

Financial Essentials

Prerequisites: Microsoft Word Introduction

Length: One Day

Summary: *Finance Essentials* 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.

Course Content

UNDERSTANDING BUSINESS AND FINANCE

- Describe Business
- Select a Type of Business
- Describe Financial Roles and Responsibilities in Organizations
- Define the Role of Finance in Business

READING FINANCIAL REPORTS AND DOCUMENTS

- Describe Basic Financial Documents
- Read Financial Statements in Annual Reports

FOCUSING ON FINANCIAL INSTITUTIONS

- Describe Federal Control of the Money Supply
- Describe Banking Systems

UNDERSTANDING FINANCIAL MANAGEMENT

- Select a Financial Plan for a Business Organization
- Describe Mergers and Acquisitions
- Describe International Business and Finance

PRACTICING FINANCIAL ETHICS

- Practice Social Responsibility in Business
 - Exercise Financial Ethics in Business
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