



BUILDING TRAINING SOLUTIONS FOR THE IT WORLD

Finance Essentials

Number of Days: 1

Format: Instructor-Led

Class Code: FINES5

Recommended Course Sequence

Knowledge of prerequisites noted below.

Course content is subject to change without notice.

Course Description:

This course will provide an overview of the basics of finance in business. It will cover financial roles and responsibilities in business organizations, discuss the purpose of financial reports and documents as well as how to read them, and examine money in business and the role of the federal government in regulating financial concerns. Finally, this course will cover financial management and financial ethics.

Prerequisites:

Microsoft Word 2000: Level 1 or equivalent knowledge.

Delivery Method:

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives:

Upon successful completion of this course, students will be able to:

- Describe the relationship between business and finance.
- Read financial reports and documents so that you can make informed business decisions.
- Describe financial institutions and the federal control and protection of funds for businesses.
- Explain financial management and how it affects profitability in business.
- Act ethically in business so that you make socially responsible financial decisions.

Course Outline

Lesson 1: Understanding Business and Finance
<ul style="list-style-type: none"> ■ Topic 1A: Describe Business ■ Topic 1B: Select a Type of Business ■ Topic 1C: Describe Financial Roles and Responsibilities in Organizations ■ Topic 1D: Define the Role of Finance in Business
Lesson 2: Reading Financial Reports and Documents
<ul style="list-style-type: none"> ■ Topic 2A: Describe Basic Financial Documents ■ Topic 2B: Read Financial Statements in Annual Reports
Lesson 3: Focusing on Financial Institutions
<ul style="list-style-type: none"> ■ Topic 3A: Describe Federal Control of the Money Supply ■ Topic 3B: Describe Banking Systems

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Lesson 4: Understanding Financial Management
<ul style="list-style-type: none">■ Topic 4A: Select a Financial Plan for a Business Organization■ Topic 4B: Describe Mergers and Acquisitions■ Topic 4C: Describe International Business and Finance
Lesson 5: Practicing Financial Ethics
<ul style="list-style-type: none">■ Topic 5A: Practice Social Responsibility in Business■ Topic 5B: Exercise Financial Ethics in Business
Appendix A: Works Cited
<ul style="list-style-type: none">■ References and Works Cited