

PERSONAL FINANCE SYLLABUS

2015

Westside High School

Katie Harmon

harmon.katie@westside66.net

Personal Finance Course Overview

Financial literacy is essential in meeting the financial challenge of the 21st Century. The competencies, which form the basis for this semester course, enable students to analyze their personal financial decisions, evaluate the costs and benefits of their decisions, recognize their rights and responsibilities as consumers, and apply the knowledge learned in school to financial situations encountered later in life.

Personal Finance Course Description

Understanding and managing personal finance are key to one's future financial success. This one-semester course is based on the National Business Education standards for Personal Finance, Nebraska's Career Education knowledge and skill statements. Nebraska Career Ready Standards, Nebraska Essential Learning, National Standards for Economic Education and the National Standards in Personal Finance Education created by the Jump\$tart Coalition for Personal Financial Literacy.

The course presents essential knowledge and skills to make informed decisions about real world financial issues. Students will learn how choices influence occupational options and future earning potential. Students will also learn to apply decision-making skills to evaluate career choices and set personal goals. The course content is designed to help the learner make wise spending, saving, and credit decisions and to make effective use of income to achieve personal financial success.

Personal Finance Course Objectives

In order to provide students with the necessary skills and knowledge in personal business management so that they will live more effectively in the business world. Students taking Personal Finance will demonstrate an understanding of:

- the career decision making process.
- money management, including budgeting, banking, saving, and investing.
- risk management, including property and automobile insurance.
- credit management.

Personal Finance Content Standards

Unit	Nebraska Business Education Standard
Career Decision Making	<i>Standard 1:</i> Students will develop and evaluate a plan to manage their money to achieve personal goals. <i>Benchmark 1.1</i> <i>Benchmark 1.2</i>
Money Management: Budgeting	<i>Standard 1:</i> Students will develop and evaluate a plan to manage their money to achieve personal goals <i>Benchmark 1.3</i>
	<i>Standard 5:</i> Students will apply decision-making skills and models to maximize consumer satisfaction when buying goods and services. <i>Benchmark 5.2</i>

Money Management: Banking	<i>Standard 2:</i> Students will evaluate financial institutions and the services provided.
Money Management: Saving & Investing	<i>Standard 3:</i> Students will evaluate savings and investment strategies to achieve financial plans.
Credit Management	<i>Standard 4:</i> Students will understand strategies used to establish, build, maintain, monitor, and control credit.
Risk Management	<i>Standard 6:</i> Students will understand perils and risks in life and how to protect against the consequences of risk.
Identify Theft	<i>Standard 5:</i> Students will apply decision-making skills and models to maximize consumer satisfaction when buying goods and services. <i>Benchmark 5.1</i>

Personal Finance Course Topics and Timeline:

Career Decision Making		
<i>Week 1</i>	Planning Your Career	Chapter 5
	Getting the Job	
	Work-Related Forms	Chapter 6
	Pay and Benefits	
Money Management: Budgeting		
<i>Week 2</i>	Budgets	Chapter 4
	Financial Records	
<i>Week 3</i>	Housing Options (Renting vs. Owning)	Chapter 10
	Transportation Options (Leasing vs. Owning)	
Money Management: Banking		
<i>Week 4</i>	Types of Banks	Chapter 12
<i>Week 5</i>	Banking Services	
<i>Week 6</i>	Checking Accounts	
	Account Management	
Money Management: Saving & Investing		
<i>Week 7</i>	Saving	Chapter 13
<i>Week 8</i>	Investing	Chapter 14
<i>Week 9</i>	Building a Portfolio	
Credit Management		
<i>Week 10</i>	Credit Options	Chapter 9 Chapter 10 Chapter 11
	Credit Records	
	Credit Laws	
	Credit Responsibilities	
<i>Week 11</i>	Cost of Credit	
Risk Management		
<i>Week 12</i>	Understanding Risk	Chapter 7
	Managing Risk	
<i>Week 13</i>	Property and Liability Insurance	
	Automobile and Umbrella Insurance	
<i>Week 14</i>	Health, Life, and Disability Insurance	
Consumerism Minimum Competency Exam		
<i>Week 15</i>	Review	Study Guides
<i>Week 16</i>	Test	

Personal Finance Course Projects and Activities:

Throughout the semester, students will complete the following projects in each unit to apply their newly learned Personal Finance skills:

Career Decision Making

Career Research Project - Students will research 2 potential career options based on their personal strengths and interests.

Money Management: Budgeting

Real Life – Students will complete a “real-life” budget for one month based on decisions they make for housing, transportation, and other expenses.

Money Management: Banking

Checking Account Simulation – Students will complete a 3-month checking account simulation. This includes tracking normal daily transactions in a checkbook register and reconciling at the end of each month.

Money Management: Saving & Investing

Portfolio – Students will create the best portfolio of saving and investing options that will help them meet their financial goals.

Credit Management

Credit Research – Students will research the best credit options to help them make large purchases (college, vehicle, housing, trips, etc.)

Risk Management

Insurance Agent – Students will take on the role of an Insurance Agent and provide advice to their peers based on assigned scenarios.

COURSE GUIDELINES AND EXPECTATIONS

Textbook

Personal Financial Literacy, Pearson Education, Inc./Prentice-Hall Publishing, 2nd edition, 2014. Jeff Madura, Mike Casey, Sherry J. Roberts, authors.

Required Materials

- Textbook
- Pencil and Pen
- Folder or Binder – specific for Personal Finance notes
- Charged Computer

Course Expectations

It is the students' responsibility to communicate with their teacher about any absences. Students will have two days to make up work for every day missed. Blackboard will be used to access missing note sheets or assignments.

Assignments and projects are expected to be turned in on time. Students that expect to receive credit for late work should check with the teacher prior to or soon after a missed deadline.

Students will use a blog to reflect on concepts throughout the semester. It is their responsibility to use this blog in a school-appropriate manner. The teacher will monitor all student blogs.

Academic Dishonesty Policy

The Westside High School Academic Honesty Policy will be followed in this class. The following instances of academic dishonesty compromise this standard:

- Obtaining or accepting a copy of a test or test key.
- Copying, attempting to copy, or giving answers to another student during an examination.
- Failing to use only teacher approved materials during an examination.
- Failing to credit the product of someone else's creativity.
- Copying or permitting another student to copy or obtain credit for one's work, (including, but not limited to, homework, papers, project, laboratory report, take-home exam, or in class work) other than for a teacher approved collaborative effort.
- Any other action intended to obtain credit for work not one's own.

If a student is guilty of academic dishonesty, the consequences will be determined on an individual basis. Repeated infractions may result in disciplinary actions including suspension, expulsion, or mandatory reassignment.

Grading Scale

A	94 – 100%
A-	90 – 93%
B+	87 – 89%
B	83 – 86%
B-	80 – 83%
C+	77 – 79%
C	73 – 76%
C-	70 – 72%
D+	67 – 79%
D	60 – 66%
F	0 – 59%

Course Assessment

Each unit will consist of formative assignments utilized for the students to practice and gain proficiency on a particular concept. Once it is felt the students are proficient, the teacher will give a summative assessment in the form of quizzes, tests, and projects.

Students who receive a letter grade of a D+ or lower on a summative assignment has the option to relearn the material and be retested. A student who chooses to relearn the material must contact the teacher within 3 days of receiving the grade. The highest grade a student can receive for completing the relearn is a C.

Students will have the opportunity to take the Consumerism Minimum Competency Exam at the end of the course.

Dear Personal Finance Student,

I am very excited to teach this class and I am glad you chose to take it. The topics covered are important and will provide you with knowledge you will use in the years to come.

This class is for you! I hope you will feel free to ask questions and to offer input on the topics we are covering; however, I will not allow any questions over content we are covering that may be immoral, unethical, or illegal.

Personal Finance will provide you with a good introductory background for the many other classes offered by the Business Department. Regardless of your career choice, you will live in the business world and you will need to handle your own business affairs. You will also have the opportunity to take the Consumerism Minimum Competency exam at the end of this class. Passing this class and test are graduation requirements.

*I want you to be **successful** in this course. Remember, I am available to help you in or out of class – just ask!*

Good luck!

Mrs. Harmon

STUDENT CONTRACT

I have read and had explained in detail the guidelines and expectations set forth for Personal Finance. I understand that successful completion of this course will be based largely upon my following these guidelines and expectations. As it is my intention to successfully complete this course with a passing grade and credit granted, I agree to follow all of the guidelines given.

Name _____

Grade I will work to earn in Personal Finance: (circle one) **A** **B** **C** **D**

Any information or concerns I would like Mrs. Harmon to know:

Signature _____

Date _____