BUSINESS FINANCE
COURSE CODE 5273

Course Description: This course is designed to provide students with a foundation in corporate business finance concepts and applications including fundamentals, financial environment, management planning, maintenance and analysis of financial records, long and short term financial activities, financial business activities, financial institutions and banking services, consumer credit, business insurance, technology and financial management, and international finance.

Objective: Given the necessary equipment, supplies, and facilities, the student will be able to successfully complete the following core standards in a course that grants one unit of credit.

RECOMMENDED PREREQUISITE: Accounting I

COURSE CREDIT: 1 unit

RECOMMENDED GRADE LEVEL: 10-12

A. SAFETY AND ETHICS

1. Identify major causes of work-related accidents in offices.
2. Describe the threats 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, social, and unethical uses of information technologies (e.g., piracy; illegal downloading; licensing infringement; 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.

B. EMPLOYABILITY SKILLS

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

C. STUDENT ORGANIZATIONS

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

D. FINANCIAL FUNDAMENTALS

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

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

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. MAINTAIN AND ANALYZE FINANCIAL RECORDS

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

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

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

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

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

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

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

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

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.