

Western Technical College

10101184 Business Finance and Budgeting

Course Outcome Summary

Course Information

Description	The learner analyzes the fiscal components of a business by evaluating financial statements, accounts, and annual reports relevant to the supervisor as a non-accountant. Each learner will evaluate and review ratios, trends, business cycles, and budgets. The learner will discuss internal controls and business ethics and their effect on a firm.
Career Cluster	Finance
Instructional Level	Associate Degree Courses
Total Credits	3.00
Total Hours	54.00

Types of Instruction

Instruction Type	Credits/Hours
Lecture	3 CR / 54 HR

Course History

Purpose/Goals

- Identify the basic functions of a financial system
- Evaluate the business cycles and trends of a business
- Interpret basic financial statements and annual reports of a business
- Recognize the various types of budgets and how they interrelate
- Apply various financial analysis to the company's statements

Textbooks

Accounting for Non-Accountants. 3rd Edition. Copyright 2013. Label, Wayne. Publisher: Sourcebooks, Inc. **ISBN-13:**978-1-4022-7304-9. Required.

Accounting Game: Basic Accounting Fresh from the Lemonade Stand. 2nd Edition. Copyright 2008. Mullis, Darrell and Judith Orloff. Publisher: Sourcebooks, Inc. **ISBN-13:**978-1-4022-1186-7. Required.

Budgeting for Managers. Copyright 2003. Kemp, Sid and Eric Dunbar. Publisher: McGraw-Hill Publishing Company. **ISBN-13:**978-0-07-139133-7. Required.

Learner Supplies

Calculator. **Vendor:** Campus Shop. Required.

Core Abilities

- 1. Apply mathematical concepts.**
Status Active
- 2. Demonstrate ability to think critically.**
Status Active
- 3. Demonstrate ability to value self and work ethically with others in a diverse population.**
Status Active
- 4. Make decisions that incorporate the importance of sustainability.**
Status Active
- 5. Transfer social and natural science theories into practical applications.**
Status Active
- 6. Use effective communication skills.**
Status Active
- 7. Use technology effectively.**
Status Active

Program Outcomes

- 1. Manage processes and systems to maximize organizational productivity and quality.**
Type Local Status Active
- 2. Apply effective leadership skills.**
Type Local Status Active
- 3. Ensure legal compliance to all laws regarding employer/employee relationships and safety.**
Type Local Status Active
- 4. Apply ethical standards to the workplace.**
Type Local Status Active

Course Competencies

- 1. Describe accounting and who uses accounting information**
Status Active

Criteria

Criteria - Performance will be satisfactory when:

- 1.1. Learner can explain how and why accounting is the language of business
- 1.2. Learner can explain who the internal and external stakeholders are and what accounting information they use
- 1.3. Learner can describe how various manager use accounting information

1.4. Learners can describe the various regulatory bodies and their roles

Learning Objectives

- 1.a. Describe the main operations of accounting
- 1.b. Identify the key internal and external stakeholders involved in a business organization and their responsibilities and type of information desired
- 1.c. Explain how department managers can use accounting information Describe the regulating bodies and their roles in maintaining accounting rules
- 1.d. Describe the regulating bodies and their roles in maintaining accounting rules

2. Explain Generally Accepted Accounting Principles (GAAP) and how GAAP is used by accountants

Status Active

Criteria

Criteria - Performance will be satisfactory when:

- 2.1. Learners can explain the components GAAP and contrast and compare it to IFRS
- 2.2. Learners can describe the application of GAAP by accountants

Learning Objectives

- 2.a. Explain the main components of GAAP
- 2.b. Explain the central tenant of IFRS that differentiates it from GAAP
- 2.c. Explain the use of GAAP by Accountants

3. Define fraud and explain how it can occur and the need for ethics in using and presenting accounting information

Status Active

Criteria

Criteria - Performance will be satisfactory when:

- 3.1. Learner can define fraud
- 3.2. Learner can describe the causes of fraud and how it is committed
- 3.3. Learner can identify how fraud occurs and its causes
- 3.4. Learner can explain the need for ethics in using and presenting accounting information
- 3.5. Learner can explain techniques used to enact and enforce ethical standards in the workplace

Learning Objectives

- 3.a. Define fraud and the causes of fraud
- 3.b. Explain how fraud occurs in business and how it is committed
- 3.c. Describe the need for ethics and how it is usually enacted and enforced in the workplace

4. Introduce the Accounting Equation and how it can be used to show the controlling of business transactions flowing into financial statements

Status Active

Criteria

Criteria - Performance will be satisfactory when:

- 4.1. Learner can define the accounting equation
- 4.2. Learners can describe how to use the accounting equations to analyze business transactions
- 4.3. Learner can show the relationship of the income statement to the accounting equation
- 4.4. Learner applies the accounting equation to sample business transactions

Learning Objectives

- 4.a. Define the accounting equation
- 4.b. Describe how to use the accounting equations to analyze business transactions
- 4.c. Explain how the income statement flows from the owners' equity section of the accounting equation
- 4.d. Show with sample business transactions the interrelationship of the components of the accounting equation

5. Prepare the basic financial statements

Status *Active*

Criteria

Criteria - Performance will be satisfactory when:

- 5.1. Learner can explain the rules that govern the preparation of financial statements
- 5.2. Learners can describe the basic financial statements Learners can explain the differences in the three types of business

Learning Objectives

- 5.a. Describe the rules that govern the preparation of financial statements
- 5.b. Describe the four basic financial statements
- 5.c. Explain the difference between the three types of businesses

6. Calculate key ratios for financial statements and show how they are used for short and long term analysis

Status *Active*

Criteria

Criteria - Performance will be satisfactory when:

- 6.1. learner evaluates liquidity, solvency, and profitability of a business
- 6.2. learner applies the DuPont Model to determine return ratio
- 6.3. learner compares ratios to similar industries
- 6.4. learner applies horizontal and vertical analysis to a business to determine trends
- 6.5. learner uses financial data from an annual report to evaluate various companies profitability and stability in the economy

Learning Objectives

- 6.a. Apply various ratios to companies to determine their liquidity, profitability, and solvency
- 6.b. Compare ratios of similar industries to determine each company's liquidity profitability and solvency
- 6.c. Apply the DuPont Model to determine various returns
- 6.d. Calculate the horizontal and vertical analysis to the financial statements to determine various returns on the dollar
- 6.e. Compare financial data of various annual reports
- 6.f. Identify the limitations of calculations and trends

7. Describe the components of the Balance Sheet

Status *Active*

Criteria

Criteria - Performance will be satisfactory when:

- 7.1. Learners can describe the typical accounts found in the current assets and liabilities sections of the balance sheet and explain why they are used
- 7.2. Learners can describe the typical accounts found in the long term assets and liabilities sections of the balance sheet and explain why they are used
- 7.3. Learners can describe the typical accounts found in the owners' equity section of the balance sheet and explain why they are used

Learning Objectives

- 7.a. Describe the typical accounts found in the current assets and liabilities sections of the balance sheet
- 7.b. Explain how the typical accounts found in the current assets and liabilities sections of the balance sheet are used
- 7.c. Describe the typical accounts found in the long assets and liabilities sections of the balance sheet
- 7.d. Explain how the typical accounts found in the long assets and liabilities sections of the balance sheet are used
- 7.e. Describe the typical accounts found in the owners' equity section of the balance sheet Explain how the typical accounts found in the owners' equity section of the balance sheet are used

8. Describe the components of the Statement of Cash Flows

Status *Active*

9. **Explain the concept of depreciation and show how it is used in financial statements**
Status Active
10. **Describe cost of goods sold and how it is accounted for in a merchandise business**
Status Active
11. **Explain the current liabilities and expenses involved with employees**
Status Active
12. **Evaluate budgeting methods used in business**
Status Active
13. **Explore how the accounting function relates to the supervisory role**
Status Active

Course Learning Plans and Performance Assessment Tasks

Type	Title	Source	Status
LP	(No Title)	Course	Active
LP	Learning Plan 1	Course	Active
LP	Learning Plan 2	Course	Active
LP	Learning Plan 3	Course	Active
LP	Learning Plan 4	Course	Active
LP	Learning Plan 5	Course	Active
LP	Learning Plan 6	Course	Active
LP	Learning Plan 7	Course	Active
LP	Learning Plan 8	Course	Active
LP	Learning Plan 9	Course	Active
LP	Learning Plan 10	Course	Active
LP	Learning Plan 11	Course	Active
LP	Learning Plan 12	Course	Active