

AOF

Principles of Finance

Syllabus

Instructor: Dr. Bridges

Principles of Finance gives students a thorough introduction to the concepts, tools, and institutions of finance and serves as a foundation for the core courses offered by the Academy of Finance. Principles of Finance begins with the basics of financial literacy and the function of finance in society. Students then study income and wealth, including budgeting, personal banking, credit and borrowing, and planning for retirement. Next, students examine financial institutions and the role of finance in organizations. They learn about common methods by which businesses raise capital—IPOs, selling stocks and bonds, and short-term financing—and they study key investment-related terms and concepts, including the time value of money. Students also explore specific topics of importance in today's world of finance, risk management, taxes, and ethics. They research how technological and international innovations have changed the financial services field.

As an integral part of the course, students also participate in an in-depth study of a particular finance topic. Students use a project-based learning approach to become personal finance experts and lead a schoolwide exhibition on issues critical to financial literacy. Working in groups of three or four, students choose a topic to investigate and examine their topic from various perspectives, including its importance to an individual's understanding of finance as well as its relevance to the finance industry and society. Groups synthesize their learning and create a three-panel display board, public service brochure, and talking points, all of which they present to an invited audience at a financial literacy fair.

Finally, students explore the types of careers that exist in finance today.

Unit 1: Getting Started

Lesson 1: Course Introduction

Estimated # of Class Periods: 2

Learning Objectives

- Deduce the skills and knowledge of finance needed to be successful in an authentic project
- Identify general finance terms with which to build a taxonomy

Lesson 2: Introduction to Finance

Estimated # of Class Periods: 4

Learning Objectives

- Explain what finance is and why learning about it is valuable
- Identify how financial knowledge can be applied to real life
- Explain how the time value of money is a fundamental component of financial literacy
- Describe the financial services industry and the financial system that it serves

Lesson 3: Financial Intermediaries

Estimated # of Class Periods: 6

Learning Objectives

- Identify the functions of different types of financial intermediaries
- Explain how financial intermediaries benefit individuals, businesses, and the economy
- Define *capital* and describe its importance to financial intermediaries

Unit 2: Personal Finance

Lesson 4: Wealth, Income, and Cash Flow

Estimated # of Class Periods: 4

Learning Objectives

- Distinguish among wealth, income, and cash flow
- Define *money* and describe its source and uses
- Explain how money functions

Lesson 5: Personal Budgeting

Estimated # of Class Periods: 5

Learning Objectives

- Identify the components of a personal budget and strategies for staying within one's budget
- Describe the purpose for setting financial goals
- Develop short-, mid-, and long-term financial goals
- Evaluate the importance of financial planning

Lesson 6: Banking

Estimated # of Class Periods: 7

Learning Objectives

- Evaluate different banking institutions and the services that they offer
- Compare and contrast various financial services products
- Explain how compound interest is a key benefit of saving
- Explain the impact of technology on banking
- Identify the components of a bank statement
- Demonstrate the ability to reconcile a bank statement

Lesson 7: Credit and Debt

Estimated # of Class Periods: 8

Learning Objectives

- Define *debt* and differentiate between good debt and bad debt
- Define *credit* and explain its purpose
- Describe the positive and negative effects of credit use and the impact on credit histories and scores
- Explain how interest rates work

Lesson 8: Good Practices in Personal Finance

Estimated # of Class Periods: 8

Learning Objectives

- Describe general principles for practicing successful personal finance
- Summarize key concepts on the subject of financial literacy

Unit 3: Financial Institutions

Lesson 9: Investment Banking

Estimated # of Class Periods: 3

Learning Objectives

- List characteristics of an investment bank
- Explain how an investment bank differs from a commercial bank
- Describe the functions performed by investment banks
- List methods for raising capital
- Describe the evolution of investment banking

Lesson 10: Financial Markets

Estimated # of Class Periods: 7

Learning Objectives

- Describe the key risks and returns associated with investing
- Identify the major financial markets
- Explain the importance of financial markets to our economy
- Evaluate the different financial securities and their purposes

Unit 4: Key Influencers of Financial Decisions

Lesson 11: Forms of Business Ownership

Estimated # of Class Periods: 2

Learning Objectives

- Describe each form of business ownership
- Explain why there are different forms of business ownership
- Compare the advantages and disadvantages of each type of business ownership

Lesson 12: Ethics in Finance

Estimated # of Class Periods: 4

Learning Objectives

- Identify and describe significant social and ethical business issues
- Identify the kinds of ethical dilemmas that financial professionals may face
- Explain how businesses should respond to ethical problems when they occur
- Explain the consequences that can accrue to businesses that engage in unethical practices

Lesson 13: Today's Business Environment

Estimated # of Class Periods: 4

Learning Objectives

- Display understanding of the need for businesses to constantly be aware of and ready to respond to changes in regional, national, and global business environments
- Explain how technological innovations have changed the role of finance in organizations
- Explain the various financial factors that affect decision making, including risk management and taxes
- Summarize how government regulations can affect business organizations

Unit 5: Careers in Finance and Course Closure

Lesson 14: Working in Finance

Estimated # of Class Periods: 3

Learning Objectives

- Identify the types of jobs that are available in the finance industry
- Describe entry-level jobs in the finance industry and corresponding qualifications
- Evaluate which finance jobs are most suitable based on personal interests and skills
- Develop effective responses to common job interview questions

Lesson 15: Learning from Industry Experts

Estimated # of Class Periods: 4

Learning Objectives

- ♦ Evaluate personal experience and qualifications for potential internship and employment opportunities in finance
- Demonstrate understanding of potential internship and employment opportunities in finance
- Develop a personal educational and career path for careers in the finance industry
- Develop a resume

Lesson 16: Project Presentation and Course Closure

Estimated # of Class Periods: 5

Learning Objectives

- Demonstrate the ability to give a professional presentation
- Evaluate personal experience and performance in the course
- Monitor personal success in learning the key principles of finance
- Summarize key learning across the whole subject of finance

Grading Policy: The following guidelines will determine student grades for this course:

Class Assignments – (warm-ups, problems, projects, research assignments, and work habits) – 40%

Homework – (chapter outlines and discussion questions) – 20%

Quizzes/Exams – (written exams) – 40%

Important Policies:

Computer Lab Guidelines:

Lab activities are an integral part of the instruction and correspond with class content studies. While in the lab, each student is to maintain a business-like attitude, adhering to established rules. Please take care of school equipment and make sure that you do not:

- Bring food, including snacks and drinks into the computer lab.
- Remove or deface computer software or hardware.
- Surf the Internet without teacher approval.
- Engage in any non-related classroom activities.

Failure to comply may result in exclusion from the lab and lowering of the student's grade. Missed assignments due to exclusion may not be made up.

Attendance:

Class attendance is critical. Students submitting excused absentee notes or participating in out-of-class school related activities should see the instructor to make up missed assignments. Parents will be called when a student has accumulated three days of unexcused absences per semester. Five days of unexcused absences per semester may result in no grade for the course.

Academic Honesty:

Any student caught cheating or who is guilty of any other form of dishonesty, will be assigned a zero on the complete assignment and referred to their administrator.

Rubrics: Keeping pace with the rapidly changing world of technology is an integral skill for today's students. To meet the needs of these students, methods of instruction will

