

BUSINESS FINANCE

Course Frameworks

Course Code: 04082



North Dakota Marketing Education
State Board for Career and Technical Education

Course Title	Business Finance
MIS03 Course #	04082
License Code	<i>An instructor must hold the License Code: 04006-CTE Marketing Education to be qualified to teach this course.</i>
Description	The goal of <i>Business Finance</i> is to help students to become financially responsible, conscientious members of society. To reach that end, this course develops student understanding and skills in such areas as money management, budgeting, financial goal attainment, the wise use of credit, insurance, investments, and consumer rights and responsibilities.
Performance Indicators	43
Credit	½ or 1 credit
Program of Study	<i>Business Finance</i> is an advanced course in the Business Administration Program of Study for Marketing Education.
Grade Level	10-12

Course Outline Introduction	An outline is provided to identify a recommended instructional sequence/schedule for <i>Business Finance</i> . The outline identifies the number of days allocated to each topic, a topic for those days' instruction, and the performance indicators, or learning outcomes, that should be addressed as part of the topic.
Topic 0	Getting Oriented
Days 1-2 (2 days)	0.01 Explain the goals of the Business and <i>Personal Finance</i> course 0.02 Describe classroom operations and procedures 0.03 Discuss the purposes of CTSO and its activities
Topic 1	Setting Financial Goals
Days 3-21 (19 days)	1.01 Explain forms of financial exchange (e.g., cash, credit, debit, electronic funds transfer, etc.) (FI:058) (PQ) 1.02 Identify types of currency (e.g., coins, paper money, banknotes, etc.) (FI:059) (PQ) 1.03 Describe the functions of money (e.g., medium of exchange, unit of measure, store of value, incentive) (FI:060) (PQ) 1.04 Explain the need to save and invest (FI:270, QS LAP 30) (CS) 1.05 Discuss consumer rights (CS) 1.06 Explain legal responsibilities associated with financial exchanges (FI:063) (CS) 1.07 Explain the time value of money (FI:062) (CS) 1.08 Set financial goals (FI:065, QS LAP 31) (CS) 1.09 Demonstrate systematic behavior (PD:009) (PQ)
Topic 2	Earning Your Money
Days 22-25 (4 days)	2.01 Describe sources of income (e.g., wages/salaries, interest, rent, dividends, transfer payments, gift funds, inheritances, etc.) (FI:061) (PQ) 2.02 Interpret a pay stub (FI:068) (PQ)
Topic 3	Allocating Your Money to Achieve Goals
Days 26-30 (5 days)	3.01 Determine personal net worth (FI:562) (CS) 3.02 Develop personal budget (FI:066) (CS)

Topic 4	Tracking Your Money
Days 31-37 (7 days)	<p>4.01 Describe types of financial services providers (FI:075) (CS)</p> <p>4.02 Maintain financial records (FI:069) (PQ)</p> <p>4.03 Reconcile bank statements (FI:070) (PQ)</p>
Topic 5	Borrowing Money
Days 38-52 (15 days)	<p>5.01 Explain the purposes and importance of credit (FI:002, FI LAP 2) (CS)</p> <p>5.02 Discuss types of loans (e.g., mortgages, auto loans, college loans, etc.) (FI:563) (CS)</p> <p>5.03 Demonstrate wise use of credit (FI:071) (CS)</p> <p>5.04 Maintain appropriate personal appearance (PD:002, PD LAP 5) (PQ)</p> <p>5.05 Complete loan applications (FI:033) (SP)</p> <p>5.06 Make responsible financial decisions (PD:271) (CS)</p> <p>5.07 Validate credit history (FI:072) (CS)</p>
Topic 6	Paying Your Way
Days 53-63 (11 days)	<p>6.01 Prepare bank account documents (e.g., checks, deposit/withdrawal slips, endorsements, etc.) (FI:560) (PQ)</p> <p>6.02 Pay bills (FI:565) (PQ)</p> <p>6.03 Contest incorrect bills (FI:566) (CS)</p> <p>6.04 Explain the nature of tax liabilities (FI:067) (PQ)</p> <p>6.05 Prepare personal income tax forms (FI:074) (CS)</p>
Topic 7	Protecting What You Have
Days 64-72 (9 days)	<p>7.01 Protect against identity theft (FI:073) (CS)</p> <p>7.02 Control debt (FI:568) (CS)</p> <p>7.03 Describe the concept of insurance (FI:081) (CS)</p> <p>7.04 Explain the nature of estate planning (FI:572) (CS)</p>

Topic 8	Growing Your Money
Days 73-89 (17 days)	8.01 Explain types of investments (FI:077, QS LAP 32) (CS) 8.02 Explain the nature of bonds (SE:428, QS LAP 33) (SP) 8.03 Explain the nature of stocks (SE:421, QS LAP 34) (SP) 8.04 Describe the nature of mutual funds (SE:429, QS LAP 35) (SP) 8.05 Describe sources of securities information (FI:274, QS LAP 36) (CS) 8.06 Read/interpret securities tables (FI:275, QS LAP 37) (SP) 8.07 Discuss the nature of retirement planning (FI:569) (CS) 8.08 Discuss considerations in selecting a financial-services provider (FI:076) (CS)
Day 90 (1 day)	Assessment