Professional Technical Studies

PATHWAY: Business Financial Management & Accounting

CLUSTER: Business, Management, & Administration

Computational Skills

- Observes policies and regulations when performing calculations
- Calculates and enters data on appropriate forms or reports
- Rechecks computations for accuracy and quality
- Operates appropriate financial software to generate usable data
- Operates electronic spreadsheet software to create formulas and reports

Organizational Skills

- Records and schedules appointments and calendars
- Organizes work priorities to ensure deadlines will be met
- Organizes documents, forms, and manuals

Policies & Regulations

- Adapts accounting and record-keeping functions to current systems
- Establishes backup procedures for maintaining electronic records
- Understands basic financial laws, policies, and regulations
- Examines the purposes of financial laws, policies, and regulations
- Maintains knowledge of current financial laws, policies, and regulations

Analysis & Interpretation of Data

- Understands the purpose of financial statements
- Analyzes financial statements to verify information
- Interprets financial data for planning purposes

Accounting

- Evaluates assets and liabilities to show their functions
- Creates charts to show account activities in a system
- Records transactions
- Assembles appropriate accounting elements to prepare statements

*A DoDEA standards reference tool for teachers of grades PK–12. Complete standards for Professional Technical Studies are listed at the DoDEA Web site: http://www.dodea.edu (Standards & Curriculum—PK–12 Standards & Curriculum—Content Standards)