

Student's Name/Initials

/

Date

Teacher's Initials

Date

Business Finance

DIRECTIONS: Evaluate the student using the applicable rating scales below and check the appropriate box to indicate the degree of competency. The ratings 3, 2, 1, and N are not intended to represent the traditional school grading system of A, B, C, and D. The description associated with each of the ratings focuses on the level of student performance or cognition for each of the competencies listed below.

PERFORMANCE RATING

- 3 - Skilled--can perform task independently with no supervision
- 2 - Moderately skilled--can perform task completely with limited supervision
- 1 - Limitedly skilled--requires instruction and close supervision
- N - No exposure--has no experience or knowledge of this task

COGNITIVE RATING

- 3 - Knowledgeable--can apply the concept to solve problems
- 2 - Moderately knowledgeable--understands the concept
- 1 - Limitedly knowledgeable--requires additional instruction
- N - No exposure--has not received instruction in this area

A. Safety and Ethics

3 2 1 N

- 1. Identify major causes of work-related accidents in offices.
- 2. Describe the threat of viruses to a computer network, methods of avoiding attacks, and options in dealing with virus attacks.
- 3. Identify potential abuse and unethical uses of computers and networks.
- 4. Explain the consequences of illegal and unethical uses of information technologies, e.g., privacy; illegal downloading; copyright violations; licensing infringement; and inappropriate uses of software, hardware, and mobile devices.
- 5. Differentiate between freeware, shareware, and public domain software copyrights.
- 6. Discuss computer crimes, terms of use, and legal issues such as copyright laws, fair use laws, and ethics pertaining to scanned and downloaded clip art images, photographs, documents, video, recorded sounds and music, trademarks, and other elements for use in Web publications.
- 7. Identify netiquette including the use of e-mail, social networking, blogs, texting, and chatting.
- 8. Describe ethical and legal practices in business professions such as

safeguarding the confidentiality of business-related information.

organizations can promote lifelong responsibility for community service and professional development.

B. Employability Skills

3 2 1 N

- 1. Identify positive work attitudes, e.g., appropriate dress code for the workplace, personal grooming, punctuality, time management, organization).
- 2. Demonstrate positive interpersonal skills, e.g., communication, respect, and teamwork.

C. Student Organizations

3 2 1 N

- 1. Explain how related student organizations are integral parts of career and technology education courses.
- 2. Explain the goals and objectives of related student organizations.
- 3. List opportunities available to students through participation in related student organization conferences / Competitions, community service, philanthropy, and other activities.
- 4. Explain how participation in career and technology education student

D. Financial Fundamentals

3 2 1 N

- 1. Describe the role of finance in the economy.
- 2. Identify types of financial markets.
- 3. Describe financial institutions commonly used by business and consumers.
- 4. Explain the sources and uses of funds of businesses.
- 5. Identify government financial activities.
- 6. Describe sources of government funds.

E. Financial Environment of Business

3 2 1 N

- 1. Describe basic economic principles.
- 2. Explain how economic decisions are made.
- 3. Identify differences in the legal forms of business ownership and organization.
- 4. Explain financial implications of the business ownership decision.

- ___ ___ ___ ___5. Explain the purpose and general structure of financial markets.
- ___ ___ ___ ___6. Describe the major types of financial markets.
- ___ ___ ___ ___7. Discuss the importance of global business.
- ___ ___ ___ ___8. Identify several types of international financial activities.

F. Financial Management Planning

- 3 2 1 N
- ___ ___ ___ ___1. Describe the three primary financial goals of businesses.
 - ___ ___ ___ ___2. Identify the characteristics of effective financial goals.
 - ___ ___ ___ ___3. Explain the purpose and elements of a balance sheet.
 - ___ ___ ___ ___4. Explain the purpose and elements of an income statement.
 - ___ ___ ___ ___5. Explain the purpose and elements of a cash flow statement.
 - ___ ___ ___ ___6. State the purpose of budgeting.
 - ___ ___ ___ ___7. Identify types of financial budgets.
 - ___ ___ ___ ___8. Use a process to develop a financial budget.
 - ___ ___ ___ ___9. Describe how interest rates affect investment decisions.
 - ___ ___ ___ ___10. Calculate the time value of money on investments and loans.

G. Maintaining and Analyzing Financial Records

- 3 2 1 N
- ___ ___ ___ ___1. Identify important accounting activities and procedures.
 - ___ ___ ___ ___2. Identify assumptions, principles, and professional practices that guide accountants' work.
 - ___ ___ ___ ___3. Describe the importance of accurate, complete, and secure financial records for a business.
 - ___ ___ ___ ___4. Identify important uses and users of a business's financial records.
 - ___ ___ ___ ___5. Identify the primary purposes and activities of financial management.

- ___ ___ ___ ___6. Describe important tools used in financial management.
- ___ ___ ___ ___7. Calculate important financial ratios used to analyze the financial condition of a business.
- ___ ___ ___ ___8. Explain how ratios aid in financial decision making.

H. Short-Term Financial Activities

- 3 2 1 N
- ___ ___ ___ ___1. Explain the steps involved in developing a cash budget.
 - ___ ___ ___ ___2. Identify the elements of working capital.
 - ___ ___ ___ ___3. Describe the types of inventory for a company.
 - ___ ___ ___ ___4. Identify costs associated with inventory and manufacturing.
 - ___ ___ ___ ___5. Describe compensation methods used by companies.
 - ___ ___ ___ ___6. Explain activities associated with preparing the payroll.
 - ___ ___ ___ ___7. Explain the elements of a credit policy.
 - ___ ___ ___ ___8. Describe accounts receivable management activities.

I. Long-Term Financial Activities

- 3 2 1 N
- ___ ___ ___ ___1. Describe types of capital projects used in business.
 - ___ ___ ___ ___2. Explain factors that affect capital spending decision.
 - ___ ___ ___ ___3. Identify the steps in the capital budgeting process.
 - ___ ___ ___ ___4. Explain factors that affect the cost of capital.
 - ___ ___ ___ ___5. Describe tools used to analyze capital projects.
 - ___ ___ ___ ___6. Explain business growth and expansion actions.
 - ___ ___ ___ ___7. Identify actions for reducing global business risks.

J. Finance Business Activities

- 3 2 1 N
- ___ ___ ___ ___1. Explain short-term financing alternatives.
 - ___ ___ ___ ___2. Compare debt and equity financing.
 - ___ ___ ___ ___3. Describe the main types of government and corporate bonds.
 - ___ ___ ___ ___4. Explain activities associated with issuing bonds.
 - ___ ___ ___ ___5. Describe the types of capital stock sold by corporations.
 - ___ ___ ___ ___6. Explain the process for issuing stock.
 - ___ ___ ___ ___7. Identify the activities involved with stock market transactions.
 - ___ ___ ___ ___8. Explain the purpose of a mutual fund.
 - ___ ___ ___ ___9. Describe the factors that affect bond values.

K. Financial Institutions and Banking Services

- 3 2 1 N
- ___ ___ ___ ___1. Identify types of commercial banking services.
 - ___ ___ ___ ___2. Describe the development of international banking activities.
 - ___ ___ ___ ___3. Identify organizations that assist with international finance activities.

L. Customer Credit

- 3 2 1 N
- ___ ___ ___ ___1. Describe the major decisions that are part of a company's credit policy.
 - ___ ___ ___ ___2. Explain the factors a business should consider when deciding to use credit.
 - ___ ___ ___ ___3. List the legal requirements for credit and collections.

M. Business Insurance

3 2 1 N

- ___ ___ ___ 1. Define risk and the types of risks faced by businesses.
- ___ ___ ___ 2. Describe the primary methods for managing risks.
- ___ ___ ___ 3. Define important insurance terms and concepts.
- ___ ___ ___ 4. Identify important insurance terms and concepts.
- ___ ___ ___ 5. Describe the key parts of an insurance policy.
- ___ ___ ___ 6. Describe common types of business property insurance.
- ___ ___ ___ 7. Identify the main provisions of commercial vehicle insurance.
- ___ ___ ___ 8. Describe important personnel risks and how they are insured.
- ___ ___ ___ 9. Identify the types of insurance for business liability risks.

N. Technology and Financial Management

3 2 1 N

- ___ ___ ___ 1. Describe important responsibilities of companies in protecting business and customer information.
- ___ ___ ___ 2. Identify specific risks to customer information privacy and security.

O. International Finance

3 2 1 N

- ___ ___ ___ 1. Describe common international business activities.
- ___ ___ ___ 2. Identify methods for encouraging and measuring foreign trade.
- ___ ___ ___ 3. Describe factors that affect economic development.
- ___ ___ ___ 4. Explain how countries influence foreign exchange values.
- ___ ___ ___ 5. Describe global markets for selling financial securities.
- ___ ___ ___ 6. Explain other types of international financial markets.