

Subject / Course Name: Personal Finance

Time Frame	SOL Objective/ Competency	Essential Understandings/ Questions	Essential Knowledge/Skills
1st Quarter (First 4½ Weeks)	128, 129, 130, 131, 132, 133, 134, 135, 136	Choosing your Career	Describe career and job trends. Describe sources of job information. Complete a job analysis. List positive and negative features of potential career choices. Explain techniques for coping with change. Demonstrate the need for job networks for long term career success.
	22, 23, 24, 25, 26, 27, 28,29	Planning your Career	Explain reasons that people work Explain the factors that affect career choices. Demonstrate good career planning techniques Explain where to find sources of job opportunity information.
		Getting the Job	Itemize job search techniques and design a plan to get the job you want. Prepare an application letter. Prepare a resume. Explain the importance of references. Properly complete an employment application form. Prepare a thank-you letter as follow-up to a job interview.
		Adapting to work	Explain how to prepare for a job interview. Demonstrate effective communication on the job. Demonstrate strategies for effective human relations at work.
	84, 85, 86, 87, 88	Work-related forms and laws.	Describe employer expectations related to work rules, work attitudes, and work attendance. Describe the purposes of various work related forms. Explain the provisions of major employment laws.
	89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99	Understanding pay and benefits.	Describe employee responsibilities at work. Describe employer responsibilities at work. Compute payroll deductions and net pay. Identify optional and required employee benefits. Describe flexible work arrangements.
100,101,102,103,104,105	Federal Income Tax	Describe the roles of unions and professional organizations. Explain the purposes of taxes and describe the different types of taxes. Describe the U.S. tax system Define basic tax terminology. Prepare tax forms 1040EZ and 1040A Prepare a personal budget. Explain the purpose of financial planning. Design an effective filing system for personal records. Describe the elements of a legally binding agreement.	
		Budgets and Financial Records	

Time Frame	SOL Objective/ Competency	Essential Understandings/ Questions	Essential Knowledge/Skills
2nd Quarter (Second 4½ Weeks)	61, 62, 63, 64, 65, 66, 67, 68, 69	Checking accounts	Describe the purpose of a checking account and the forms associated with it. Describe types of checking accounts. Describe banking services available at most financial institutions. Describe and explain fees charged by financial institutions.
		Saving for the future	Describe the purpose of saving. Demonstrate how money grows through compounding. Describe financial institutions where you can save. Explain the features and purposes of different saving options.

2nd Quarter (Second 4½ Weeks)	106, 107, 108, 109, 110, 111	Investing for the Future. Investing in Stocks	Describe ways to save regularly. Explain why you should consider investing. Explain the stages of investing. Explain the concept of risk Describe investment strategies and options. List sources of investment information. Rate investment choices by risk. Describe features and types of stock. Demonstrate how to value stock. Demonstrate the process of buying and selling stock. Describe both short term and long term strategies when buying stock. Demonstrate how to read the stock listings and stock indexes. Explain the features, types, and earnings on corporate bonds. Describe the different types of government bonds. Demonstrate how to buy and sell bonds. Demonstrate how to read the bond listings of financial pages. Explain mutual funds as an investment strategy. Demonstrate how to buy and sell mutual funds. Explain direct and indirect real estate investing. Describe other types of investments. Describe retirement needs for most individuals. Discuss estate planning documents and methods to minimize taxes on estates. Explain features and types of personal retirement plans. Explain employer-funded retirement plans. Explain government-funded retirement plans. Explain the history of credit and the role of credit today. Explain the advantages and disadvantages of using credit. Describe the types of credit available to consumers. Compare sources of credit.
	55, 56, 57, 58, 59, 60	Evaluating Bonds. Investing in Mutual Funds Investing in real estate Retirement and Estate Planning	
	70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80	Credit in America	

Time Frame	SOL Objective/Competency	Essential Understandings/Questions	Essential Knowledge/Skills
3rd Quarter (3 rd 4½ Weeks)	70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80	Credit Records and Laws. Responsibilities and Costs of Credit	Explain the purpose of credit records. Demonstrate creditworthiness Explain how to get started using credit. Explain credit ratings and a point system for evaluating credit. Explain major credit laws. Describe the responsibilities of consumer credit. Explain how to protect your credit accounts from fraud. Demonstrate how to reduce or avoid credit costs. Compute and explain simple interest and APR Compare methods for computing finance charges on revolving credit.

	55, 56, 57	Problems With Credit	<p>Discuss good credit management skills</p> <p>List sources of credit advice.</p> <p>Explain how to avoid credit scams.</p> <p>Describe types of bankruptcy</p> <p>Explain the major causes of bankruptcy.</p> <p>Explain the advantages and disadvantages of declaring bankruptcy.</p> <p>Apply the decision-making process to solve consumer problems.</p> <p>Explain consumer needs and wants that influence consumer decision making.</p> <p>Describe factors that influence spending decisions.</p> <p>Analyze marketing strategies than influence spending decisions.</p>
	55, 56, 57	Personal Decision Making	<p>List and explain several rental housing alternatives.</p> <p>Discuss potential living arrangements.</p> <p>Plan a successful move into a rental property.</p> <p>Explain the advantages and disadvantages of renting.</p> <p>Describe the elements of the rental application, rental inventory, and lease forms.</p>
	55, 56, 57	Housing Choices	<p>Discuss landlord and tenant responsibilities.</p> <p>Discuss the advantages of home ownership</p> <p>Describe the responsibilities and costs of buying and owning a home.</p> <p>Explain the steps in the home buying process.</p> <p>Demonstrate how to qualify for real estate loans and how to take title to property.</p>
		Buying a Home	<p>Explain the steps in the car buying process.</p> <p>Explain vehicle financing choices.</p> <p>Explain consumer protection laws for new and used car buyers.</p> <p>Identify the costs of owning and operating a car</p> <p>Describe methods for extending the life of your car and maintaining its resale value</p>
		Buying a Vehicle	

Time Frame	SOL Objective/ Competency	Essential Understandings/ Questions	Essential Knowledge/Skills
4th Quarter (4th 4½ Weeks)		Family Plans	<p>Describe the steps, costs, and planning involved in getting married.</p> <p>Discuss important family living decisions.</p> <p>Outline steps needed to plan a successful vacation.</p> <p>Describe the steps and costs involved in a divorce</p> <p>Explain preparations for death.</p>

	81,82, 83	Risk Management	<p>Explain risk and different kinds of risk.</p> <p>Explain the concept of insurance and how risks are spread.</p> <p>Explain the risk-management process.</p> <p>Complete a risk management plan.</p> <p>Show ways to reduce the costs of insurance.</p> <p>Explain the purpose and provisions of renters insurance.</p> <p>Describe the need for and coverage provided by homeowners insurance.</p> <p>Explain common types of automobile insurance.</p> <p>Explain the concept of umbrella liability insurance.</p>
	43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54	Property and Liability Insurance.	<p>Describe group and individual health insurance choices.</p> <p>Explain Medicare and Medicaid coverage.</p> <p>Contrast different types of disability insurance.</p> <p>Describe different insurance plans.</p> <p>Describe and compare the three major types of economic systems.</p> <p>Explain the market economy</p> <p>Describe the role of money in the market economy.</p> <p>Describe how to be a responsible consumer.</p> <p>Describe deceptive practices used to defraud consumers.</p>
	34, 35, 36, 37, 38, 39, 40, 41, 42	Health Insurance	<p>Describe your rights as set forth in the Consumer Bill of rights.</p> <p>Explain major consumer protection laws.</p> <p>List government and private sources of consumer assistance.</p> <p>Describe the structure of the legal system in the U.S.</p> <p>Explain legal procedure from complaint to judgment.</p> <p>Explain ADR options</p>
		Role of Consumers in a Market Economy	
		Consumer Protection	
		Dispute Resolution	

Time Frame	SOL Objective/ Competency	Essential Understandings/ Questions	Essential Knowledge/Skills
Ongoing-	1,2,3,4,5,6,7	Demonstrating Workplace Readiness Skills: Personal Qualities and People Skills	<p>Demonstrate positive work ethic.</p> <p>Demonstrate integrity.</p> <p>Demonstrate teamwork skills.</p> <p>Demonstrate self-representation skills.</p> <p>Demonstrate diversity awareness.</p> <p>Demonstrate conflict-resolution skills.</p> <p>Demonstrate creativity and resourcefulness.</p>
	8,9,10,11,12, 13,14,15,16,17	Demonstrating Workplace Readiness Skills: Professional Knowledge and Skills	<p>Demonstrate effective speaking and listening skills.</p> <p>Demonstrate effective reading and writing skills.</p> <p>Demonstrate critical-thinking and problem-solving skills.</p> <p>Demonstrate healthy behaviors and safety skills.</p>

