Business, Management and Administration

Pathway: Business Financial Management & Accounting

Code	Topic	Course	Knowledge and Skill	Performance Element	Measurement Criteria
BAPB01.01	Computational Skills	#3: Business Communications #6: Principles of Management	Apply computational skills in written documents.	Observe policies and regulations when performing calculations for a given situation.	Identify the need to follow a policy or regulation.
					Identify appropriate calculation methods for each situation.
					Perform correct calculations for each situation.
				Calculate and enter data for a given situation on appropriate forms or reports.	Identify appropriate forms and reports for each situation.
					Input raw data into forms or reports.
					Apply the appropriate calculation method: add, subtract, multiply, divide, compare, present value, compound values, etc.
				Re-check computations in written documents for accuracy and quality.	Identify the most common accounting mistakes.
					Use appropriate calculation methods to re-check results.
BAPB01.02	Computational Skills	#6: Principles of Management	Apply computational skills to computerized financial documents.	Operate appropriate financial software to generate useable data.	Identify the most common features of financial software.
					Explain the most critical functions of financial software.
					Utilize the Help feature in the financial software.
				Operate electronic spreadsheet software to create formulas and reports.	Create formulas for mathematical computations.
					Create a report based on previous or current mathematical computations.
					Print a report.

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BAPB02.01	Organizational Skills	#6: Principles of Management	Utilize organizational skills to perform accounting and financial operations.	Record and schedule appointments and calendars to manage functions.	Maintain manual and electronic calendars.
					Record/schedule appointments.
					Synchronize all calendars.
				Organize work priorities to assure deadlines will be met.	Establish “to do” lists with scheduled completion dates.
					Schedule work priorities to meet due dates.
					Organize work in logical sequence.
					Meet deadlines.
				Organize documents, forms and manuals to maintain orderly flow of work.	Identify documents, forms, and manuals needed.
					Develop written publications and/or instructional manuals.
					Prepare flow charts for forms and documents.
					Use PERT Charts and other tools to maintain orderly flow of work.

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BAPB03.01	Policies and Regulations	#8: Financial Management #11: Financial Records	Apply federal, state and local laws, rules and regulations to guide storage and retention of financial records.	Comply with federal, state and local rules, procedures, laws and regulations for storage and retention of financial records and files.	Interpret guidance for storage requirements.
					Keep all federal, state, and local requirements updated.
					Provide necessary security for records and files.
				Adapt accounting and record keeping functions to current computerized systems.	Use database applications.
					Use financial systems.
					Use appropriate electronic files management software.
					Develop auditing system to insure accounting and financial records are correct.
				Establish backup procedures for maintaining electronic records.	Use industry appropriate backup methods for electronic records/files.
					Insure backup procedures are scheduled and completed.
					Maintain backup resources in appropriately determined locations.

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BAPB03.02	Policies and Regulations	#8: Financial Management #11: Financial Records	Identify, apply and keep current with laws and regulations that affect financial and accounting practices.	Understand basic financial laws and regulations as applied to financial and accounting practices.	Explain major points and purposes of laws and regulations concerning financial transactions, security trading, basic accounting principles (GAAP/GAA) and taxation laws.
					Identify resources that provide specific information regarding financial laws, policies and regulations.
					Identify major regulations and policies affecting select financial industries.
					Explain penalties and consequences for noncompliance with laws, policies, and regulations.
				Examine the purposes of financial laws, policies and regulations to apply them to a given situation.	Explain how to apply financial laws, policies, and regulations to given situations.
					Explain how company and industry policies affect industry practices.
					Analyze company and individual procedures for compliance with financial laws, policies, and regulations.
					Identify major instances of noncompliance with financial laws, policies, and regulations.
				Maintain knowledge of current financial laws, policies and regulations to assure continued compliance in financial and accounting practices.	Identify types of resources to provide information on financial laws, policies, and regulations.
					Evaluate a list of resources that would provide updates to financial laws, policies, and regulations.

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BAPB04.01	Analyze and Interpret Data	#10: Financial Accounting	Analyze and interpret financial data to produce accurate reports.	Understand the purpose of financial statements.	Describe the different types of financial statements.
					Explain the purpose of a financial statement.
					Compare the differences in financial statements.
				Analyze financial statements to verify information.	Identify critical data.
					Identify relative timelines.
					Determine trends.
					Interpret trend indicators.
					Compare ratios/standards.
					Identify causes.
					Identify problems or areas of concern.
					Assess potential impacts.
				Interpret financial data for planning purposes.	Identify trends.
					Review revenues.
					Review expenditures.
					Determine priorities.
					Investigate abnormalities.
					Report conclusions based on data.

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Code	Topic	Course	Knowledge and Skill	Performance Element	Measurement Criteria
BAPB05.01	Accounting	#5: Accounting #7: Advanced Accounting #9: Managerial Accounting	Examine elements of an accounting system to acquire skills in applying good accounting practices.	Evaluate assets and liabilities to show their functions in an accounting system.	Identify the parts of the accounting equation.
					Classify accounts as assets, liabilities, and owner's equity.
BAPB05.02	Accounting	#5: Accounting #7: Advanced Accounting #9: Managerial Accounting	Record business transactions to track business activities.	Create a chart of accounts to show the variety of accounts activity in a system.	Identify asset accounts.
					Identify liability accounts.
					Open accounts in a general ledger.
					Open accounts receivable ledger.
					Open accounts payable ledger.
				Record transactions.	Journalize transactions in appropriate journals.
					Post from journals to ledgers.
					Prepare a trial balance.
					Journalize and post adjusting and closing entries.
					Close the general ledger.
BAPB05.03	Accounting	#5: Accounting #7: Advanced Accounting #9: Managerial Accounting	Collect financial data to report required financial information.	Assemble appropriate accounting elements to prepare financial statements.	Prepare a balance sheet.
					Prepare an income statement.
					Prepare a cash flow statement.

Additional Recommended CTE/Degree Major Courses:

#3: Business Communications

#4: Business Finance

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