Strand:
PT-BFM1   **Computational Skills**
Students use information technology to perform calculations.

Standard: **PT-BFM1a:**   The student will apply computational skills in written documents so as to:

Components: **PT-BFM1a.1:**   observe policies and regulations when performing calculations for a given situation

PT-BFM1a.2:   calculate and enter data for a given situation on appropriate forms or reports; and

PT-BFM1a.3:   recheck computations in written documents for accuracy and quality.

Standard: **PT-BFM1b:**   The student will apply computational skills to computerized financial documents so as to:

Components: **PT-BFM1b.1:**   operate appropriate financial software to generate usable data; and

PT-BFM1b.2:   operate electronic spreadsheet software to create formulas and reports.

Strand:
PT-BFM2   **Organizational Skills**
Students use systematic planning to complete tasks.

Standard: **PT-BFM2a:**   The student will use organizational skills to perform accounting and financial operations so as to:

Components: **PT-BFM2a.1:**   record and schedule appointments and calendars to manage functions;

PT-BFM2a.2:   organize work priorities to ensure deadlines will be met; and

PT-BFM2a.3:   organize documents, forms, and manuals to maintain orderly flow of work.

Strand:
PT-BFM3   **Policies and Regulations**
Students adhere to legal policies and regulations and use information technology to implement policies and regulations.

Standard: **PT-BFM3a:**   The student will apply federal, state, and local laws, rules, and regulations to guide storage and retention of financial records so as to:

Components: **PT-BFM3a.1:**   adapt accounting and record-keeping functions to current computerized systems; and

PT-BFM3a.2:   establish backup procedures for maintaining electronic records.

Standard: **PT-BFM3b:**   The student will identify, apply, and keep current with laws and regulations that affect financial and accounting practices so as to:

Components: **PT-BFM3b.1:**   understand basic financial laws and regulations as applied to financial and accounting practices;

	PT-DCP3b.2:	examine the purposes of financial laws, policies, and regulations to apply them to a given situation; and
	PT-BFM3b.3:	maintain knowledge of current financial laws, policies, and regulations to ensure continued compliance in financial and accounting practices.

Strand:
PT-BFM4
Analysis and Interpretation of Data
Students use information technology to process and test information.

Standard:	**PT-BFM4a:**	The student will analyze and interpret financial data to produce accurate reports so as to:
Components:	**PT-BFM4a.1:**	understand the purpose of financial statements;
	PT-BFM4a.2:	analyze financial statements to verify information; and
	PT-BFM4a.3:	interpret financial data for planning purposes.

Strand:
PT-BFM5
Accounting
Students use information technology to record and analyze the cost of materials.

Standard:	**PT-BFM5a:**	The student will examine elements of an accounting system to acquire skills in applying good accounting practices so as to:
Component:	**PT-BFM5a.1:**	evaluate assets and liabilities to show their functions in an accounting system.
Standard:	**PT-BFM5b:**	The student will record business transactions to track business activities so as to:
Components:	**PT-BFM5b.1:**	create a chart of accounts to show the variety of accounts activities in a system; and
	PT-BFM5b.2:	record transactions.
Standard:	**PT-BFM5c:**	The student will collect financial data to report required financial information so as to:
Component:	**PT-BFM5c.1:**	assemble appropriate accounting elements to prepare financial statements.