



Personal Finance –Syllabus

2015

Red Cloud High School

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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 is 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.

Personal Finance Course Objectives

Upon completion of this course, the student will be able to:

- Define personal finance and personal financial planning.
- Develop and evaluate a personal financial plan and budget based on individual resources.
- Identify various forms of income and outline factors that affect income as a part of the career decision-making process.
- Describe the impact of taxes on personal financial planning, including sales, property, and income taxes through application activities.
- Summarize choices available to consumers for protection against risk and financial loss.
- Analyze and discuss factors that affect the choice of credit, cost of credit, and legal aspects of credit.
- Evaluate sources of credit, as well as the rights and responsibilities of credit, and be able to apply a decision-making process to ensure appropriate purchases.
- Identify financial services and resources, i.e., electronic banking, financial accounts.
- Evaluate saving and investment options to meet short, intermediate, and long-term goals, including knowledge of present and future value of money.
- Apply the rights and responsibilities of consumers to personal living and financial choices.
- Apply decision making to personal financial choices (planning, maintaining and analyzing money management) throughout various stages of financial status.
- Evaluate how planning for retirement affects a person's financial plan and create a personal plan for the future.

Personal Finance Content Standards

- *BE 12.1 Career Development Essential Learning* – Students will understand career preparation and job acquisition skills required for employment, professionalism and career transitions in their chosen fields. They will demonstrate competency by matching skills and aptitudes for occupations, planning career options and applying job acquisition skills.
- *BE 12.2 Communication Essential Learning* – Students will understand the principles of oral and written communication. They will demonstrate competency by interacting effectively with people in the workplace and in society.
- *BE 12.3 Computation Essential Learning* – Students will understand mathematical procedures and tools to analyze and solve business problems. They will demonstrate competency by preparing and maintaining financial records and interpreting financial information.
- *BE 12.5 Economics and Personal Finance Essential Learning* – Students will understand basic economic and financial principles in order to make wise domestic and global economic decisions related to their personal financial affairs, the successful operation of organizations and the economic activities of the country. They will demonstrate competency by applying economic and personal financial reasoning to individual, business and government practices.
- *BE 12.7 Ethics Essential Learning* – Students will understand the importance of business ethics at the individual, organizational, technological, professional, societal and international levels. They will demonstrate competency by identifying why ethical problems exist, examining ethical models, applying ethical reasoning and adhering to ethical use policies.
- 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 standards:
<http://cestandards.education.ne.gov/> OR
http://cestandards.education.ne.gov/Subject_Link.aspx?Sub=Mk

Personal Finance Course Topics and Timeline:

Week 1:	WISE Pretest; Overview of Personal Finance	(Chapter 1)
Week 2:	Overview of Personal Finance	(Chapter 1)
Week 3:	Financial Responsibility & Decision-Making	(Chapter 2)
Week 4:	Financial Responsibility & Decision-Making	(Chapter 3)
Week 5:	Financial Responsibility & Decision-Making	(Chapter 4)
Week 6:	Income & Careers	(Chapter 5)
Week 7:	Income & Careers	(Chapter 6)
Week 8:	Income & Careers	(Chapter 7)
Week 9:	Income & Careers	(Chapter 8)
Week 10:	Spending & Credit	(Chapter 9)
Week 11:	Spending & Credit	(Chapter 10)
Week 12:	Spending & Credit	(Chapter 11)
Week 13:	Saving & Investing	(Chapter 12)
Week 14:	Saving & Investing	(Chapter 13)
Week 15:	Saving & Investing	(Chapter 14)
Week 16:	Saving & Investing	(Chapter 15)

Week 17:	Review/Final Exam	(Review)
Week 18:	WISE Certification	(Review)

Personal Finance Course Projects and Activities:

During the Personal Finance course, you will be expected to complete the activities and projects assigned. Listed below are some of the assignments and is subject to additions and changes.

Unit: Overview of Personal Finance (Ch. 1)

- End of Chapter Key Terms and Concepts, What Are Your Finance Math Skills, and Test Prep Questions
- Personal Spending Log
- Personal Goal Setting Worksheet

Unit: Financial Responsibility & Decision Making (Ch. 2-4)

- End of Chapter Key Terms and Concepts, What Are Your Finance Math Skills, and Test Prep Questions
- The Financial Plan—Plan for Communication Worksheet
- Financial Decision Making—Steps of Financial Decision Making Worksheet
- Sample Budget
- Personal Prospective Budget
- Sample Personal Balance Sheet

Unit: Income & Careers (Ch. 5-8)

- End of Chapter Key Terms and Concepts, What Are Your Finance Math Skills, and Test Prep Questions
- Careers and Education—Finding a Job Worksheet
- Career and Education Research PowerPoint/KeyNote Presentation
- Sample Job Application
- Sample W4 Form
- Paying Taxes—Math Check Up Worksheet
- Sample Form 1040EZ
- IRS.gov tax screenshots
- Car Insurance Project
- Health Insurance Project

Unit: Spending & Credit (Ch. 9-11)

- End of Chapter Key Terms and Concepts, What Are Your Finance Math Skills, and Test Prep Questions
- Identity Theft Presentation
- Personal Loans and Purchasing Decisions—Calculating Down Payments and Amount Financed Worksheet
- Sample Loan Application
- Credit Cards—They’re Free, Right?? Worksheet
- Credit Card Comparison Worksheet
- Credit Card Repayment Worksheets

Unit: Saving & Investing (Ch. 12-15)

- End of Chapter Key Terms and Concepts, What Are Your Finance Math Skills, and Test Prep Questions
- Picking the Right Bank Worksheet
- Sample Checking Account Packet
- Simple Interest Calculation Worksheet

- Compound Interest Calculation Worksheet
- Methods of Investing—Risk Tolerance Worksheet
- Online Stock Portfolio Assignments
- Time Value of Money Worksheets (Present and Future Value)

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.
- W!SE Certification in Personal Finance Curriculum
- Moodle Online Learning System
- H&R Block Budget Challenge (online)
- Inceptia, Financial Avenue
- EverFi Educational Platform
- Microsoft Office 2013 (Word, Excel, PowerPoint)
- Educational Career Planning resources: www.nebraskacareerconnections.org
- Public Broadcasting Videos: www.pbs.org
- Checkbook Lessons: <http://www.moneyinstructor.com/checks.asp>
- Obtaining Credit Reports: <http://www.transunion.com/index.jsp>
- Insurance Lessons: www.moneyinstructor.com/insurancelessons.asp
- Stock Market Information: www.vsemarketwatch.com
- Taxes Lessons: www.moneyinstructor.com/taxes.asp
- Completing Tax Returns: www.irs.gov

Required Materials

- Paper, pencil/ink pens, and folder to keep assignments.
- Classroom sets of books will be provided.
- Laptops

Classroom Behavior/Course Expectations

- Tardy Policy: Refer to RCHS Student Handbook.
- Restroom/Hall Passes: 3 per quarter – use them wisely
- Computer Use: During lecture time – computers and monitors will be turned off.
- You are expected to be in class, ON TIME, every class period. Every student is also expected to participate in class. Students who have an excused absence for illness or school activity will not be penalized.
- **If you miss class, you MUST see me at 7:30 a.m. the next day you are in school to avoid loss of credit for late work!!!! Make up time for missed lectures/assignments will be discussed at this time.**
- No food or drinks (except **water**) in the classroom. Water must be in either a screw top or pull-top bottle, and is allowed **only if the bottle is placed on the floor next to the student's desk!!**
- Students are expected to come to class **on time** and prepared to engage in the learning process.
- **Only one person out of the room at a time.**
- Absolutely no games/Internet without teacher approval.
- Tardies/unexcused absences **do** affect your grade.

- All trash is to be thrown away before you leave.
- Push in chair, log off properly.
- No horseplay, foul language, etc.
- **There is no tolerance for vandalism to computers. Students will be referred for removal from this class!**
- All other Red Cloud Community School rules and regulations apply!

Academic Dishonesty Policy

Cheating will not be tolerated. Students caught cheating/plagiarizing on tests, quizzes, or performance assessments will be reported to the office. If the student denies the charge, the parents will be notified. There will be a mandatory conference with the student/teacher/principal.

Cheating on a test, if proven by the evidence available, will be just cause for a zero to be given for that test. No make-up will be allowed. All due-process procedures will be followed. Administrative consequences will be assigned based on frequency and severity.

Course Grading Scale

A = 93-100

B = 92-85

C = 84-77

D = 76- 70

F = 69 and below

Course Assessment

The grading scale will be based off of a point system. Students will receive daily points, total daily points will vary by the day, assignment points and test points (test points are doubled). Students will also be assessed by their work on individual/group projects. Rubrics for each assessment will be given to the student at the beginning of the assessment and will be reviewed as a class.

Late work will be accepted up to 3 days from the due date.

- 1 day late – 10% off total points
- 2 days late – 30% off total points
- 3 days late – 50% off total points
- 4 days+ late – no credit will be given; a zero will be recorded in the grade book

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: _____

I have read and discussed this Personal Finance syllabus with my student. I understand that my student will be held accountable for all assignments and making up any late work.

Parent Name: _____

Date: _____