

Personal Finance Course Syllabus

<u>Course Title:</u>	Personal Finance
<u>Department:</u>	Business/Technology
<u>Primary Course Materials:</u>	Handouts

Course Description

Essential Questions:

Why is managing your money important?
How do you create a budget?
Is it important to save money?
Is there a difference between saving and investing?
Is there risk involved in investing?
How does investing and saving affect your long/short term goals?
What is the cost of credit?
Do you really need credit?
How does credit affect your future?
What is a credit rating?
How can you check your credit rating?
Can you solve credit problems?
What is insurance?
What types of insurance are necessary?
Should you buy or lease a car?
How is education important in terms of career goals?
What other factors besides income should be considered when searching for a job?
What do you include on a resume?
When should you start saving for retirement?

Course Objectives:

Students will be able to:

- I. Explore financial planning and creating budgets to help them reach their financial goals.
- II. Explore savings and investment options and retirement savings options. Students will learn about different types of savings accounts to include passbook, statement, money market, CD's, IRA's mutual funds, 401K's, etc. Also students will explore ways to finance a college education to include loans and available scholarship opportunities.
- III. Explore the pros and cons of having a credit card. Students will explore the costs associated with having a credit card and find out how to research different credit cards to help them choose the best credit card for their needs.
- IV. Explore the different types of insurance to include medical, life, automobile, renters, and home owner's and identify the best options for their needs.
- V. Explore employment opportunities and benefits associated with employment. Students will be able to prepare and update a professional resume and compose and format a cover letter.

Common Goals:

Thinking and Communicating

- 1) Read information critically to develop understanding of concepts, topics and issues.
- 2) Write clearly, factually, persuasively and creatively in Standard English.
- 3) Speak clearly, factually, persuasively and creatively in Standard English.
- 4) Use computers and other technologies to obtain, organize and communicate information to solve problems.
- 5) Conduct research to interpret issues or solve complex problems using a variety of data and information sources.

Gain and Apply Knowledge in and across the Disciplines

- 6) Gain and Apply Knowledge in:
 - a) Literature and Language
 - b) Mathematics
 - c) Science and Technology
 - d) Social Studies, History and Geography
 - e) Visual and Performing Arts
 - f) Health and Physical Education

Work and Contribute

- 7) Demonstrate personal responsibility for planning one's future academic and career options.
- 8) Participate in a school or community service activity.
- 9) Develop informed opinions about current economic, environmental, political and social issues affecting Massachusetts, the United States and the world and understand how citizens can participate in the political and legal system to affect improvements in these areas.

Sequential Content Outline:

Quarter	Content/Topic	Assessments
1	Financial Planning <ul style="list-style-type: none">• Setting Goals• Values, Wants, Needs• Budgeting Employment Opportunities <ul style="list-style-type: none">• Resume and cover letter• Payroll, gross pay/net pay• Commission• taxes	<ul style="list-style-type: none">• Class work• Unit tests• Homework• Projects
2	Banking <ul style="list-style-type: none">• Checking/debit/atm• Savings• Certificate of deposit• Money market Investments/Retirement <ul style="list-style-type: none">• Stock Market/Stocks, Bonds, Mutual Funds• 401K/403B/Thrift Savings/Profit Sharing• Social Security• Company Retirement• Savings Bonds	<ul style="list-style-type: none">• Class work• Unit tests• Homework• Projects
3	Consumer Credit <ul style="list-style-type: none">• Credit Cards• Interest Rates/Costs• Installments• Credit Score• Credit History• Protecting Your Credit Identity Theft <ul style="list-style-type: none">• How to protect your identity	<ul style="list-style-type: none">• Class work• Unit tests• Homework• Projects
4	Finances of Housing <ul style="list-style-type: none">◇ Housing Options Insurance <ul style="list-style-type: none">◇ Automobile◇ Home owner's◇ Health insurance◇ Life insurance◇ Disability insurance	<ul style="list-style-type: none">• Class work• Unit tests• Homework• Projects

Major Evaluation Strategies:

Name of Assessment	Type of Assessment		Common Goals Assessed	Standards Assessed
	Test	Performance Assessment		
Pre-assessment test	<input type="checkbox"/>	<input type="checkbox"/>		
Vocabulary Quizzes	<input type="checkbox"/>	<input type="checkbox"/>	I-VI	1
Oral Quizzes	<input type="checkbox"/>	<input type="checkbox"/>	I-VI	1
Unit Tests	<input type="checkbox"/>	<input type="checkbox"/>	I-VI	1
Mid-year Exam	<input type="checkbox"/>	<input type="checkbox"/>	I-VI	1
Final Exam	<input type="checkbox"/>	<input type="checkbox"/>	I-VI	1
Occupational Outlook Handbook Project	<input type="checkbox"/>	<input type="checkbox"/>	VII	1,3,4
Personal Finance Poster Project	<input type="checkbox"/>	<input type="checkbox"/>	I-VI	1,2,3,4
Boston Globe Stock Market Project	<input type="checkbox"/>	<input type="checkbox"/>	I	1,2,3,4

The National Standards for Business Education are based on the conviction that business education competencies are essential for all students.

1. Because all students will participate in the economic system, all students need to be literate in business and economics.
2. Because all students will encounter a business environment that is characterized by diversity—both domestic and international—all students need to practice the interpersonal, teamwork, and leadership skills that will help them function successfully in that environment.
3. Because all students will use technology as a tool for managing information, all students need to hone the lifelong learning skills that foster flexible career paths and confidence in adapting to a workplace that demands constant retooling.
4. Technology has accelerated the pace and frequency of change not only in business but also in life. Today, life and work activities tend to overlap. This trend is likely to continue and will require more sophisticated decision-making in all spheres.