

Business Finance Syllabus 2018-2019

Greer Middle College Charter High School

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Office Hours: My "official" office hours are **THURSDAY** after school until 4:00. However, I am usually available after school (every day but Friday.)

Credit: 1 unit

**This course is part of the Finance cluster within the Business Finance major program through the South Carolina Department of Education.

COURSE DESCRIPTION: This course is designed to provide students with an understanding of how corporations, organizations, and businesses handle money. Concepts include the management of money, accounting methodologies, investing strategies, and effective financial management.

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

A. PERSONAL QUALITIES AND EMPLOYABILITY SKILLS

Effective professionals know the academic subject matter, including positive work practices and interpersonal skills, as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Demonstrate punctuality.
2. Demonstrate self-representation.
3. Demonstrate work ethic.
4. Demonstrate respect.
5. Demonstrate time management.
6. Demonstrate integrity.
7. Demonstrate leadership.
8. Demonstrate teamwork and collaboration.
9. Demonstrate conflict resolution.
10. Demonstrate perseverance.
11. Demonstrate commitment.
12. Demonstrate a healthy view of competition.
13. Demonstrate a global perspective.
14. Demonstrate health and fitness.
15. Demonstrate self-direction.
16. Demonstrate lifelong learning.

B. PROFESSIONAL KNOWLEDGE

Effective professionals know the academic subject matter, including positive work practices and interpersonal skills, as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Demonstrate effective speaking and listening skills.
2. Demonstrate effective reading and writing skills.
3. Demonstrate mathematical reasoning.
4. Demonstrate job-specific mathematics skills.
5. Demonstrate critical-thinking and problem-solving skills.

6. Demonstrate creativity and resourcefulness.
7. Demonstrate an understanding of business ethics.
8. Demonstrate confidentiality.
9. Demonstrate an understanding of workplace structures, organizations, systems, and climates.
10. Demonstrate diversity awareness.
11. Demonstrate job acquisition and advancement skills.
12. Demonstrate task management skills.
13. Demonstrate customer-service skills.

C. FINANCIAL FUNDAMENTALS

Effective business finance professionals demonstrate a fundamental knowledge of business finance. The following accountability criteria are considered essential for students in the Finance program of study.

1. Describe the role of finance in the economy.
2. Determine the various types of financial markets and their impact on the economy, i.e., money markets and capital markets.
3. Describe financial institutions commonly used by businesses and consumers.
4. Explain the sources of funding for small and large businesses, e.g. revenue, debt and equity financing.
5. Explain the uses of funding for small and large businesses, e.g. current and capital expenditures.
6. Identify government regulations that impact business, e.g. taxes, insurance.

D. FINANCIAL ENVIRONMENT OF BUSINESS

Effective business finance professionals demonstrate an understanding of the financial environment in which they work. The following accountability criteria are considered essential for students in the Finance program of study.

1. Describe basic economic principles.
2. Explain how economic decisions are made.
3. Compare and contrast the differences in the legal structures of business ownership and organization, i.e. sole proprietorship, partnerships, corporations, and LLCs.
4. Analyze financial advantages and disadvantages of business ownership.

E. FINANCIAL MARKETS

Effective business finance professionals demonstrate the knowledge of the different types of financial markets and how they operate. The following accountability criteria are considered essential for students in the Finance program of study.

1. Explain the purpose and general structure of financial markets.
2. Describe the major types of capital markets, i.e. treasury notes/bonds, corporate/municipal bonds, and common/preferred stock.
3. Describe the major types of money markets, i.e. treasury bills, certificates of deposit (CDs), and commercial paper.
4. Discuss the importance of foreign exchange market.

F. FINANCIAL MANAGEMENT PLANNING

Effective business finance professionals understand business goals and how they are used in financial planning. The following accountability criteria are considered essential for students in the Finance program of study.

1. Describe the three primary financial goals of businesses.
2. Identify the characteristics of effective financial goals.
3. Interpret the elements of financial statements (i.e. balance sheet, income statement, cash flow statement).
4. Recognize the purpose of budgeting and types of financial budgets (i.e. operating, cash, and capital budgets).

5. Prepare an operating financial budget.
6. Describe how interest rates affect investment decisions.
7. Calculate the time value of money on investments and loans.

G. FINANCIAL MANAGEMENT ANALYSIS

Effective business finance professionals demonstrate the appropriate skills for analyzing financial data. The following accountability criteria are considered essential for students in the Finance program of study.

1. Evaluate the importance of accurate, complete, and secure financial records for a business.
2. Identify the structure and purpose of managing financial data.
3. Explain how financial ratios aid in financial decision making.
4. Calculate financial ratios used to analyze the financial condition of a business, e.g. liquidity, asset management, debt management, profitability and market performance ratios.

H. SHORT-TERM FINANCIAL ACTIVITIES

Effective business finance professionals demonstrate an understanding of short-term financing activities which can be used to affect business operations. The following accountability criteria are considered essential for students in the Finance program of study.

1. Explain short-term financing activities.
2. Identify the elements of working capital.
3. Illustrate and explain the supply chain for a company.
4. Identify costs associated with manufacturing and inventory management.
5. Describe compensation models developed for various types of business organizations.

I. LONG-TERM STRATEGIC PLANNING

Effective business finance professionals demonstrate an understanding of long-term financing activities which a business can use to affect business operations. The following accountability criteria are considered essential for students in the Finance program of study.

1. Describe types of capital projects used in business.
2. Describe tools used to analyze capital projects.
3. Explain factors that affect capital spending decision.
4. Explain factors that affect the cost of capital.
5. Explain business growth and expansion actions.
6. Identify actions for reducing business risks.

J. FINANCIAL BUSINESS ALTERNATIVES

Effective business finance professionals demonstrate knowledge of various financing alternatives which a business can use to increase revenue. The following accountability criteria are considered essential for students in the Finance program of study.

1. Explain financing alternatives, e.g. buying on account, bank loans/notes, and commercial paper.
2. Compare and contrast debt and equity financing.
3. Distinguish between the main types of government and corporate bonds.
4. Prioritize business activities associated with issuing bonds.
5. Examine factors that affect bond values.
6. Describe the types of capital stock sold by corporations.
7. Explain the process for issuing stock.
8. Identify the activities involved with stock market transactions
9. Analyze the role of diversification in investments.
10. Explain the purpose of a mutual fund.

K. CREDIT PRINCIPLES AND BUSINESS PRACTICES

Effective business finance professionals demonstrate knowledge of how businesses use credit appropriately. The following accountability criteria are considered essential for students in the Finance program of study.

1. Identify 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. Analyze the legal requirements for credit and collections.

L. RISK MANAGEMENT

Effective business finance professionals understand the role risk plays in determining the cost of insurance and in customer relations. The following accountability criteria are considered essential for students in the Finance program of study.

1. Define risk and the types of risks faced by businesses.
2. Examine the relationship between risk and probability.
3. Describe the primary methods for managing risks.
4. Identify important insurance terms and concepts.
5. Describe the key parts of an insurance policy, e.g. declarations, insuring agreement, definitions, conditions, and miscellaneous page.
6. Describe common types of business insurance, e.g. property, liability, and business income.
7. Describe important personnel risks and how they are insured, e.g. workers' compensation, unemployment, healthcare, and disability.
8. Describe important responsibilities of companies in protecting business and customer information.
9. Identify specific risks to customer information privacy and security.

M. DATA PROTECTION

Effective business finance professionals understand the importance of information, common methods for stealing information, as well as, methods used to protect it. The following accountability criteria are considered essential for students in the Finance program of study.

1. Describe common ways ID theft happens (e.g. dumpster diving, skimming, phishing, changing addresses, stealing, computer hacking).
2. Describe ways to deter identity theft by safeguarding information (e.g. shredding financial documents, protecting Social Security number, not giving out personal information, using secure networks for on-line balances, and not using obvious passwords).
3. Describe ways to detect suspicious activity by routinely monitoring accounts (e.g. reviewing credit reports, on-line balances, and monthly statements.)
4. Describe ways to defend against ID theft as soon as theft is suspected (e.g. placing fraud alerts on credit reports, closing accounts, filing police reports, and reporting to the Federal Trade Commission).

N. INTERNATIONAL BUSINESS AND TRADE

Effective business finance professionals demonstrate an awareness of working within a global environment and its impact on a business's financial performance. The following accountability criteria are considered essential for students in the Finance program of study.

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.
7. Identify several types of international financial activities.

O. PROFESSIONALISM

Effective business finance professionals demonstrate professionalism at all times in the business workplace. They will use this knowledge as needed in their role. The following accountability criteria are considered essential for students in the Finance program of study.

1. Evaluate career opportunities.
2. Identify sources of employment opportunities.
3. Identify appropriate dress and grooming for the workplace.
4. Develop an electronic portfolio for career opportunities.
5. Compose a resume.
6. Compose a letter of application.

II. INSTRUCTIONAL MATERIAL AND RESOURCES

- Computers (as needed)
- Business Finance, Les R. Dlabay and James L. Burrow, South-Western Publishing, Cengage Learning, 2008. One textbook is checked out to each student. ISBN 978-0-538-44507-8
- Each student needs to provide pencils and paper for taking notes. A highlighter may also be helpful.
- Supplies for projects as needed. Students will be given sufficient notice when supplies are required. In order to be successful, students should bring all their materials to class EVERY DAY. To encourage students to be prepared, there may be random "material checks" which will count as a classwork grade.

III. GRADING/EVALUATION AND ASSESSMENT:

South Carolina Grading Scale 2018-2019

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59 and below

Following are performance levels of the GMC grading scale:

- 90-100 = Mastery Level
- 80-89 = Proficiency Level
- 0-79 = Below Proficiency

If a student receives below proficiency (0-79) on a **major graded** assignment, another opportunity will be given to master the material with further instruction through Office Hours. Retesting will follow the additional instruction, if a student attends Office Hours as outlined in GMC policy. Office Hours for Business Finance are **THURSDAY** after school. Generally, I am usually available after school every day but Friday.

It is amazing what just a few minutes of intentional concentration can achieve!

South Carolina law states that a student must attend at least 175 days of a 180 day full unit course (GMC year-long A/B block schedule); therefore only FIVE (5) total absences are permitted in this class.

ATTENDANCE IS AN ESSENTIAL COMPONENT OF SUCCESS. There is a direct correlation between students' attendance and their grades. When a student is absent, he/she misses valuable instruction and the opportunity to work in class and/or on a group project. Adequate time is given in class to complete most assignments. If a student is absent, my expectation is that the work is completed at home or in Office Hours (including group projects) outside of regular class time. Students will be more successful if they complete makeup work as close to the date of their absence as possible.

Class assessment will be calculated using the following percentages.

- 40% Minor (classwork and homework, quizzes)
- 60% Major (tests, projects, presentations)

Grading Policies developed by GMC faculty states that there will be a minimum of three (3) major grades and nine (9) minor grades each grading period (nine weeks.)

Semester Grade is weighted as follows:

- 1st/2nd Nine Weeks 45%
- 3rd/4th Nine Weeks 45%
- Semester/Final Exam 10%

IV. STUDENT RECORDS

- A hard copy and an electronic record will be kept for student grades.
- Progress reports are provided by the school in the middle of each nine weeks.
- Students are provided a detailed hard copy of their progress report/report card before each grading period, enabling partnership and accountability to ensure grades are correctly entered into the computer.
- Report cards will be given out by the school at the end of each nine week grading period.
- A parent or student may communicate needs or concerns via e-mail.
- Parents are encouraged to review grades on the Parent Portal website. Grades are generally updated weekly.

V. CLASSROOM RULES AND PROCEDURES

Students must follow all rules, policies and procedures in the GMC handbook.

Additional classroom guidelines are as follows:

- Be on time to class
- Be prepared for class
- Follow dress code
- Respect the teacher, others and yourself

Consequences

Students and Families choose to attend GMC. As a result, it is expected that the rules and procedures will be followed. If a student chooses not to follow the rules, there will usually be a warning given. For continuous violations, parents will be contacted and the student may be referred to school administration for further discipline.

VI. ADDITIONAL INFORMATION

LATE WORK

No credit is given for minor assignments that are turned in late. A student will receive a one (1) if an assignment is not turned in on time. If homework is assigned, it is due at the beginning of the class period on the due date. Students are not permitted to leave class (or be tardy) to use a printer or complete a project. If a major assignment (test, project, etc.) is late, a 10-point penalty will be assessed for EACH SCHOOL DAY assignment is late, up to 3 days. After 3 days, the assignment will receive 50% of credit earned. Students are typically given at least five (5) school days' notice of an upcoming test. If a student is absent on the day of the test, it is in his/her best interest to take the test as soon as he/she returns to school. Tests are typically graded, returned and reviewed within a day or two.

RESTROOMS

There is sufficient time between classes and during lunch to use the restroom. As high school students that have experience in changing classes, it is expected that students use the restroom between classes. Occasionally, there may be a need to use the restroom during class. Instructions will be given at the beginning of school regarding the restroom procedure. Students are not to interrupt the teacher or class discussion to ask to go to the restroom.

ASSIGNMENT HEADING

Every assignment/test should contain the student's first and last name, the date (always available on the white board), and the class period. Failure to include a proper heading may result in a deduction of five points from the assignment grade.

PROJECTS

Greer Middle College Charter High School is a college/career preparatory high school that emphasizes project based learning. Projects (both individual and group) that are submitted for a grade should show evidence of

high school level effort and ability. A project that is created at the “last minute” will typically receive a grade that reflects the “last minute” effort.

CELL PHONE POLICY

There may be times when cell phones are used in the classroom. I will give permission and instructions regarding cell phone usage. Cell phones may not be used as calculators. Your students' cell phone will be in a “cell phone cubby” (a shoe hanger) during class, so please do not expect your child to respond to a text (or answer a phone call) during class. If you need to reach your child in the case of an emergency, please call GMC at 469-7571.

ACADEMIC DISHONESTY

Please refer to the GMC Handbook (online) for questions regarding academic dishonesty. Should a student have any questions about specific situations (citing text, etc.) it is always best to ASK beforehand.

Information contained in this syllabus is intended to be a guideline for the Personal Finance course and is not intended to include every possible classroom scenario. Should unforeseen circumstances result in changes being made to the syllabus, the changes will be highlighted on my website.