

Part 1: Evaluating the Cost of Bank Loans, Business Loans, Trade Credit, and Other Financing

- Compute the cost of credit using different methods.
- Calculate due dates.
- Define and compute the cost of capital.

Part 2: Budgeting and Profit Planning

- Recognize the major steps in budget preparation.
- Calculate a production budget.
- Identify budget accuracy ratios.

Part 3: Business Forecasting Methods

- Identify different methods used for business forecasting.
- Recognize the attributes of the Chi-Square test.

Part 4: Managing Cash and Receivables

- Recognize how to manage cash and accounts receivable properly.
- Calculate cash flow from operations and average collection periods.

Part 5: Controlling Inventory

- Identify key concepts behind the economic order quantity (EOQ).
- Calculate inventory reorder point.
- Recognize the concepts of the ABC inventory control method.

Part 6: Buying and Selling Products and Services

- Recognize sales ratios used by management.
- Identify how to calculate the break-even sales.

Part 7: Putting Money to Work

- Calculate payback periods for different projects.
- Calculate the profitability index.
- Recognize internal rate of return and capitalization rate.

Part 8: Scheduling, Planning, and Efficiency Measures and Charting

- Recognize some commonly used operating ratios
- Identify how to use charting to help communicate business operations

Part 9: Preparing Financial Statements

- Recognize the components of the balance sheet.
- Identify attributes of the income statement.

Part 10: How Healthy Is The Business?

- Recognize different ratios used in financial analysis, including liquidity, debt and profitability ratios.

Part 11: Measuring Business Performance

- Identify how management can use and improve ROI.
- Compute residual income and identify how it is different than ROI.
- Recognize how marginal analysis can be used for business decisions.

Part 12: Averages, Expectations, and Variability in Business Activities

- Calculate average (mean), median, and mode.
- Compute standard deviation.
- Recognize the coefficient of variation and the normal distribution.

Part 13: Adequacy and Cost of Insurance Coverage

- Recognize different types of insurance
- Identify insurance terms such as coinsurance and fair payment
- Identify the basis for how much insurance is needed

Part 14: Hiring and Compensating Employees

- Recognize how to determine human resource needs
- Identify attributes of a benefits package

Part 15: Buying or Selling a Business

- Recognize different methods used for determining the price of a business.