

Unit	Topic	Lesson	Lesson Objectives
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Personal Finance

Course Overview

Introduction

- Describe some of the topics included in this course
- Describe the goals of the course related to career planning
- List tips for achieving academic success in the course

Start the Course

- Identify computer requirements
- Learn how to move through the course
- Switch between windows

Set Up Your Computer

- Find files and folders on a computer
- Set up a computer to show the List folder view and file name extensions
- Make a course folder

Set Up a Browser and Install 7-Zip

- Set up a Web browser
- Download and install a zip utility
- Zip and unzip files and folders

Research and Citation

- Identify sources of trustworthy information
- Define plagiarism and citation

Economics Basics

Economics and Money

- Define economics, scarcity, and financial planning
- Identify differences between goods and services
- Identify differences between producers and consumers
- Identify the functions of money and types of markets
- Identify ways to evaluate an economy's strengths and weaknesses

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		Economic Systems	<ul style="list-style-type: none"> Identify differences between the public and private sectors Identify types of economic systems Define capitalism and identify its main features Identify types of competitors Identify competitive strategies
		Supply and Demand	<ul style="list-style-type: none"> Identify the factors of production Identify how the Law of Supply and Demand works Identify differences between elastic and inelastic demand
Financial Planning			
		Financial Goals	<ul style="list-style-type: none"> Set personal and financial goals Identify common long-term financial goals Define financial plan Assess finances
		Income and Taxes	<ul style="list-style-type: none"> Identify differences between earned and unearned income Identify the purpose of taxes Identify common types of taxes Identify how taxes are paid and how a 1040 EZ tax form is filed
		Budgets and Expenses	<ul style="list-style-type: none"> Identify the purpose of budgeting Identify types of expenses Evaluate the importance of different expenses Identify considerations that affect customer satisfaction Identify common marketing messages

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Banking			
Banks			
<ul style="list-style-type: none"> Identify forms of currency Identify factors to consider when choosing a bank and describe how banks work Define interest Identify bank risks and describe how they are protected against these risks Describe the purpose of the Federal Reserve and the FDIC 			
Personal Banking			
<ul style="list-style-type: none"> Identify types of transactions and ways to complete transactions Describe the features of checking and savings accounts Identify ways to open a bank account Identify ways to endorse a check 			
Saving and Investing			
Saving			
<ul style="list-style-type: none"> Identify the purpose of a financial reserve and evaluate how much money to keep in a financial reserve Identify features of a financial reserve account Describe the importance of interest rates in saving and identify differences between simple and compound interest Calculate compound interest using the rule of 72 Identify strategies for saving 			
Investing			
<ul style="list-style-type: none"> Identify the purpose of investing Define liquidity and opportunity cost, and explain their importance in investing Describe financial risk, and explain how diversification protects against risk Assess risk tolerance and calculate return on investment Identify differences between equity and debt investments 			
Types of Investments			
<ul style="list-style-type: none"> Identify common types of investments, including cash, stocks, and bonds Define securities and describe the role of the SEC Identify differences between public and private stock Identify common types of alternative investments, including real estate, annuities, lending, private equity, commodities, foreign exchange, collectibles, and social investing 			

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			<p>Investment Accounts and Income</p> <ul style="list-style-type: none"> Identify and describe the purpose of investment accounts, including retirement accounts, mutual funds, index funds, and education funds Describe the process of buying and selling securities Identify and interpret stock market indicators Identify types of investment income
			<p>Credit and Loans</p> <p>Credit and Debt</p> <ul style="list-style-type: none"> Define credit and debt Describe the importance of interest rates in borrowing Identify the purpose of credit history and credit scores Identify the parts of a credit report Identify types of credit, including installment, noninstallment, and revolving <p>Managing Credit</p> <ul style="list-style-type: none"> Identify ways to establish credit, including opening a bank account, getting a credit card, and using credit wisely Identify alternate options for establishing credit, such as department store or gas cards, secured credit, and co-signing Identify how to manage debt and how to get help when struggling with debt, and describe the role of a credit counseling service Describe how a debt management plan and debt settlement program work, and describe the process of declaring bankruptcy and its impact on credit <p>Types of Credit</p> <ul style="list-style-type: none"> Identify common features of credit, including limits, APR and APY, fixed and variable, introductory offerse, fees, and grace period Identify advantages and disadvantages of using credit cards Define line of credit and loan Describe how a loan works Identify factors lenders consider before giving you a loan

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Insurance and Consumer Protection			
Insurance Basics			
Identify differences between pure and speculative risk, and describe the purpose of insurance			
Define insurance coverage, insurance plan, premium, and deductible			
Identify features of insurable risks			
Describe how health insurance works and identify ways to get health insurance			
Describe the process of applying for and using health insurance			
Types of Insurance			
Describe how life insurance works and identify reasons people need it, and identify differences between term and permanent life insurance			
Identify the purpose of disability insurance and ways to get it			
Describe how unemployment insurance works and how to use it			
Describe the purpose of liability insurance			
Identify how homeowner's and renter's insurance are used, and identify the purpose of car insurance			
Consumer Protection			
Describe identity theft, and identify types of identity theft			
Identify ways of preventing and reporting identity theft			
Identify federal laws that protect consumers			
Identify guidelines for resolving disputes			
Describe the purpose of a consumer advocacy group			
Careers			
Researching Careers			
Set career goals			
Identify individual differences that provide career advantages			
Identify common industries of business			
Identify ways to explore a career			

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Job Seeking

Identify ways to find job opportunities
 Interpret job descriptions and identify tips for successful job interviews

Identify documents commonly included in a job application, including a resume, a cover letter, and references
 Describe the ways in which the economy affects the job market
 Identify careers in the finance field

Job Performance

Identify factors that contribute to successful job performance, including skills, attitude, behavior, and outcomes
 Identify ways to demonstrate professionalism
 Describe the importance of communication in the workplace
 Describe ways to communicate successfully in the workplace

Identify ways to demonstrate ethical behavior, and describe the importance of professional development

The Business World

Business Stages and Organization

Describe the importance of value and economic utility
 Identify types of economic utility and how to add them, including form, place, time, possession, and information utility
 Describe the main stages and departments of a business
 Identify ways of organizing a business

Business Structures

Describe the importance of liability and pass-through taxation in choosing a business structure

 Describe the advantages and disadvantages of sole proprietorships, partnerships, corporations, and LLCs
 Identify common types of corporations, including C, S, and nonprofit
 Analyze factors in choosing a business structure
 Describe the process of franchising

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		Business Risk	<ul style="list-style-type: none"> Identify common factors of small business success and failure Identify causes of business risk, including human, natural, and economic Describe why starting a business is a speculative risk Describe strategies for risk management
		Business Finance	
		Funding a Business	<ul style="list-style-type: none"> Identify differences between debt and equity funding Identify common sources of funding for a new business and common startup costs Describe ways to improve cash flow and to forecast expenses and sales Describe ways to evaluate a company's financial health, including revenue, expenses, assets, liabilities, equity, and cash flow
		Accounting and Bookkeeping	<ul style="list-style-type: none"> Identify the purpose and importance of accounting and bookkeeping Define receipt, invoice, and ledger, and describe the purpose of GAAP Identify differences between cash basis and accrual basis accounting Interpret common types of financial statements, including income statement, balance sheet, statement of owners' equity, and cash flow statement Describe the purpose of financial ratios and how they are calculated, including ROE, ROA, debt, debt to equity, and current
		National and Global Finance	
		National Finance	<ul style="list-style-type: none"> Describe the role of the US government and Constitution in the economy Describe the purpose of the New Deal Describe the US government's fiscal policy, and the role of the Fed in the US economy and fiscal policy Identify factors associated with economic expansion and recession Describe the US government's monetary policy and the tools used by the Fed to implement it, including open market operations, discount rate, and reserve requirements

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Government Agencies and Global Finance			
Identify government agencies and laws that affect businesses and consumers Define globalization and describe how technology has advanced it, and describe the economic impact of globalization Define global marketplace, global trade, domestic trade, free trade, and tariff			
Define import and export, and describe why a government may tax or limit imports and encourage exports Define exchange rate and describe exchange rate risk factors			
Self Awareness and Decision Making			
Self Awareness, Stress, and Communication			
Identify characteristics that can increase self awareness, including personality, perception, attitudes, technology and behavior, and social class and strata Define stress and stressor, and identify common stress symptoms Identify ways to manage stress Describe ways to manage financial stress Describe ways to use communication to prevent and manage financial stress			
Decision Making			
Describe types of consumer motives, including rational and emotional Describe types of consumer goods, including convenience, shopping, specialty, and unsought goods Describe the role of marginal cost and marginal utility in decision making Describe the decision making process			