

PERSONAL FINANCE SYLLABUS



Teacher: K. Robinson

Course Length: 1 year/1 credit

Course Number: 060170

Materials: Virtual Business Personal Finance software, Internet, other materials supplied by teacher

Course Description: The goal of the Personal Finance course is to help students to become financially responsible, conscientious members of society. To that end, this course develops student understanding and skills in such areas as money management, budgeting, financial goal attainment, the wise use of credit, insurance, investments, and consumer rights and responsibilities. Throughout the course, students also examine contemporary, real-world ethical dilemmas that individuals commonly encounter when managing their personal finances. Leadership development will be provided through FBLA (Future Business Leaders of America) and/or DECA.

Course Competencies/Learning Targets:

Students will:

1. Explore the regulatory environment of United States' businesses to understand the diversity of regulations.
2. Acquire knowledge of economic concepts to understand their impact on wealth management.
3. Understand the fundamental principles of money needed to make financial exchanges.
4. Analyze financial needs and goals to determine financial requirements.
5. Explore methods of generating income to achieve financial goals.
6. Manage personal finances to achieve financial goals.
7. Understand the use of financial-services providers to aid in financial-goal achievement.
8. Use investment strategies to ensure financial well-being.
9. Use risk management products to protect a business's financial well-being.
10. Utilize sources of securities information to make informed financial decisions.
11. Identify potential threats and opportunities to protect financial well-being.
12. Acquire self-development skills to enhance relationships and improve efficiency in the work environment.
13. Utilize critical-thinking skills to determine best options/outcomes.

14. Complete on-boarding activities to fulfill government and employer requirements.
15. Acquire product knowledge to communicate product benefits and to ensure appropriateness of product for the client.
16. Discuss consumer rights.
17. Describe consequences associated with decision-making.
18. Discuss how people react to incentives.
19. Explain the impact of limited resources on wealth management.
20. Describe the role of institutions in helping individuals and groups accomplish their goals.
21. Discuss the impact of inflation on personal finance.
22. Explain forms of financial exchange (cash, credit, debit, and electronic funds transfer).
23. Identify types of currency (coins, paper money, and banknotes)
24. Describe functions of money (medium of exchange, unit of measure, store of value, and incentive).
25. Explain the time value of money.
26. Calculate interest.
27. Explain the purposes and importance of credit.
28. Explain legal responsibilities associated with financial exchanges.
29. Explain the need to save and invest.
30. Determine personal net worth.
31. Set financial goals.
32. Develop personal budget.
33. Describe sources of income (wages/salaries, interest, rent, dividends, transfer payments, gift funds, and inheritances).
34. Discuss types of loans (mortgages and auto loans).
35. Complete loan applications.
36. Explain the nature of tax liabilities.
37. Interpret a pay stub.
38. Prepare bank account documents (checks, deposit/withdrawal slips, and endorsements).
39. Maintain financial records.
40. Reconcile bank statements.
41. Pay bills.
42. Manage online accounts.
43. Contest incorrect bills.
44. Explain the nature of charitable giving.
45. Demonstrate the wise use of credit.
46. Validate credit history.
47. Protect against identity theft.
48. Control debt.
49. Prepare personal income tax forms.
50. Determine how to pay for education.
51. Describe types of financial-services providers.
52. Discuss considerations in selecting a financial-services provider.
53. Explain types of investments.
54. Discuss the nature of retirement planning.

55. Explain how to cope with volatile financial markets.
56. Describe sources of securities information.
57. Read/Interpret securities tables.
58. Describe the concept of insurance.
59. Determine insurance needs.
60. Establish a financial safety net.
61. Explain the nature of estate planning.
62. Maintain appropriate personal appearance.
63. Demonstrate systematic behavior.
64. Set personal goals.
65. Make responsible financial decisions.
66. Explain the nature of bonds.
67. Explain the nature of stocks.
68. Describe the nature of mutual fund.
69. Acquire knowledge of securities products and benefits to support workplace activities.

Other Notes: This course counts as a requirement for the Finance major and to work in the school bank.

Assessments:

Formative and summative assessments will be given throughout the course. These will be in the form of multiple choice or performance.

Grading Procedures:

Your grades will be broken down into the following categories:

- Formative Assessments—20%
- Summative Assessments—60%
- Final Assessment—10%
- Participation/Effort—10%

All students' grades will be posted in the classroom once a week. You will need to know at least the last four digits of your student ID number. If you find a mistake, please bring it to my attention as soon as possible.

Classroom Procedures:

Beginning of Class

Be in your seat before the bell rings. If your computer is not turned on, please quickly turn it on and log in. If a chair is missing, quickly get your chair and have a seat before the bell rings. After logging on, then you will need to visit my website, which is linked to the BCHS website. You can find the website by going to the Bath County Schools website, then select the BCHS website. Locate Ms. Robinson's name and select the appropriate class. Follow website directions for announcements and bellwork.

During Class

Did you know that research shows that movement in the classroom stimulates the brain and allows it to better take in and process new information?

Expect to get some movement during class. Sometimes, this will mean just standing and stretching a moment. Other times, I will ask questions where you may be expected to work with your partner or column team to answer. A partner is one who sits across from you. A column team consists of those who are in your "column." Movement will be expected at least once during the block. 100% participation is expected. If you do not participate in movement, you will receive a break detention and you will lose 2 points on your participation grade.

Expect to discuss concepts and topics in this class. Class discussion is very much appreciated.

DO NOT ask to go to the restroom or to your locker after break. These should be taken care of **during** break.

End of Class

Right before your bell rings, please log off the computer and stack your chair in the front of the room.

YOU ARE NOT ALLOWED TO WALK AROUND THE ROOM DURING BELL DISMISSAL. You may play computer games or use your cell phone during announcements and after.

Classroom Rules:

Please always do the following:

1. Be respectful of others, computers, etc.
2. Always participate.
3. Raise hand to ask or answer a question.
4. Be positive/have a good attitude.
5. Don't bring food or drinks into the classroom.

Consequences:

1. Verbal Warning/Private conference with student
2. Break Detention/Call parents/guardian.
3. Break Detention/Conference with student and parent/guardian.
4. ACP referral

I have read and understand the syllabus for the Personal Finance course.

Student's name (printed) _____

Student's name (signed) _____ Date _____

Parent/Guardian's name (signed) _____ Date _____

Phone (work) _____

Phone (home/cell) _____ E-mail _____

Questions/Comments: (Please mention below)
