

Personal Finance – 2015 Syllabus

Maxwell Public Schools

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Personal Finance Course Rationale/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 finances 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 Learnings, National Standards for Economic Education and the National Standards in Personal Finance Education created by the Jump\$Start 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.

The goal of personal finance is to help students become financially responsible, conscientious members of society. This course develops student understanding and skills in money management; budgeting; financial goal attainment; use of credit; insurance; investments; and consumer rights and responsibilities. Application of academic concepts, technology, and career planning are integrated throughout the curriculum.

Personal Finance Course Objectives

At the completion of the course, the student will be able to do the following:

- Students will explain financial literacy and how sound financial decisions can increase a person's standard of living and wealth.
- Students will develop and evaluate a plan to manage their money to achieve personal goals.
- Students will evaluate financial institutions and the services provided.
- Students will evaluate savings and investment strategies to achieve financial goals.

- Students will understand strategies used to establish, build, maintain, monitor, and control credit.
- Students will apply decision-making skills and models to maximize consumer satisfaction when buying goods and services.
- Students will understand perils and risks in life and how to protect against the consequences of risk.

Personal Finance Content Standards

- Please consult Personal Financial Literacy 2nd edition, 2014 © textbook (Madura, Casey, Roberts) for the National Standards in Personal Finance Education
- Please consult 2013 NBEA National Standards publication
- Please consult Nebraska Business Education Standards
<http://cestandards.education.ne.gov/> OR
http://cestandards.education.ne.gov/Subject_Link.aspx?Sub=Mk
- http://cestandards.education.ne.gov/Courses/033000_PersonalFinance.pdf

Personal Finance Course Topics and Timeline:

- **Unit 1: Financial Responsibility and Decision Making**
- Week 1: Chapter 1: Overview of Personal Finance
- Week 2: Chapter 2: The Financial Plan and (WISE Financial Literacy Certification Pre-Test)
- Week 3: Chapter 3: Financial Decision Making
- Week 4: Chapter 4: Budgets and Balance Sheets and (Unit 1 Test)
- **Unit 2: Income and Careers**
- Week 5: Chapter 5: Careers and Education
- Week 6: Chapter 5: Continued (Projects and Activities)
- Week 7: Chapter 6: Paying Taxes
- Week 8: Chapter 7: Insuring Your Health and Your Life
- Week 9: Chapter 8: The Economy and You and (Unit 2 Test)
- **Unit 3: Spending and Credit**
- Week 10: Chapter 9: Obtaining and Protecting Your Credit
- Week 11: Chapter 9: Continued (Projects and Activities)
- Week 12: Chapter 10: Personal Loans and Purchasing Decisions
- Week 13: Chapter 11: Credit Cards and Other Forms of Credit and (Unit 3 Test)
- **Unit 4: Saving and Investing**
- Week 14: Chapter 12: Banking Procedures and Services
- Week 15: Chapter 13: Methods of Saving
- Week 16: Chapter 14: Methods of Investing
- Week 17: Chapter 15: Planning for the Future and (WISE Financial Literacy Certification Final Test)
- Week 18: Chapter 15: Continued (Unit 4 Test and Semester Final)

Personal Finance Course Projects and Activities:

- Students will complete the following course projects and activities stated below:
 - Create a resume and a cover letter.
 - Create a budgeting plan for a simulated person.
 - Set financial goals for short-term, intermediate-term, and long-term.
 - Create and present a skit, video, or presentation of good versus bad interview techniques.
 - Construct a skit, video, or presentation about obtaining and protecting your credit. Student will then present this information to the Junior Class.
 - Undergo a mock interview with the teacher.
 - Complete a checking account simulation.
 - Compare and Contrast real life credit card applications.
 - Fill out mock job applications on the Internet and on paper.
 - Explore the career clusters, while taking surveys that will lead them to careers of their interests.
 - Take the W!SE Financial Literacy Certification Pre-test and Post-test. Student is expected to become W!SE certified by passing the test.
 - Complete the online media learning modules for EverFi: Financial Literacy Education (<http://www.everfi.com/everfi>) and Inceptia: Personal Financial Education (<https://www.inceptia.org/financial-education/>). Student is expected to become certified by finishing the program and passing the tests.
 - There will be guest speakers from local banks and insurance companies that will visit the class throughout the semester. Student is expected to participate in questions and discussions, along with being respectful.
 - Semester Final: Student will write a five-page paper about their financial plan and how they will start implementing it right now, along with in the future. The student will implement concepts from each of the 15 chapters in their paper.

Course Guidelines and Expectations

Textbook(s) and Resources

- Personal Financial Literacy, Pearson Education, Inc./Prentice-Hall Publishing, 2nd edition, 2014 ©. Jeff Madura, Mike Casey, Sherry J. Roberts, authors.
- Everfi, Financial Literacy. (2008). Tom Davidson, Jon Chapman, and Ray Martinez, Co-Founders. Retrieved July 2015, from <http://www.everfi.com/everfi>
- Financial Education Inceptia. (2015). Retrieved July 2015, from <https://www.inceptia.org/financial-education/>
- Wise - Working in support of education. (2006-2008). Retrieved July 2015, from <http://www.wise-ny.org>

Required Materials

- Personal Financial Literacy Textbook
- Passwords and Usernames
- Chromebook
- Three-ring Binder
- Double Pocket Folder
- Pencil and Pen
- Spiral Notebook or College Ruled Paper

Classroom Behavior/Course Expectations

- Make sure you have all necessary materials for the class.
- Enter the classroom quietly.
- Go directly to your assigned seat.
- Prepare yourself for the class. (Have assignments finished on time.)
- Respect others personal space, including not touching others or their property.
- Be respectful of everyone and everything, including other's opinions.
- Give the teacher your full attention during instruction.
- Listen to others and participate.
- Do not surf the Internet unless you are instructed to do so.
- Allow others to finish speaking before you start speaking.
- Stand and deliver information using proper grammar.

Academic Dishonesty Policy

- **First Offense** = A zero on the assignment, a call and (or) note home to the parents, and a written agreement explaining what happened, steps on preventing it from happening again, and what will result if it happens again (this will be signed by the student).
- **Second Offense** = A zero on the assignment, a call and (or) note home to the parents, and an office referral to the Principal.
- **Third Offense** = A zero on the assignment and immediately sent to the Principal, which could result in detention and (or) In School Suspension.

Course Grading Scale

- A = 93 - 100 (Excellent)
- B = 86 - 92 (Good)
- C = 78 - 85 (Satisfactory)
- D = 70 - 77 (Needs Improvement)
- F = Below 70 (No Credit)

Course Assessment

- **50% Daily Work** = Student will receive a daily grade based on the completion of homework, projects, and activities.
- **40% Exams** = Student will receive a grade on four unit tests, along with grades on the completion of W!SE, EverFi, and Inceptia tests and certifications.
- **10% Participation** = Student will receive a grade based on the amount of effort and participation put into group discussions, guest speaker events, and projects.

Student Contract - Personal Finance

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

Date

Grade I will work to earn in Personal Finance: _____