

East Penn School District
Secondary Curriculum

**A Planned Course Statement
for
Personal Financial Management**

Course #608608D

Grade(s) 9-12

Department: Business & Information Systems

Length of Period (mins.) 40

Total Clock Hours

Periods per Week 5

Length of Course (yrs.) 1

Type of Offering: _____required Xelective

CREDIT 1

Adopted 6/8/09

**Developed by:
Kelly Duffy**

Description of Course #608/608D

Course Title: Personal Financial Management

Description: In this course students will become aware of their various responsibilities as a consumer. They will gain practical life skills and knowledge necessary to maintain the finances of a household. Topics include paychecks, budgeting, income taxes, checking accounts, saving and investing, credit, buying a car or home, and insurance. 6 periods per cycle 1.0 credit

Students may take this course for undergraduate college credits through Lehigh Carbon community college's Dual Enrollment program.

Goals: The goal of this course is to prepare students for the financial responsibilities they will face upon graduation.

Text:

Ryan, Joan S., Managing Your Personal Finances, 6th Edition, South-Western Cengage Learning, Mason, OH, 2010

Key to Levels of Achievement (listed with each learning objective)

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|-------------------|---|
| Awareness (A) | Students are introduced to concepts, forms, and patterns. |
| Learning (L) | Students are involved in a sequence of steps and practice activities which involve further development and allow for evaluation of process. |
| Understanding (U) | Students demonstrate ability to apply acquired concepts and skills to individual assignments and projects on an independent level. |
| Reinforcement (R) | Students maintain and broaden understanding of concepts and skills to accomplish tasks at a greater level of sophistication. |

Course Objectives – Personal Financial Management

| Unit | Num | Objective | Level | Content | Evaluation | Standard |
|---------------------|-----|---|-------|--|--|--|
| I. Money Management | 1 | Students will discuss the purpose of various work-related forms (i.e. W-4, W-2, work permits) | L | <ul style="list-style-type: none"> Classroom discussions/lecture Text assignments (Ch 5) Supplementary materials Hands-on activities Internet resources | <ul style="list-style-type: none"> Tests/quizzes Homework Group/Individual projects Class participation Teacher observation Midterm exam | <ul style="list-style-type: none"> NBEA Personal Finance II |
| | 2 | Students will explain the provisions of major employment laws. | L | <ul style="list-style-type: none"> Classroom discussions/lecture Text assignments (Ch 5) Supplementary materials Hands-on activities Internet resources | <ul style="list-style-type: none"> Tests/quizzes Homework Group/Individual projects Class participation Teacher observation Midterm exam | <ul style="list-style-type: none"> NBEA Personal Finance II PA Career Education and Work 13.2.11 D |
| | 3 | Students will discuss employee and employer responsibilities at work. | A | <ul style="list-style-type: none"> Classroom discussions/lecture Text assignments (Ch 5) Supplementary materials Hands-on activities Internet resources | <ul style="list-style-type: none"> Tests/quizzes Homework Group/Individual projects Class participation Teacher observation Midterm exam | <ul style="list-style-type: none"> NBEA Personal Finance II |
| | 4 | Students will compute payroll deductions and net pay. | U | <ul style="list-style-type: none"> Classroom discussions/lecture Text assignments (Ch 6) Supplementary materials Hands-on activities Internet resources | <ul style="list-style-type: none"> Tests/quizzes Homework Group/Individual projects Class participation Teacher observation Midterm exam | <ul style="list-style-type: none"> NBEA Personal Finance II PA Career Education and Work 13.2.11 D |
| | 5 | Students will identify optional and required employee benefits. | L | <ul style="list-style-type: none"> Classroom discussions/lecture Text assignments (Ch 6) Supplementary materials Hands-on activities Internet resources | <ul style="list-style-type: none"> Tests/quizzes Homework Group/Individual projects Class participation Teacher observation Midterm exam | <ul style="list-style-type: none"> NBEA Personal Finance II |
| | 6 | Students will explain several flexible job arrangements. | L | <ul style="list-style-type: none"> Classroom discussions/lecture Text assignments (Ch 6) Supplementary materials Hands-on activities Internet resources | <ul style="list-style-type: none"> Tests/quizzes Homework Group/Individual projects Class participation Teacher observation Midterm exam | <ul style="list-style-type: none"> NBEA Personal Finance II |

Course Objectives – Personal Financial Management

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| | 7 | Students will describe the role of unions and professional organizations in the workplace. | L | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 6) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Midterm exam | <ul style="list-style-type: none"> • NBEA Personal Finance II |
| | 8 | Students will discuss the purpose of taxes, different types of taxes, and the components of the U.S. tax system. | L | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 7) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Midterm exam | <ul style="list-style-type: none"> • NBEA Personal Finance II |
| | 9 | Students will prepare the 1040EZ and 1040A tax forms. | U | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 7) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Midterm exam | <ul style="list-style-type: none"> • NBEA Personal Finance II |
| | 10 | Students will create a budget. | U | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 8) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Midterm exam | <ul style="list-style-type: none"> • NBEA Personal Finance III |
| | 11 | Students will prepare and discuss personal record keeping. | R | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 8) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Midterm exam | <ul style="list-style-type: none"> • NBEA Personal Finance III |
| | 12 | Students will discuss the elements of legal contract, negotiable instruments, and warranties. | L | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 8) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Midterm exam | <ul style="list-style-type: none"> • NBEA Personal Finance III |
| | 13 | Students will describe the purpose of a checking account, types of accounts, and the responsibilities of owning a checking account. | L | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 9) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Midterm exam | <ul style="list-style-type: none"> • NBEA Personal Finance VI |

Course Objectives – Personal Financial Management

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| | 14 | Students will learn the various parts of a check and how to properly complete a check. | U | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 9) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Midterm exam | <ul style="list-style-type: none"> • NBEA Personal Finance VI |
| | 15 | Students will learn how to reconcile their checkbook with their monthly bank statement. | U | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 9) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Midterm exam | <ul style="list-style-type: none"> • NBEA Personal Finance VI |
| II. Financial Security | 16 | Students will give examples of savings options and compute interest on savings. | L | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 10) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Midterm exam | <ul style="list-style-type: none"> • NBEA Personal Finance IV • PA Economics 6.5.12 G |
| | 17 | Students will understand the concept of liquidity and its relationship to various types of savings accounts (regular savings, CDs, money markets). | L | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 10) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Midterm exam | <ul style="list-style-type: none"> • NBEA Personal Finance IV |
| | 18 | Students will explain effective investment strategies, criteria for choosing an investment, and steps for investing wisely. | L | <ul style="list-style-type: none"> • Classroom discussions/lectures • Text assignments (Ch 11) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Midterm exam | <ul style="list-style-type: none"> • NBEA Personal Finance IV |
| | 19 | Students will discuss and explain investments in stocks. | R | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 12) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Midterm exam | <ul style="list-style-type: none"> • NBEA Personal Finance IV • PA Economics 6.5.12 G |
| | 20 | Students will discuss and explain investments in bonds. | R | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 13) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation | <ul style="list-style-type: none"> • NBEA Personal Finance IV • PA Economics 6.5.12 G |

Course Objectives – Personal Financial Management

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| | | | | | <ul style="list-style-type: none"> • Midterm exam | |
| | 21 | Students will discuss and explain investments in mutual funds, real estate, and other alternatives. | R | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 14) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Midterm exam | <ul style="list-style-type: none"> • NBEA Personal Finance IV • PA Economics 6.5.12 G |
| | 22 | Students will discuss retirement and estate planning. | L | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 15) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Midterm exam | <ul style="list-style-type: none"> • NBEA Personal Finance IV • PA Economics 6.5.12 G |
| III. Credit Management | 23 | Students will describe the advantages and disadvantages of credit. | A | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 16) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Final exam | <ul style="list-style-type: none"> • NBEA Personal Finance VII |
| | 24 | Students will describe and compare sources of credit | L | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 16) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Final exam | <ul style="list-style-type: none"> • NBEA Personal Finance VII |
| | 25 | Students will discuss the importance and purpose of credit records. | A | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 17) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Final exam | <ul style="list-style-type: none"> • NBEA Personal Finance VII |
| | 26 | Students will explain how to get started using credit. | L | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 17) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Final exam | <ul style="list-style-type: none"> • NBEA Personal Finance VII |

Course Objectives – Personal Financial Management

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| | 27 | Students will describe credit ratings and outline the contents of a credit report. | A | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 17) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Final exam | <ul style="list-style-type: none"> • NBEA Personal Finance VII |
| | 28 | Students will discuss the protection provided by major credit laws. | A | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 17) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Final exam | <ul style="list-style-type: none"> • NBEA Personal Finance VII |
| | 29 | Students will describe the responsibilities of using credit and how to avoid excessive credit costs. | L | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 18) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Final exam | <ul style="list-style-type: none"> • NBEA Personal Finance VII |
| | 30 | Students will discuss how to protect themselves from credit card fraud, identity theft, and scams. | L | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 18) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Final exam | <ul style="list-style-type: none"> • NBEA Personal Finance VII |
| | 31 | Students will compute the cost of credit. | L | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 18) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Final exam | <ul style="list-style-type: none"> • NBEA Personal Finance VII |
| | 32 | Students will explain methods of solving credit problems. | L | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 19) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Final exam | <ul style="list-style-type: none"> • NBEA Personal Finance VII |
| | 33 | Students will discuss bankruptcy laws and the advantages and disadvantages of declaring bankruptcy. | A | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 19) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Final exam | <ul style="list-style-type: none"> • NBEA Personal Finance VII |

Course Objectives – Personal Financial Management

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| IV. Resource Management | 34 | Students will discuss potential living arrangements and moving options. | A | <ul style="list-style-type: none"> Classroom discussions/lecture Text assignments (Ch 21) Supplementary materials Hands-on activities Internet resources | <ul style="list-style-type: none"> Tests/quizzes Homework Group/Individual projects Class participation Teacher observation Final exam | <ul style="list-style-type: none"> NBEA Personal Finance V |
| | 35 | Students will evaluate rental options, a typical rental agreement, and the responsibilities of being a tenant. | L | <ul style="list-style-type: none"> Classroom discussions/lecture Text assignments (Ch 21) Supplementary materials Hands-on activities Internet resources | <ul style="list-style-type: none"> Tests/quizzes Homework Group/Individual projects Class participation Teacher observation Final exam | <ul style="list-style-type: none"> NBEA Personal Finance V |
| | 36 | Students will evaluate the advantages, disadvantages, and cost of owning a home. | L | <ul style="list-style-type: none"> Classroom discussions/lecture Text assignments (Ch 22) Supplementary materials Hands-on activities Internet resources | <ul style="list-style-type: none"> Tests/quizzes Homework Group/Individual projects Class participation Teacher observation Final exam | <ul style="list-style-type: none"> NBEA Personal Finance V PA Economics 6.3.12 B |
| | 37 | Students will describe the steps in the home buying process including obtaining financing and the closing process. | L | <ul style="list-style-type: none"> Classroom discussions/lecture Text assignments (Ch 22) Supplementary materials Hands-on activities Internet resources | <ul style="list-style-type: none"> Tests/quizzes Homework Group/Individual projects Class participation Teacher observation Final exam | <ul style="list-style-type: none"> NBEA Personal Finance V |
| | 38 | Students will describe the process of buying a car. | L | <ul style="list-style-type: none"> Classroom discussions/lecture Text assignments (Ch 23) Supplementary materials Hands-on activities Internet resources | <ul style="list-style-type: none"> Tests/quizzes Homework Group/Individual projects Class participation Teacher observation Final exam | <ul style="list-style-type: none"> NBEA Personal Finance V |
| | 39 | Students will compare and contrast buying versus leasing a car. | L | <ul style="list-style-type: none"> Classroom discussions/lecture Text assignments (Ch 23) Supplementary materials Hands-on activities Internet resources | <ul style="list-style-type: none"> Tests/quizzes Homework Group/Individual projects Class participation Teacher observation Final exam | <ul style="list-style-type: none"> NBEA Personal Finance V PA Economics 6.3.12 B |
| | 40 | Students will identify the costs of owning and operating a car. | L | <ul style="list-style-type: none"> Classroom discussions/lecture Text assignments (Ch 23) Supplementary materials Hands-on activities Internet resources | <ul style="list-style-type: none"> Tests/quizzes Homework Group/Individual projects Class participation Teacher observation Final exam | <ul style="list-style-type: none"> NBEA Personal Finance V |

Course Objectives – Personal Financial Management

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| V. Risk Management | 41 | Students will explain the concept of insurance. | A | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 25) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Final exam | <ul style="list-style-type: none"> • NBEA Personal Finance VIII |
| | 42 | Students will define insurance terminology and types of risk. | A | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 25) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Final exam | <ul style="list-style-type: none"> • NBEA Personal Finance VIII |
| | 43 | Students will discuss property and liability insurance, | A | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 26) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Final exam | <ul style="list-style-type: none"> • NBEA Personal Finance VIII |
| | 44 | Students will discuss health and life insurance. | A | <ul style="list-style-type: none"> • Classroom discussions/lecture • Text assignments (Ch 27) • Supplementary materials • Hands-on activities • Internet resources | <ul style="list-style-type: none"> • Tests/quizzes • Homework • Group/Individual projects • Class participation • Teacher observation • Final exam | <ul style="list-style-type: none"> • NBEA Personal Finance VIII |