

Introduction to Business Syllabus

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Twin River School, Genoa, NE

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Introduction to Business 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.

Introduction to Business 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.

Introduction to Business Course Objectives

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

- Explain financial literacy and how sound financial decisions can increase a person's standard of living and wealth.
- Explain why personal financial planning is important and what is involved in financial decision making.
- Understand the importance of budgeting.
- Explain the process for choosing a career path and applying for a job.
- Explain why paying taxes is important.
- Explain the important of insurance.
- Understand how economic conditions affect your financial plan.
- Understand the importance of building and maintaining healthy credit.

- Explain the differences among financial institution and basics of checking accounts and accounts that aid in saving.
- Explain how investing and planning for retirement affect your financial plan.

Personal Finance Content Standards

http://cestandards.education.ne.gov/Courses/033000_PersonalFinance.pdf

Personal Finance Course Topics and Timeline:

Week 1:	Chapter 1: Overview of Personal Finance
Week 2:	Chapter 2: The Financial Plan
Week 3:	Chapter 3: Financial Decision Making
Week 4:	Chapter 4: Budgets and Balance Sheets
Week 5:	Chapter 5: Career and Education
Week 6:	Chapter 5 continued
Week 7:	Chapter 6: Paying Taxes
Week 8:	Chapter 7: Insuring Your Health and Your Life
Week 9:	Chapter 8: The Economy and You
Week 10:	Chapter 9: Obtaining and Protecting Your Credit
Week 11:	Chapter 9 continued
Week 12:	Chapter 10: Personal Loans and Purchasing Decisions
Week 13:	Chapter 11: Credit Cards and Other Forms of Credit
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 Your Future
Week 18:	Chapter 15 continued

Personal Finance Course Projects and Activities:

- Resumes and Cover letters
- Video Production on Interviews- Good vs. Bad
- Mock Interviews with Teacher
- Checking Account simulation
- Field trip to the Bank and Insurance Agency

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.

Required Materials

- Textbook
- Computer and associated software
- iPad

Classroom Behavior/Course Expectations

- Come to class prepared.
- Respect classmates and their views.
- Listen to others and participate.

Academic Dishonesty Policy

- First Offense: a Zero on that assignment and detention with the teacher.
- Second Offense: Blue card- results in parents being contacted and one day ISS.

Course Grading Scale

- A = 93 and above
- B = 85 and above
- C = 77 and above
- D = 70 and above
- F = Below 70

Course Assessment

- 50% Daily work
- 40% Exams
- 10% Participation

Student Contract - Introduction to Business

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 Introduction to Business: _____

