

## FINANCIAL MANAGEMENT USING SOFTWARE APPLICATIONS

### Essential Curriculum

**Total Hours: 125**

Financial management provides students with the knowledge and practice they need to make informed financial decisions. Students will learn to successfully manage financial resources. Banking, investing, borrowing, and risk management (insurance) are core content areas of the course. Students will gain knowledge and understanding of revenue, expenses, credit and money management to enable them to make informed decisions in a highly technical and competitive society. Students will gain competencies in software using Microsoft applications. Financial Management is a skill that is essential in all business and personal environments.

**Topic: 01 - Financial Decision Making (5 hours)**

**Goal:** The student will make wise financial decisions and use a rational decision-making process as it applies to the role of citizens, workers, and consumers to maximize consumer satisfaction when buying goods and services.

**Objectives** The student will be able to:

- List the steps in making an informed purchase decision.
- Explain economic wants that influence consumer decision making.
- List and describe factors that influence spending decisions.
- Research, access, and utilize online information to make informed financial decisions.
- Develop a manual and/or electronic filing system for personal records.
- Describe the rights and responsibilities of buyers and sellers under consumer protection laws.

**Topic: 02 - Career Awareness (5 hours)**

**Goal:** The student will identify various careers and analyze factors that affect income as a part of the career decision-making process.

**Objectives** The student will be able to identify various career options by:

- Assessing personal skills and interests relating to career opportunities.
- Discussing how personal choices, experiences, technology, education/training and other factors correlate with career choices.

The student will be able to examine factors that affect income by:

- Identifying various personal documents and employer related forms.
- Distinguishing between earned, unearned income and wealth.
- Identifying benefits as a component of total income.
- Calculating gross and net income.

**Topic**            **03 - Finances and Budgeting** (11 hours)

**Goal:**            The student will learn and apply basic financial/budgeting principles successfully.

**Objectives**    The student will be able to prepare a cash flow financial statement by:

- Identifying disposal income and expenses.
- Calculating a cash flow statement.

The student will be able to describe the budgeting process, including:

- Identifying short and long-term financial goals.
- Explaining the purpose and importance of personal record keeping.
- Preparing a personal net worth statement.
- Preparing a personal property inventory.

The student will be able to develop and evaluate a budget by.

- Identifying projected savings, income, and fixed/variable expenses.
- Reviewing and revising a budget.

The student will be able to describe various types of taxes.

**Topic**      **04 - Savings and Investing (19 hours)****Goal:**      The student will make effective saving and investment decisions.**Objective:**      The student will evaluate savings strategies to meet short and long-term goals by:

- Describing the importance of implementing a plan of saving at an early age.
- Describing how financial institutions use deposited funds.
- Identifying and evaluating the various savings mechanisms.
- Calculating and distinguishing APR (annual percentage rate), simple and compound interest
- Identifying risks and trade-offs for savings.
- Identifying the disadvantages of using non-traditional institutions (pawn shops, loan sharks, check cashing centers and debt consolidators).

The student will be able to evaluate investment strategies for short and long-term goals by.

- Describing the importance of implementing a plan of investing at an early age.
- Identifying and evaluating the various investment mechanisms.
- Identifying risks and trade-offs for investing.
- Listing and describing sources of financial information for making useful investment decisions.

The student will be able to describe retirement and estate planning tools by.

- Identifying the various forms of wills
- Explaining the importance of estate planning.
- Explaining the importance of saving for retirement.
- Exploring different retirement plans.

The student will be able to evaluate various housing alternatives.

The student will be able to assess the advantages and disadvantages of renting.

The student will be able to identify the costs of renting.

**Topic**      **05 - Banking Operations (10 hours)****Goal:**      The student will list and evaluate services provided by financial institutions.**Objectives**      The student will evaluate services provided by financial deposit institutions by:

- Identifying various types of financial deposit institutions.
- Listing the basic services provided by financial deposit institutions.
- Identifying the rights and responsibilities associated with using a checking account.
- Describing the steps involved in opening and maintaining a checking account.
- Comparing and contrasting the different types of accounts offered by various financial deposit institutions.
- Comparing and contrasting methods of electronic funds transfer (e.g., debit/credit cards, ATM, and automatic deposits/payments).

**Topic**      **06 - Consumer Credit Management (12 hours)****Goal:**      The students will identify means of managing credit effectively.**Objectives**      The student will analyze factors that affect the choice of credit, the cost of credit, and the legal aspects of using credit by:

- Explaining when and why borrowing should be used.
- Describing the risks and responsibilities associated with using credit.
- Analyzing the opportunity cost of credit.
- Identifying methods of establishing and maintaining a sound credit rating.
- Calculating the length of time it takes to payoff a credit card balance when making minimum payments.
- Determining advantages and disadvantages of different credit cards.
- Defining interest as a cost of credit and explain why it is charged.
- Identifying the various types of credit including the different types of credit cards.
- Explaining how the amount of principal, the term of the loan, and the interest rate affect the amount of interest charged.
- Explaining how the interest rate varies with the amount of assumed risk.
- Explaining the implications of identity theft.
- Listing ways to minimize risks of identify theft.

The student will identify the cause and effect of bankruptcy by:

- Defining and explaining government regulations of bankruptcy.
- Identifying the financial, legal and social consequences of declaring bankruptcy.

**Topic**        **07 - Risk Management (10 hours)****Goal:**        The student will create a plan for protection against the risk of financial loss.**Objectives**    The student will identify insurable risks and explain protection against the consequences by:

- Defining and listing the types of insurance.
- Explaining the risk management process.
- Explaining how all types of insurance are based on the concept of risk sharing and statistical probability.

**Topic**        **08 – Introduction to Financial Management for Business (20 hours)****Goal:**        Explain the importance of financial management for business and explore essential activities of business management to manage business resources effectively.**Objectives**    The student will be able to:

- Identify three parts of the business plan
- Describe aspects of a financial plan
- Recognize the importance of accounting in financial management
- Analyze business transactions as they relate to the five steps of the accounting cycle
- Prepare financial statements used the accounting process
- Analyze financial needs and identify sources of financing
- Describe functions of the Small Business Administration and identify alternative sources of funding a business
- Describe methods of paying employees and solve problems related to the payroll process
- Describe the methods of determining, calculating, and managing inventory
- Explain forms of business ownership and identify advantages and disadvantages for each.
- Identify start-up capital, estimate operating capital, and analyze projected financial statements.
- Develop and analyze financial plans.

**Topic**        **09 – Ethics (5 hours)**

**Goal:**        The student will describe, analyze, develop and follow policies for managing privacy and ethical issues in organizations in a technology-based society.

**Objectives**    The student will demonstrate acceptable values and behaviors in order to become ethical consumers and workers by:

- Identifying privacy issues within an organization.
- Applying appropriate federal and state laws pertaining to privacy.
- Identifying personal information that should not be shared.
- Identify and explain property, privacy, access, and accuracy issues pertaining to information technology, including the impact of these issues on individuals and organizations.
- Evaluating a variety of ethical dilemmas.
- Discussing basic issues related to responsible use of technology and describing personal consequences of inappropriate use.

**Topic**        **10 – Technology (28 hours)**

**Goal:**        The student will utilize a variety of software applications to successfully manage financial resources.

**Objectives**    The student will demonstrate the ability to use Microsoft® Office Suite applications, including:

- Using Microsoft® Help
- Performing file functions, including:
  - Creating new files
  - Creating documents, spreadsheets, and presentations from templates
  - Opening files
  - Saving files
  - Printing files
  - Closing files
  - Password protecting files
- Performing formatting tasks, including:
  - Bold, italics, underline
  - Font style and size
  - Text alignment
- Performing editing tasks, including:
  - Cut, copy, paste, delete, and clear
  - Undo and redo
  - Find and replace
- Inserting items, including:
  - Special symbols
  - Clip art
  - Hyperlinks

- Using Spellcheck and Thesaurus tools.
- Integrating data between Word and Excel and PowerPoint.

The student will be able to use Microsoft® Word to create documents, including:

- Setting and using tabs and indents
- Creating and editing tables
- Setting line spacing
- Inserting page breaks
- Inserting and editing headers and footers

The student will be able to use Microsoft® PowerPoint to create presentations, including:

- Identifying the uses of presentations
- Creating, adding, and deleting slides
- Editing and sorting slides
- Viewing slide shows
- Printing presentations

The student will be able to use Microsoft Excel to create and analyze spreadsheets, including:

- Describing the function, benefits, and structure of a spreadsheet.
- Creating, formatting, and manipulating spreadsheet data using
  - Simple formulas and functions (SUM, MAX, MIN, PMT, IF)
  - Relative and absolute cell references
  - Inserting, deleting, and moving columns and rows
  - Fill handle
  - Sort
- Creating and editing headers and footers
- Distinguishing, creating, and editing different chart types

The student will utilize browsers and the Internet to conduct research, including:

- Using HCPSS Online Research Resources and other search engines
- Evaluating the validity of web sites
- Understanding copyright rules and appropriately citing sources
- Using effective search strategies
- Engaging in simulations and online activities.
- Conducting or exploring electronic purchases or payments.
- Identifying means of making a point of sale purchase.

The student will utilize Quicken to assist in financial management by:

- Preparing and evaluating a budget
- Writing checks and reconciling bank statements
- Calculating the total cost of a financed purchase
- Reviewing performance of retirement investments
- Performing electronic banking activities.