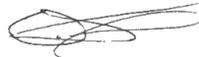




Big Sky Pathway Proposal Signature Page

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	
College: FVCC		High School: Libby High School	Phone:
Team Member	Name/Affiliation	Role/Responsibility	Signature/Email Address
Eric Swenson	OPI Specialist	Approver	Signature:  Email: eswenson@mt.gov
Beth Romain	BSP Coordinator	Signer	Signature: <u>Beth Romain</u> <small>Beth Romain (Jul 28, 2017)</small> Email: eromain@fvcc.edu
Amy Williams	OCHE DE/Pathways Program Manager	Signer	Signature: <u>Amy Williams</u> <small>Amy Williams (Jul 28, 2017)</small> Email: amy.williams12@montana.edu
Michelle Foss	High School Instructor Libby	Signer	Signature: <u>Michelle Foss</u> <small>Michelle Foss (May 24, 2017)</small> Email: fossm@libbyschools.org
Brenda Rudolph	FVCC Faculty Liaison	Signer	Signature: <u>Chris Clouse</u> <small>Chris Clouse (Jul 28, 2017)</small> Email: cclouse@fvcc.edu

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

SUGGESTED HIGH SCHOOL COURSES

Grade	Course	Prerequisites	Recommended CTE Cluster Foundation Course(s)
9th	Graduation Requirements Workforce/2-Year College Prep	Computer Applications, MT History/Geography, Math, English, 9 th PE/Health, Physical Science, Fine Arts Elective	Recommended CTE Cluster Foundation Course(s): <i>Computer Applications</i>
	4-Year MT College/Univ Prep (Rigorous Core)	Computer Applications, MT History/Geography, Math, Adv English, 9 th PE/Health, Physical Science, Fine Arts Elective	
	CTE and/or Electives		
10th	Graduation Requirements Workforce/2-Year College Prep	10 th PE/Health, English, Math, Science	Recommended CTE Pathway Courses: <i>Computerized Accounting, Vocational Accounting I & II (Concurrent Enrollment)</i>
	4-Year MT College/Univ Prep (Rigorous Core)	10 th PE/Health, Adv. English, Math, Biology, Global Studies	
	CTE and/or Electives		
11th	Graduation Requirements Workforce/2-Year College Prep	US History, English, Math, Science	Other Recommended CTE Courses: <i>Intro to Business and Financial Planning</i>
	4-Year MT College/Univ Prep (Rigorous Core)	AP US History, AP English, Math, Chemistry	
	CTE and/or Electives	<i>Vocational Accounting I & II (Concurrent Enrollment)</i>	
12th	Graduation Requirements Workforce/2-Year College Prep	Senior Government, English	Career & Technical Student Organization(s): <i>BPA</i>
	4-Year MT College/Univ Prep (Rigorous Core)	AP Senior Government, AP English, Stat/Trig, Science Elective	
	CTE and/or Electives	<i>Intro to Business and Financial Planning</i>	

ADVANCED LEARNING OPPORTUNITIES High School to College/Career Linkages

Advanced Placement or IB courses:
Dual Enrollment courses: <i>Vocational Accounting I & II</i>
Online courses:
Other:

POSTSECONDARY PROGRAM OF STUDY

	Math	English	Major	Other
13—Semester 1	M 121 College Algebra	WRIT 122C Introduction to Business Writing	ACTG 201 Principles of Financial Acct	SP 120C Interpersonal Relations/ Communications BADM 176 Human Relations in Business
13—Semester 2			ACTG 180 Payroll Accounting ACTG 202 Principles of Managerial Acct CMPA 131T Business Software	BUS 271 Business Law ECNS 201B Principles of MicroEconomics
14—Semester 1			ACTG 205 Computerized Acct ACTG 211 Income Tax Fundamentals ACTG 231 Applied Acct ACTG 241 Intermediate Acct I	BUS 275 Fund of Mgmt Info Systems

14—Semester 2			ACTG 207 Adv Acct on Microcomputers ACTG 210 Cost and Advanced Acct ACTG 298 Internship	BFIN 260 Principles of Finance Elective(s) - ACTG, BADM, BUS, CAPP, CMPA, BFIN

MONTANA POSTSECONDARY OPPORTUNITIES

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

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

PATHWAY DESCRIPTION

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

C. CLUSTER KNOWLEDGE AND SKILLS

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

Cluster Topic FNC01	ACADEMIC FOUNDATIONS: <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.		
FNC01.01.01	Employ numbers and operations in finance.	ALG 1	BFIN
<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.	ACCT, ALG 1	BFIN,
<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.	GEOMETRY	BFIN, Simulation
<i>Sample Indicators</i>	Recognize measurable attributes of objects		
	Take measurements correctly		
FNC01.01.04	Perform data analysis to make business decisions.	LAB SCIENCES, INTRO TO	Simulation, ACTG, BFIN
<i>Sample Indicators</i>	Formulate questions effectively	BUS	
	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.	ALG, GEOM.	BFIN
<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.		

Career Clusters Knowledge and Skills		HS	PS	Course Notes
FNC01.02.01 <i>Sample Indicators</i>	Discuss economic concepts impacting finance.	INTRO TO BUS	BFIN,	4-Year
	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			
FNC01.02.02 <i>Sample Indicators</i>	Describe the functions of prices in markets			
	Explain the nature of business.	INTRO TO BUS	E-Ship, MKT	
	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			
FNC01.02.03 <i>Sample Indicators</i>	Describe factors that affect the business environment			
	Explain how organizations adapt to today's markets			
	Describe economic systems.	INTRO TO BUS	ECON	4-Year
	Explain the types of economic systems			
	Explain the concept of private enterprise			
	Identify factors affecting a business's profit			
FNC01.02.04 <i>Sample Indicators</i>	Determine factors affecting business risk			
	Explain the concept of competition			
	Describe market structures			
	Explain the impact of government on business activities.	FINANCIAL PLANNING	Business Law, E-ship	
	Determine the relationship between government and business			
	Describe the nature of taxes			
FNC01.02.05 <i>Sample Indicators</i>	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			
	Analyze cost/profit relationships in finance.	ACCT 2	BFIN, ACTG	
FNC01.02.06 <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			
	Describe economic indicators impacting financial decision-making.	INTRO TO BUS	ACTG, BFIN	4-Year
FNC01.02.07 <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			
FNC01.02.07 <i>Sample Indicators</i>	Explain the economic impact of interest-rate fluctuations			
	Determine the impact of business cycles on business activities			
	Determine global trade's impact on business decision-making.	INTRO TO BUS	MGMT, MKT, E-ship	4-Year
FNC01.02.07 <i>Sample Indicators</i>	Explain the nature of global trade			
	Describe the determinants of exchange rates and their effects on the domestic economy			

Career Clusters Knowledge and Skills		HS	PS	Course Notes
FNC01.03 FNC01.03.01 <i>Sample Indicators</i>	Discuss the impact of cultural and social environments on global trade Explain labor issues associated with global trade Integrate sociological knowledge of group behavior to understand customer decision-making in finance.			
	Employ sociological knowledge to facilitate finance activities.	MARKETING		
	Analyze and interpret complex societal issues, events, and problems		MKT	4-Year
	Analyze researched information and statistics			
	Reach reasoned conclusions			
	Examine social beliefs, influences, and behavior			
	Analyze group dynamics			
	Assess human behavior			
FNC01.04 FNC01.04.01 <i>Sample Indicators</i>	Integrate psychological knowledge to understand finance customer motivation. Apply psychological knowledge to facilitate finance activities.	MARKETING, PSYCHOLOGY	MKT	4-Year
	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 9-12		
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>	INTRO TO BUS		
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>	COMPUTER APPLICATIONS		

Career Clusters Knowledge and Skills		HS	PS	Course Notes
Cluster Topic FNC05	SYSTEMS: Understand roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment. Identify how key organizational systems affect organizational performance and the quality of products and services. Understand global context of industries and careers.			
FNC05.01	Discuss the concepts, processes, and skills used to identify new ideas, opportunities, and methods and to create or start a new finance project or venture.		R Introduction to Business Writing	
FNC05.01.01	Employ entrepreneurial discovery strategies in finance.		R E-Ship	
<i>Sample Indicators</i>	Explain the need for entrepreneurial discovery	INTRO TO BUSINESS	R E-Ship	
	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.	INTRO TO BUSINESS	R E-Ship	
<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.	INTRO TO BUSINESS	R E-Ship	
<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.		R E-Ship, Bus Plan	4-year
<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			
	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			

Career Clusters Knowledge and Skills		HS	PS	Course Notes
FNC05.01.05	Adapt to changes in business environment Select harvesting strategies for finance venture.		BUS Plan	4-year
<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.	Acct 1	R Accountng 201, 101	
<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	Acct 1		
FNC05.02.02	Implement accounting procedures for tracking money flow and determining financial status.	Acct 1 & 2	R Financial Statement Analysis, ACTG	
<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.	JMG, Intro to Bus	R Finance	
<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)	INTRO TO BUSINESS		
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.		R Management	
<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		I Management	
FNC05.05	Describe the tools, techniques, and systems that businesses use to create, communicate, and deliver value to finance customers and to manage customer relationships in ways that benefit the organization and its stakeholders.			
FNC05.05.01	Discuss marketing's role and function.	MARKETING		
<i>Sample Indicators</i>	Explain marketing and its importance in a global economy Describe marketing functions and related activities	MARKETING	R Marketing	
FNC05.05.02	Describe customer/client/business behavior in finance.	INTRO TO BUSINESS	R Marketing	
<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.)			

Career Clusters Knowledge and Skills		HS	PS	Course Notes
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	MARKETING	I Simulation	4-year
FNC05.06	Utilize customer relations techniques and strategies to foster positive, ongoing relationships with finance customers.			
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		R Customer Service and CS Management	
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		R Marketing	
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		R Customer Service Management, MKT	
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. <i>Sample Indicators</i> Explain the nature of operations Discuss the role of ethics in operations Describe the use of technology in operations	FINANCIAL PLANNING FINANCIAL PLANNING	BFIN	
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	Acct 2	R Accounting 201, 101	
FNC05.07.03	Describe production's role and function. <i>Sample Indicators</i> Explain the concept of production Describe production activities	INTRO TO BUSINESS	Simulation	
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		I Accounting, Simulation	4-year

Career Clusters Knowledge and Skills		HS	PS	Course Notes
Cluster Topic FNC06	SAFETY, HEALTH AND ENVIRONMENTAL: <i>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.	BUSINESS LAW		
FNC06.01.01	Adhere to health and safety regulations in finance.	BUSINESS LAW	I Accounting, 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.	INDUSTRIAL ED	R Culinary	
<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		Lab Science	
FNC06.01.03	Determine needed safety policies/procedures in finance.	LAB SCIENCES		
<i>Sample Indicators</i>	Identify potential safety issues Establish safety policies and procedures			
FNC06.01.04	Implement security policies/procedures in finance.	BUSINESS LAW	R Accounting	
<i>Sample Indicators</i>	Explain routine security precautions Follow established security procedures/policies Protect company information and intangibles		R Personal Finance	
FNC06.01.05	Develop policies/procedures to protect workplace security in finance.		R Human Relations	
<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>	INTRO TO BUSINESS	R Leadership	
		FINANCIAL PLANNING	R Intro to Bus Writing	
Cluster Topic FNC08	ETHICS AND LEGAL RESPONSIBILITIES: Know and understand the importance of professional ethics and legal responsibilities.	BUSINESS LAW	R Business Law	
FNC08.01	Know and abide by laws, regulations, and ethical behavior that affect finance operations and transactions.	BUSINESS LAW		
FNC08.01.01	Employ ethical actions in obtaining and providing finance information.	BUSINESS LAW	R Business Law	
<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.	BUSINESS LAW	R Business Law, BFIN	
<i>Sample Indicators</i>	Explain the nature of business ethics Demonstrate responsible behavior Demonstrate honesty and integrity			

Career Clusters Knowledge and Skills		HS	PS	Course Notes
FNC08.01.03	Demonstrate ethical work habits Manage internal and external business relationships in finance.	BUSINESS LAW	R Customer Service Management	
Sample Indicators	Treat others fairly at work Describe ethics in human resources issues			
FNC08.01.04	Explain the nature and scope of business laws and regulations.	BUSINESS LAW	R Business Law	
Sample Indicators	Discuss the nature of law and sources of law in the United States Describe the United States' judicial system Describe legal issues affecting businesses			
FNC08.01.05	Discuss the civil foundations of the legal environment of business.	BUSINESS LAW	R Business Law	
Sample Indicators	Identify the basic torts relating to business enterprises Describe the nature of legally binding contracts			
FNC08.01.06	Explore the regulatory environment of United States' businesses.	BUSINESS LAW CONT ISSUES	R Political Science	
Sample Indicators	Describe the nature of legal procedures Discuss the nature of debtor-creditor relationships Explain the nature of agency relationships Discuss the nature of environmental law Discuss the role of administrative law			
FNC08.01.07	Describe human resources laws and regulations.	BUSINESS LAW	R Business Law	
Sample Indicators	Explain the nature of human resources regulations Explain the nature of workplace regulations (including OSHA, ADA) Discuss employment relationships			
FNC08.01.08	Determine form of business ownership.	INTRO TO BUS ACCT 1	R E-Ship R Accounting	
Sample Indicators	Explain types of business ownership Select form of business ownership			
FNC08.01.09	Explain commerce laws and regulations.	BUSINESS LAW	R Business Law	
Sample Indicators	Explain the nature of trade regulations Describe the impact of anti-trust legislation			
FNC08.01.10	Discuss tax laws and regulations.	INTRO TO BUS	I Tax Accounting	
Sample Indicators	Explain the nature of tax regulations on business Explain the nature of businesses' reporting requirements Develop strategies for legal/government compliance			
FNC08.01.11	Describe government regulation of the finance industry.	BUSINESS LAW	R Management	
Sample Indicators	Explain federal legislation impacting the finance industry (e.g., Gramm-Leach-Bliley Act, Sarbanes-Oxley Act, Uniform Commercial Code, etc.) Discuss the effect of tax laws and regulations on financial transactions			
FNC08.01.12	Discuss the nature and scope of compliance in finance.		R E-Eship	
Sample Indicators	Discuss the nature and scope of compliance in the finance industry Describe the use of technology in compliance Explain the role of business ethics in compliance			
Cluster Topic FNC09	EMPLOYABILITY AND CAREER DEVELOPMENT: <i>Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.</i>	FINANCIAL PLANNING	R Intro to Business Writing	
	<i>No additional statements in the topic beyond those found in the Essential Knowledge and Skills Chart.</i>			

Career Clusters Knowledge and Skills		HS	PS	Course Notes
Cluster Topic FNC10	TECHNICAL SKILLS: Use the technical knowledge and skills required to pursue the targeted careers for all pathways in the career cluster, including knowledge of design, operation, and maintenance of technological systems critical to the career cluster.			
FNC10.01	Maintain, control, and plan the use of financial resources to protect solvency.	COMPUTER APPLICATIONS	R Business Software	
FNC10.01.01	Discuss the fundamental principles of money.	FINANCIAL PLANNING	E All Class	
<i>Sample Indicators</i>	Explain forms of financial exchange (cash, credit, debit, electronic funds transfer, etc.)	FINANCIAL PLANNING	R Personal Finance	
	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.	FINANCIAL PLANNING	R Personal Finance	
<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.	FINANCIAL PLANNING	R Personal Finance	
<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.	FINANCIAL PLANNING	R Personal Finance	
<i>Sample Indicators</i>	Describe types of financial-services providers			
	Discuss considerations in selecting a financial-services provider			
FNC10.01.05	Use investment strategies.	FINANCIAL PLANNING	R Personal Finance	
<i>Sample Indicators</i>	Explain types of investments			
	Explain the nature of capital investment			
	Establish investment goals and objectives			
FNC10.01.06	Identify potential business threats and opportunities to protect a business's financial well-being.	FINANCIAL PLANNING	R Personal Finance	
<i>Sample Indicators</i>	Describe the concept of insurance	BUSINESS LAW		
	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.	FINANCIAL PLANNING	E Simulation, Eship	
<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			

Career Clusters Knowledge and Skills		HS	PS	Course Notes
	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.	FINANCIAL PLANNING	R Budgeting	
<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.	FINANCIAL PLANNING	R Finance	
<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.	ACCT 1	R Finance	
<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)		R Econ	
FNC10.01.11	Utilize sources of securities information to make informed financial decisions.	FINANCIAL PLANNING	R Fiance	
<i>Sample Indicators</i>	Describe sources of securities information			
	Read/Interpret securities table			
FNC10.01.12	Use debt and equity capital to raise funds for business growth.		I Finance, E-ship	4-year
<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.			
FNC10.02.01	Explain management's role in business success.		R Management	
<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.	INTRO TO BUS MARKETING	R Management	
<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 Management	
<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			

Career Clusters Knowledge and Skills		HS	PS	Course Notes
FNC10.03	Monitor, plan, and control day-to-day activities required for continued business functioning.			
FNC10.03.01	Implement expense-control strategies.	INTRO TO BUS	I Management	
<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.		Management	
<i>Sample Indicators</i>	Identify routine activities for maintaining business facilities and equipment			
	Plan maintenance program			
FNC10.04	Discuss techniques and strategies used in finance to foster positive, ongoing relationships with customers.			
FNC10.04.01	Describe characteristics, motivations, and behaviors of finance clients.	FINANCIAL PLANNING	Customer Service	
<i>Sample Indicators</i>	Describe customer needs and wants that are met by financial products and services	FINANCIAL PLANNING		
	Explain the responsibilities of finance professionals in providing client services			
FNC10.04.02	Use Customer Relationship Management technology.		I Access	
<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.			
FNC10.05.01	Explain the nature and scope of financial-information management.		R Accounting	
<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.	ACCT 2	BFIN	
<i>Sample Indicators</i>	Describe the need to accurately report a business's financial position		R Intermediate Accountin	
	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.		R All Accounting	
<i>Sample Indicators</i>	Discuss the impact of economic conditions on finance		E Simulation	
	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)			

Career Clusters Knowledge and Skills		HS	PS	Course Notes
FNC10.05.04	Utilize financial-information technology tools. 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	COMPUTER APPLICATIONS		
<i>Sample Indicators</i>		ACCT 2	Accounting 1, 2, 3, 4	
FNC10.06	Obtain, develop, maintain, and improve a financial product or service mix in order to respond to market opportunities.	MARKETING		
FNC10.06.01	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 Explain the use of technology in the product/service management function Discuss business ethics in product/service management	MARKETING	I E-ship	4-year
<i>Sample Indicators</i>				
FNC10.06.02	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		All Business Classes MKT	4-year
<i>Sample Indicators</i>				
FNC10.06.03	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		R Marketing	
<i>Sample Indicators</i>				
FNC10.06.04	Position company to acquire desired business image. Explain the nature of corporate branding Describe factors used by businesses to position corporate brands		R Marketing	
<i>Sample Indicators</i>				
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	BUSINESS LAW	BFIN	4-Year
<i>Sample Indicators</i>				
FNC10.07.02	Use risk management techniques in finance. Discuss the relationship between risk and business objectives Develop a risk management program Evaluate a risk management program		BFIN	4-Year
<i>Sample Indicators</i>				
FNC10.07.03	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		I Finance	4-Year
<i>Sample Indicators</i>				

D. PATHWAY KNOWLEDGE AND SKILLS

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

Career Clusters Knowledge and Skills		HS	PS	Course Notes	
FNPA02.01.03 <i>Sample Indicators</i>	Perform accounting functions specific to a merchandising business.	ACCT 1	I Accounting		
	Explain the nature of special journals				
	Record transactions in special journals				
FNPA02.01.04 <i>Sample Indicators</i>	Perform accounts payable functions.	ACCT 1	I Accounting		
	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				
FNPA02.01.05 <i>Sample Indicators</i>	Perform accounts receivable functions.	ACCT 1	I Accounting		
	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				
FNPA02.01.06 <i>Sample Indicators</i>	Maintain inventory records to track the location, quantity, and value of current assets.	ACCT 2	I Accounting		
	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.	ACCT 1	R Payroll E Payroll		
	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.	ACCT 1 ACCT 2	I Accounting 1	
		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.		I Accounting 201 R Cost Accounting		
	Maintain job order cost sheets				
	Calculate the cost of goods sold				
	Compute overhead rates				
	Apply overhead to jobs				

Career Clusters Knowledge and Skills		HS	PS	Course Notes
	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	Prepare budget reports to make business decisions.	ACCT 2	I Budgeting	
<i>Sample Indicators</i>	Process preliminary budget detail			
	Prepare budget reports			
	Determine relevant cost and revenue data for decision-making purposes			
FNPA02.01.11	Perform accounting functions specific to a partnership.	ACCT 1	I Accounting 2	
<i>Sample Indicators</i>	Analyze a partnership agreement		R Accounting 201	
	Allocate profits and losses to the partners			
	Prepare a statement of partners' equities			
	Prepare a balance sheet for a partnership			
	Account for the revaluation of assets and liabilities prior to the dissolution of a partnership			
	Account for the sale of a partnership interest			
	Account for the withdrawal of a partner from a partnership			
FNPA02.01.12	Perform accounting functions specific to a corporation.	ACCT 2	I Accounting 2	
<i>Sample Indicators</i>	Discuss the nature of a consolidated financial statement		R Accounting 201	
	Explain methods to account for the issuance of stock			
	Analyze the articles of incorporation needed to start a corporation			
	Compute the number of shares of common stock to be issued on the conversion of convertible preferred stock			
	Compute dividends payable on stock			
	Prepare a balance sheet for a corporation			
	Complete a worksheet for a corporation			
	Prepare an income statement for a corporation			
	Prepare a statement of equity and retained earnings for a corporation			
FNPA02.01.13	Determine suitable internal accounting controls to ensure the proper recording of financial transactions.		I Intermediate Accountin	4-year
<i>Sample Indicators</i>	Explain the purpose of internal accounting controls			
	Determine the components of internal accounting control procedures			
	Maintain internal accounting controls			
FNPA02.01.14	Conduct an audit.			4-Year
<i>Sample Indicators</i>	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	Perform tax accounting functions.		I Tagx Accountin	4-Year
<i>Sample Indicators</i>	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			

Career Clusters Knowledge and Skills		HS	PS	Course Notes
Pathway Topic FNPA03	INFORMATION MANAGEMENT			
FNPA03.01	Access, process, maintain, evaluate, and disseminate financial information to assist business decision-making.	COMPUTERIZED ACCOUNTING		
FNPA03.01.01	Utilize accounting technology.	COMPUTERIZED ACCOUNTING	Accounting on Micros	
<i>Sample Indicators</i>	Discuss the use of data mining in accounting			
	Integrate technology into accounting			
Pathway Topic FNPA04	PROFESSIONAL DEVELOPMENT			
FNPA04.01	Utilize career planning concepts, tools, and strategies to explore, obtain, and develop in an accounting career.	Acct 1		
FNPA04.01.01	Describe careers in accounting.	ACCT 1	I Accounting	
<i>Sample Indicators</i>	Discuss the role and responsibilities of certified public accountants			
	Describe the role and responsibilities of general ledger accountants			
	Explain the role and responsibilities of management accountants			
	Discuss the role and responsibilities of auditors			
	Discuss the role and responsibilities of government accountants			
	Explain the role and responsibilities of international accountants			
	Discuss the role and responsibilities of forensic accountants			
	Discuss the role and responsibilities of senior management in accounting			
FNPA04.01.02	Explore accounting licensing and certification programs.	Acct 1	I All Accounting	
<i>Sample Indicators</i>	Discuss professional designations for accountants (e.g. CPA, CMA, ABA, etc.)			
FNPA04.01.03	Describe fundamental cost accounting concepts.		I Cost Accounting	4-year
<i>Sample Indicators</i>	Explain the nature of managerial cost accounting (e.g. activities, costs, cost drivers, etc.)			
	Discuss the use of cost-volume-profit analysis			
	Discuss cost accounting systems (e.g. job order costing, process costing, activity-based costing [ABC], project costing, etc.)			
	Explain the nature of cost accounting decision making			
	Discuss the nature of cost accounting budgets			
	Discuss the use of variance analysis for cost accounting			
	Discuss the nature of cost allocation			
FNPA04.01.04	Discuss the significance of responsibility in accounting.	Acct 1	I Accounting	
<i>Sample Indicators</i>	Describe social responsibility in accounting			
	Discuss responsibility accounting			
FNPA04.01.05	Describe Generally Accepted Accounting Principles (GAAP).	Acct 1	R All Accounting	
<i>Sample Indicators</i>	Discuss the use of Generally Accepted Accounting Principles (GAAP)			



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