	Post Secondary	Course Notes
<i>Sample Indicators</i>	Recognize measurable attributes of objects			
	Take measurements correctly			
FNC01.01.04	Perform data analysis to make business decisions.			
<i>Sample Indicators</i>	Formulate questions effectively			
	Collect relevant data			
	Organize useful data			
	Answer questions appropriately			
	Employ appropriate statistical methods in data analysis			
	Develop and evaluate inferences and predictions			
	Apply basic concepts of probability			
FNC01.01.05	Use problem-solving techniques to evaluate the accuracy of mathematical responses in finance.			
<i>Sample Indicators</i>	Identify problem-solving techniques			
	Apply a variety of problem-solving strategies			
	Adjust problem-solving strategies, when needed			
FNC01.02	Discuss the economic principles and concepts fundamental to financial operations.	NA	BGEN 105, ECNS 201	
FNC01.02.01	Discuss economic concepts impacting finance.			
<i>Sample Indicators</i>	Distinguish between economic goods and services			
	Explain the concept of economic resources			
	Describe the concepts of economics and economic activities			
	Determine economic utilities created by business activities			
	Explain the principles of supply and demand			
	Describe the functions of prices in markets			
FNC01.02.02	Explain the nature of business.			
<i>Sample Indicators</i>	Explain the role of business in society			
	Describe types of business activities			
	Explain the organizational design of businesses			
	Discuss the global environment in which businesses operate			
	Describe factors that affect the business environment			
	Explain how organizations adapt to today's markets			
FNC01.02.03	Describe economic systems.			
<i>Sample Indicators</i>	Explain the types of economic systems			
	Explain the concept of private enterprise			
	Identify factors affecting a business's profit			
	Determine factors affecting business risk			
	Explain the concept of competition			
	Describe market structures			
FNC01.02.04	Explain the impact of government on business activities.			

Finance Cluster Accounting Pathway

Knowledge and Skills		High School	Post Secondary	Course Notes
<i>Sample Indicators</i>	Determine the relationship between government and business			
	Describe the nature of taxes			
	Discuss the nature of monetary policy			
	Discuss the supply and demand for money			
	Explain the role of the Federal Reserve System			
	Explain the concept of fiscal policies			
	Describe the effects of fiscal and monetary policies			
FNC01.02.05	Analyze cost/profit relationships in finance.			
<i>Sample Indicators</i>	Explain the concept of productivity			
	Analyze impact of specialization/division of labor on productivity			
	Explain the concept of organized labor and business			
	Explain the impact of the law of diminishing returns			
	Describe the concept of economies of scale			
FNC01.02.06	Describe economic indicators impacting financial decision-making.			
<i>Sample Indicators</i>	Describe the concept of price stability as an economic measure			
	Discuss the measure of consumer spending as an economic indicator			
	Discuss the impact of a nation's unemployment rates			
	Explain the concept of Gross Domestic Product			
	Describe the economic impact of inflation on business			
	Explain unemployment and inflation tradeoffs			
	Explain the economic impact of interest-rate fluctuations			
Determine the impact of business cycles on business activities				
FNC01.02.07	Determine global trade's impact on business decision-making.			
<i>Sample Indicators</i>	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			
FNC01.03	Integrate sociological knowledge of group behavior to understand customer decision-making in finance.	NA	COMX 106	
FNC01.03.01	Employ sociological knowledge to facilitate finance activities.			
<i>Sample Indicators</i>	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.	NA	BGEN 105, ECNS 201	

Finance Cluster Accounting Pathway

Knowledge and Skills		High School	Post Secondary	Course Notes
FNC01.04.01 <i>Sample Indicators</i>	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			
Cluster Topic 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>	English 1,2,3,4,	WRIT 101, WRIT 122, COMX 111	
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. <i>No additional statements in the topic beyond those found in the Essential Knowledge and Skills Chart.</i>	Accounting 1	All ACTG Classes	
Cluster Topic FNC04	INFORMATION TECHNOLOGY APPLICATIONS: Use information technology tools specific to the career cluster to access, manage, integrate, and create information. <i>No additional statements in the topic beyond those found in the Essential Knowledge and Skills Chart.</i>	Comp Applicatons	All CAPP CLASSES	
Cluster Topic FNC05	SYSTEMS: Understand roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment. Identify how key organizational systems affect organizational performance and the quality of products and services. Understand global context of industries and careers.	NA	NA	

Finance Cluster Accounting Pathway

Knowledge and Skills		High School	Post Secondary	Course Notes
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.			
<i>Sample Indicators</i>	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.			
<i>Sample Indicators</i>	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.			
<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			
	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.			
<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			

Finance Cluster Accounting Pathway

Knowledge and Skills		High School	Post Secondary	Course Notes
	Use creative problem-solving in business activities/decisions			
	Explain the impact of resource productivity on venture success			
	Create processes for ongoing opportunity recognition			
	Develop plan to invest resources into improving current products or creating new ones			
	Adapt to changes in business environment			
FNC05.01.05	Select harvesting strategies for finance venture.			
<i>Sample Indicators</i>	Explain the need for continuation planning			
	Describe methods of venture harvesting			
	Evaluate options for continued venture involvement			
	Develop exit strategies			
FNC05.02	Analyze accounting systems to examine their contribution to the fiscal stability of businesses.			
FNC05.02.01	Describe the nature and scope of accounting.	Accounting 1	ALL ACTG Classes	
<i>Sample Indicators</i>	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	Implement accounting procedures for tracking money flow and determining financial status.			
<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			
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.	NA	BGEN 105, BGEN 235	
<i>Sample Indicators</i>	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.	NA	NA	
<i>Sample Indicators</i>	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			

Finance Cluster Accounting Pathway

Knowledge and Skills		High School	Post Secondary	Course Notes
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.	NA	NA	
FNC05.05.01	Discuss marketing's role and function.			
<i>Sample Indicators</i>	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.			
<i>Sample Indicators</i>	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.)			
FNC05.05.03	Explain a finance organization's unique selling proposition.			
<i>Sample Indicators</i>	Identify company's unique selling proposition			
	Identify internal and external service standards			
FNC05.06	Utilize customer relations techniques and strategies to foster positive, ongoing relationships with finance customers.	NA	COMX 106	
FNC05.06.01	Foster positive relationships with finance customers.			
<i>Sample Indicators</i>	Explain the nature of positive customer relations			
	Demonstrate a customer-service mindset			
	Explain management's role in customer relations			
FNC05.06.02	Reinforce finance organization's image by exhibiting the company's brand promise.			
<i>Sample Indicators</i>	Identify company's brand promise			
	Determine ways of reinforcing the company's image through employee performance			
FNC05.06.03	Explain the nature and scope of customer relationship management in finance.			
<i>Sample Indicators</i>	Discuss the nature of customer relationship management			
	Explain the role of ethics in customer relationship management			
	Describe the use of technology in customer relationship management			
	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.	NA	NA	
FNC05.07.01	Discuss operation's role and function in finance.			

Finance Cluster Accounting Pathway

Knowledge and Skills		High School	Post Secondary	Course Notes
<i>Sample Indicators</i>	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.			
<i>Sample Indicators</i>	Explain the nature and scope of purchasing			
	Place orders/reorders			
	Maintain inventory of supplies			
	Manage the bid process in purchasing			
	Select vendors			
	Evaluate vendor's performance			
FNC05.07.03	Describe production's role and function.			
<i>Sample Indicators</i>	Explain the concept of production			
	Describe production activities			
FNC05.07.04	Implement quality-control processes in finance.			
<i>Sample Indicators</i>	Identify quality-control measures			
	Utilize quality control methods at work			
	Describe crucial elements of a quality culture			
	Describe the role of management in the achievement of quality			
	Establish efficient operating systems			
Cluster Topic FNC06	<i>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.</i>			
FNC06.01	Implement safety, health, and environmental controls to enhance productivity in finance.	NA	NA	
FNC06.01.01	Adhere to health and safety regulations in finance.			
<i>Sample Indicators</i>	Describe health and safety regulations in business			
	Report noncompliance with business health and safety regulations			
FNC06.01.02	Implement safety procedures in finance.			
<i>Sample Indicators</i>	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.			
<i>Sample Indicators</i>	Identify potential safety issues			
	Establish safety policies and procedures			

Finance Cluster Accounting Pathway

Knowledge and Skills		High School	Post Secondary	Course Notes
FNC06.01.04	Implement security policies/procedures in finance.			
<i>Sample Indicators</i>	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.			
<i>Sample Indicators</i>	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>	Accounting 1	All ACTG , COMX Classes	
Cluster Topic FNC08	ETHICS AND LEGAL RESPONSIBILITIES: Know and understand the importance of professional ethics and legal responsibilities.	Accounting 1	BGEN 105, BGEN 235	
FNC08.01	Know and abide by laws, regulations, and ethical behavior that affect finance operations and transactions.			
FNC08.01.01	Employ ethical actions in obtaining and providing finance information.			
<i>Sample Indicators</i>	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.			
<i>Sample Indicators</i>	Explain the nature of business ethics Demonstrate responsible behavior Demonstrate honesty and integrity Demonstrate ethical work habits			
FNC08.01.03	Manage internal and external business relationships in finance.			
<i>Sample Indicators</i>	Treat others fairly at work Describe ethics in human resources issues			
FNC08.01.04	Explain the nature and scope of business laws and regulations.			
<i>Sample Indicators</i>	Discuss the nature of law and sources of law in the United States Describe the United States' judicial system			

Finance Cluster Accounting Pathway

Knowledge and Skills		High School	Post Secondary	Course Notes
FNC08.01.05	Describe legal issues affecting businesses Discuss the civil foundations of the legal environment of business.			
<i>Sample Indicators</i>	Identify the basic torts relating to business enterprises Describe the nature of legally binding contracts			
FNC08.01.06	Explore the regulatory environment of United States' businesses.			
<i>Sample Indicators</i>	Describe the nature of legal procedures Discuss the nature of debtor-creditor relationships Explain the nature of agency relationships Discuss the nature of environmental law Discuss the role of administrative law			
FNC08.01.07	Describe human resources laws and regulations.			
<i>Sample Indicators</i>	Explain the nature of human resources regulations Explain the nature of workplace regulations (including OSHA, ADA) Discuss employment relationships			
FNC08.01.08	Determine form of business ownership.			
<i>Sample Indicators</i>	Explain types of business ownership Select form of business ownership			
FNC08.01.09	Explain commerce laws and regulations.			
<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.			
<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.			
<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.			
<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			
Cluster Topic FNC09	EMPLOYABILITY AND CAREER DEVELOPMENT: <i>Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.</i> <i>No additional statements in the topic beyond those found in the Essential Knowledge and Skills Chart.</i>	Accounting 1 BPA	All ACTG Classes COMX106, COMX 111	

Finance Cluster Accounting Pathway

Knowledge and Skills		High School	Post Secondary	Course Notes
Cluster Topic FNC10	TECHNICAL SKILLS: <i>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.</i>			
FNC10.01	Maintain, control, and plan the use of financial resources to protect solvency.			
FNC10.01.01	Discuss the fundamental principles of money.			
<i>Sample Indicators</i>	Explain forms of financial exchange (cash, credit, debit, electronic funds transfer, etc.)			
	Identify types of currency (paper money, coins, banknotes, government bonds, treasury notes, etc.)			
	Describe functions of money (medium of exchange, unit of measure, store of value)			
	Describe sources of income (wages/salaries, interest, rent, dividends, transfer payments, etc.)			
	Explain the time value of money			
	Explain the purposes and importance of credit			
	Explain legal responsibilities associated with financial exchanges			
FNC10.01.02	Analyze personal financial needs and goals.			
<i>Sample Indicators</i>	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	Manage personal finances to achieve financial goals.			
<i>Sample Indicators</i>	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.			
<i>Sample Indicators</i>	Describe types of financial-services providers			
	Discuss considerations in selecting a financial-services provider			
FNC10.01.05	Use investment strategies.			
<i>Sample Indicators</i>	Explain types of investments			
	Explain the nature of capital investment			
	Establish investment goals and objectives			

Finance Cluster Accounting Pathway

Knowledge and Skills		High School	Post Secondary	Course Notes
FNC10.01.06	Identify potential business threats and opportunities to protect a business's financial well-being.			
<i>Sample Indicators</i>	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.			
<i>Sample Indicators</i>	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			
FNC10.01.08	Manage financial resources to ensure solvency.			
<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	Explain the importance of financial markets in business.			
<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	Explain the nature of assets' values.			
<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	Utilize sources of securities information to make informed financial decisions.			
<i>Sample Indicators</i>	Describe sources of securities information			
	Read/Interpret securities table			

Finance Cluster Accounting Pathway

Knowledge and Skills		High School	Post Secondary	Course Notes
FNC10.01.12	Use debt and equity capital to raise funds for business growth.			
<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	Plan, control, and organize a finance organization/department.	NA	NA	
FNC10.02.01	Explain management's role in business success.			
<i>Sample Indicators</i>	Explain the concept of management Explain the nature of managerial ethics			
FNC10.02.02	Utilize planning tools that can guide finance organization's/department's activities.			
<i>Sample Indicators</i>	Explain the nature of business plans Develop company goals/objectives Define business mission Conduct an organizational SWOT Explain external planning considerations Identify and benchmark key performance indicators (e.g., dashboards, scorecards, etc.) Develop action plans Develop business plan			
FNC10.02.03	Control a finance organization's/department's activities.			
<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			
FNC10.03	Monitor, plan, and control day-to-day activities required for continued business functioning.	NA	NA	
FNC10.03.01	Implement expense-control strategies.			
<i>Sample Indicators</i>	Explain the nature of overhead/operating costs Explain employee's role in expense control Control use of supplies Conduct breakeven analysis Negotiate service and maintenance contracts Negotiate lease or purchase of facility Develop expense control plans Use budgets to control operations			
FNC10.03.02	Maintain property and equipment.			
<i>Sample Indicators</i>	Identify routine activities for maintaining business facilities and equipment Plan maintenance program			

Finance Cluster Accounting Pathway

Knowledge and Skills		High School	Post Secondary	Course Notes
FNC10.04	Discuss techniques and strategies used in finance to foster positive, ongoing relationships with customers.	NA	NA	
FNC10.04.01	Describe characteristics, motivations, and behaviors of finance clients.			
<i>Sample Indicators</i>	Describe customer needs and wants that are met by financial products and services			
	Explain the responsibilities of finance professionals in providing client services			
FNC10.04.02	Use Customer Relationship Management technology.			
<i>Sample Indicators</i>	Explain the use of databases in customer relationship management			
	Use Customer Relationship Management (CRM) technology			
FNC10.05	Access, process, maintain, evaluate, and disseminate financial information to assist business decision-making.	Accounting 1	BGEN 105	
FNC10.05.01	Explain the nature and scope of financial-information management.			
<i>Sample Indicators</i>	Describe the need for financial information			
	Explain the nature and scope of the financial-information management function			
	Explain the role of ethics in financial-information management			
FNC10.05.02	Discuss the importance of accurately reporting a business's financial position.			
<i>Sample Indicators</i>	Describe the need to accurately report a business's financial position			
	Describe the relationship between accounting (with an emphasis on cash flow) and finance (with an emphasis on decision-making)			
	Discuss types of accounting systems used to report a business's financial position (i.e., financial, tax, management, cost, accrual)			
FNC10.05.03	Discuss the nature and scope of financial information analysis.			
<i>Sample Indicators</i>	Discuss the impact of economic conditions on finance			
	Explain the use of financial information to identify trends			
	Describe the need to analyze customer financial information			
	Identify reasons to analyze financial data (e.g., to understand accounting treatment, to verify information, to analyze variances, to guide financial decision-making)			
FNC10.05.04	Utilize financial-information technology tools.			
<i>Sample Indicators</i>	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			

Finance Cluster Accounting Pathway

Knowledge and Skills		High School	Post Secondary	Course Notes
FNC10.06	Obtain, develop, maintain, and improve a financial product or service mix in order to respond to market opportunities.	NA	BGEN 105	
FNC10.06.01	Explain the nature and scope of product/service management.			
<i>Sample Indicators</i>	Explain the nature and scope of the product/service management function			
	Identify the impact of product life cycles on business decisions			
	Explain the use of technology in the product/service management function			
	Discuss business ethics in product/service management			
FNC10.06.02	Develop a financial product/service mix.			
<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	Position financial products/services to acquire desired business image.			
<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	Position company to acquire desired business image.			
<i>Sample Indicators</i>	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.	NA	NA	
FNC10.07.01	Describe the nature and scope of risk management in finance.			
<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	Use risk management techniques in finance.			
<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	Describe risk control methods in finance.			
<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			

D. PATHWAY KNOWLEDGE AND SKILLS

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

Finance Cluster Accounting Pathway

Knowledge and Skills		High School	Post Secondary	Course Notes
<i>Sample Indicators</i>	Explain cash control procedures (e.g. signature cards, deposit slips, internal/external controls, cash clearing, etc.)			
	Prove cash			
	Journalize/post entries to establish and replenish petty cash			
	Journalize/post entries related to banking activities			
	Explain the benefits of electronic funds transfer			
	Prepare bank deposits			
	Prepare purchase requisitions			
	Prepare purchase orders			
	Prepare sales slips			
	Prepare invoices			
	Explain the nature of the voucher system			
	Prepare vouchers			
	Record transactions using a voucher system			
FNPA02.01.03	Perform accounting functions specific to a merchandising business.			
<i>Sample Indicators</i>	Explain the nature of special journals			
	Record transactions in special journals			
FNPA02.01.04	Perform accounts payable functions.			
<i>Sample Indicators</i>	Explain the nature of accounts payable			
	Maintain a vendor file			
	Analyze purchase transactions			
	Post to an accounts payable subsidiary ledger			
	Prepare a credit memorandum for returned goods			
	Process invoices for payment			
	Process accounts payable checks			
Prepare an accounts payable schedule				
FNPA02.01.05	Perform accounts receivable functions.			
<i>Sample Indicators</i>	Explain the nature of accounts receivable			
	Maintain a customer file for accounts receivable			
	Analyze sales transactions			
	Post to an accounts receivable subsidiary ledger			
	Process sales orders and invoices			
	Process sales returns and allowances			
	Process customer payments			
	Prepare customer statements			
	Process uncollectible accounts			
	Prepare an accounts receivable schedule			
	Determine uncollectible accounts receivable			

Finance Cluster Accounting Pathway

Knowledge and Skills		High School	Post Secondary	Course Notes
FNPA02.01.06 <i>Sample Indicators</i>	Maintain inventory records to track the location, quantity, and value of current assets.			
	Record inventory usage			
	Process invoice of inventory			
	Process results of inventory			
	Process inventory adjustments			
	Determine the cost of inventory			
FNPA02.01.07 <i>Sample Indicators</i>	Complete payroll procedures to calculate, record, and distribute payroll earnings.			
	Calculate time cards			
	Maintain employee earnings records			
	Calculate employee earnings (e.g. gross earnings, net pay)			
	Calculate employee-paid withholdings			
	Prepare a payroll register			
	Record the payroll in the general journal			
	Complete payroll tax expense forms			
	Prepare federal, state, and local payroll tax reports			
FNPA02.01.08 <i>Sample Indicators</i>	Perform specialized accounting procedures to track cash flow.			
	Process notes payable and receivable			
	Determine the book value of a plant asset			
	Prepare depreciation schedules			
	Record the disposition of assets			
	Account for intangible assets			
	Analyze accounting records to make business decisions			
FNPA02.01.09 <i>Sample Indicators</i>	Utilize cost accounting methods.			
	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			
FNPA02.01.10 <i>Sample Indicators</i>	Prepare budget reports to make business decisions.			
	Process preliminary budget detail			
	Prepare budget reports			
	Determine relevant cost and revenue data for decision-making purposes			

Finance Cluster Accounting Pathway

Knowledge and Skills	High School	Post Secondary	Course Notes
FNPA02.01.11 <i>Sample Indicators</i>	Perform accounting functions specific to a partnership. Analyze a partnership agreement Allocate profits and losses to the partners Prepare a statement of partners' equities Prepare a balance sheet for a partnership Account for the revaluation of assets and liabilities prior to the dissolution of a partnership Account for the sale of a partnership interest Account for the withdrawal of a partner from a partnership		
FNPA02.01.12 <i>Sample Indicators</i>	Perform accounting functions specific to a corporation. Discuss the nature of a consolidated financial statement Explain methods to account for the issuance of stock Analyze the articles of incorporation needed to start a corporation Compute the number of shares of common stock to be issued on the conversion of convertible preferred stock Compute dividends payable on stock Prepare a balance sheet for a corporation Complete a worksheet for a corporation Prepare an income statement for a corporation Prepare a statement of equity and retained earnings for a corporation		
FNPA02.01.13 <i>Sample Indicators</i>	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		
FNPA02.01.14 <i>Sample Indicators</i>	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		
FNPA02.01.15 <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		

Finance Cluster Accounting Pathway

Knowledge and Skills	High School	Post Secondary	Course Notes
FNPA03.01 FNPA03.01.01 <i>Sample Indicators</i>	Access, process, maintain, evaluate, and disseminate financial information to assist business decision-making. Utilize accounting technology. Discuss the use of data mining in accounting Integrate technology into accounting	Accounting 1	ACTG 125, ACTG 205
Pathway Topic FNPA04	PROFESSIONAL DEVELOPMENT		
FNPA04.01 FNPA04.01.01 <i>Sample Indicators</i>	Utilize career planning concepts, tools, and strategies to explore, obtain, and develop in an accounting career. 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	Accounting 1	COMX 106
FNPA04.01.02 <i>Sample Indicators</i>	Explore accounting licensing and certification programs. Discuss professional designations for accountants (e.g. CPA, CMA, ABA, etc.)		
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 Discuss cost accounting systems (e.g. job order costing, process costing, activity-based costing [ABC], project costing, etc.) Explain the nature of cost accounting decision making Discuss the nature of cost accounting budgets Discuss the use of variance analysis for cost accounting Discuss the nature of cost allocation		
FNPA04.01.04 <i>Sample Indicators</i>	Discuss the significance of responsibility in accounting. Describe social responsibility in accounting Discuss responsibility accounting		
FNPA04.01.05 <i>Sample Indicators</i>	Describe Generally Accepted Accounting Principles (GAAP). Discuss the use of Generally Accepted Accounting Principles (GAAP)		



City College and Ryegate Finance Pathway

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