

**MT. DIABLO UNIFIED SCHOOL DISTRICT
COURSE OF STUDY
DRAFT**

COURSE TITLE:	Personal Finance
COURSE NUMBER:	6041
CALPADS NUMBER:	2401
CST:	None or Summative if the student has passed Algebra II
DEPARTMENT:	Mathematics
NCLB TEACHER CREDENTIAL REQUIREMENT:	Math Credential with Subject Matter Proficiency
LENGTH OF COURSE:	One Year
CREDITS PER SEMESTER:	5
GRADE LEVEL(S):	11-12
GRADUATION REQUIREMENT OR ELECTIVE:	This course fulfills one year of the high school mathematics requirement.
PREREQUISITES:	None

BOARD OF EDUCATION ADOPTION:

COURSE DESCRIPTION: A comprehensive course that covers career exploration, basic mathematical concepts, personal money management skills, introduction to applicable technology, research techniques, and problem-solving skills as each relates to personal finance. Specific topics include but are not limited to budgeting, tax preparation, banking, credit, purchasing a car, home ownership, insurance and investments. Students will leave this course with the knowledge and tools to be successful in their personal finances involving their careers and everyday life.

COURSE OUTLINE:

1. MAJOR GOALS

- 1.1 To explore the financial aspects of careers.
- 1.2 To use and apply basic mathematical concepts.
- 1.3 To develop an understanding of personal money management skills.
- 1.4 To develop an understanding of how the use of technology can be applied to personal finance.
- 1.5 To demonstrate the ability to research and interpret data related to personal finance.
- 1.6 To develop problem-solving skills to make informed economic decisions.

2. PERFORMANCE OBJECTIVES:

- 2.1 Exploration of the financial aspects of careers.
 - 2.1.1 Examine how a career choice and lifestyle affect a financial plan

2.2 Basic math skills

2.2.1 Perform basic computational and procedural skills

2.2.2 Construct and interpret data in graphical form

2.2.3 Understand and apply a variety of problem solving strategies

2.3 Personal money management skills

2.3.1 Calculate gross income

2.3.2 Determine net income and understand types of deductions

2.3.3 Develop, analyze and implement a budget

2.3.4 Understand checking account principles and practices

2.3.5 Manage and predict the earning potential of money within a savings account

2.3.6 Analyze and calculate factors affecting price of consumer products

2.3.7 Understand charge accounts and credit cards

2.3.8 Compare and compute loan criteria

2.3.9 Determine costs of a variety of transportation options

2.3.10 Compute all costs associated with owning and renting a home

2.3.11 Determine costs and benefits of insurance coverage

2.3.12 Forecast the effectiveness of various investment strategies

2.4 Technology as it applies to personal finance

2.4.1 Discuss different types of technology that apply to personal finance

2.4.2 Understand how new technologies increase efficiency

2.4.3 Choose an appropriate technology tool given a personal financial situation

2.5 Data research and analysis

2.5.1 Use a variety of resources to gather financial information

2.5.2 Identify resources for specific financial circumstances

2.5.3 Organize and analyze data to apply to financial decision-making

2.6 Problem solving skills and strategies

2.6.1 Consider all the factors that contribute to a financial problem

2.6.2 Evaluate contributing factors that comprise a financial problem

2.6.3 Synthesize the knowledge gained to choose the relevant tools necessary to make an informed financial decision

2.6.4 Make informed financial decisions

2.6.5 Evaluate financial decisions

3. CONTENT OUTLINE:

3.1 Exploration of the financial aspects of careers.

3.1.1 Examination of how a career choice and lifestyle affect a financial plan

3.1.1.1 Relationship between career choice and earning potential

3.1.1.2 Effects of education and training on career choices and earning potential

3.1.1.3 Value and costs of career preparation

3.1.1.4 Employment benefits

3.1.1.5 Various work schedule options

3.2 Basic math skills

3.2.1 Basic computational and procedural skills

3.2.1.1 Writing and reading numbers

3.2.1.2 Place value and rounding numbers

3.2.1.3 Fraction, decimal and percents

3.2.1.4 Measurement and Conversions (Standard, Metric)

3.2.1.5 Currency Conversions

3.2.1.6 Estimation

3.2.1.7 Scientific notation

3.2.1.8 Integer operations

3.2.1.9 Time Management

3.2.1.10 Space Management

3.2.2 Data in graphical form

3.2.2.1 Bar graph

3.2.2.2 Pie Chart

3.2.2.3 Scatter plot

3.2.2.4 Line graph

3.2.2.5 Frequency table

3.2.2.6 Column graph

3.2.2.7 Venn Diagram

3.2.2.8 Mean, Median and Mode

- 3.2.3 Problem solving strategies
 - 3.2.3.1 Four step method
 - 3.2.3.2 Identifying information
 - 3.2.3.3 Multiple Operations
 - 3.2.3.4 Using Estimation
 - 3.2.3.5 Constructing a table
 - 3.2.3.6 Looking for a pattern
 - 3.2.3.7 Using Guess and Check
 - 3.2.3.8 Using simple algebraic operations
 - 3.2.3.9 Working Backwards
 - 3.2.3.10 Writing an equation
 - 3.2.3.11 Linear combinations
 - 3.2.3.12 Drawing a sketch
 - 3.2.3.13 Making a Venn Diagram
 - 3.2.3.14 Using simpler numbers

- 3.3 Personal money management skills
 - 3.3.1 Gross income
 - 3.3.1.1 Pay periods
 - 3.3.1.2 Straight time pay
 - 3.3.1.3 Overtime Pay
 - 3.3.1.4 Weekly Time Cards
 - 3.3.1.5 Piecework
 - 3.3.1.6 Salary
 - 3.3.1.7 Commission
 - 3.3.1.8 Graduated Commission

 - 3.3.2 Net income and types of deductions
 - 3.3.2.1 Federal Income Tax and withholding
 - 3.3.2.2 State Income Tax
 - 3.3.2.3 Graduated Income Tax
 - 3.3.2.4 Social Security and Medicare Tax
 - 3.3.2.5 Group and Individual Health Insurance
 - 3.3.2.6 Earning Statement
 - 3.3.2.7 Tax Form Preparation

 - 3.3.3 Budget development, analysis and implementation
 - 3.3.3.1 Average Monthly Expenditures
 - 3.3.3.2 Variable expenditures
 - 3.3.3.3 Budget Preparation
 - 3.3.3.4 Budget utilization and decision making
 - 3.3.3.5 Event budgets

 - 3.3.4 Checking account principles and practices
 - 3.3.4.1 Structures and Functions of Banks (i.e. ATMs)
 - 3.3.4.2 Deposits and Withdrawal
 - 3.3.4.3 Checks and debit cards
 - 3.3.4.4 Check Registers
 - 3.3.4.5 Bank Statements
 - 3.3.4.6 Fees and other related costs

- 3.3.4.7 Reconciliation of bank statements
- 3.3.4.8 Online banking
- 3.3.4.9 Banking forms
- 3.3.4.10 Banking Security

- 3.3.5 Savings Accounts
 - 3.3.5.1 Simple Interest
 - 3.3.5.2 Compound Interest
 - 3.3.5.3 Compound interest tables
 - 3.3.5.4 Daily compound interest
 - 3.3.5.5 Deposits and Withdrawals
 - 3.3.5.6 Account Statement
 - 3.3.5.7 Annuities
 - 3.3.5.8 Account comparison
 - 3.3.5.9 Savings Strategies

- 3.3.6 Factors affecting price of consumer products
 - 3.3.6.1 Sales Tax
 - 3.3.6.2 Total Purchase Price
 - 3.3.6.3 Unit Pricing
 - 3.3.6.4 Comparison shopping
 - 3.3.6.5 Coupons and rebates
 - 3.3.6.6 Markdowns and Markups
 - 3.3.6.7 Sale Price
 - 3.3.6.8 Change calculations

- 3.3.7 Charge accounts and credit cards
 - 3.3.7.1 Account Statements
 - 3.3.7.2 Finance Charge: Unpaid balance
 - 3.3.7.3 Finance Charge: Average Daily Balance Method
 - 3.3.7.4 Credit Score and Credit Reports
 - 3.3.7.5 Credit Card Comparison and Rewards
 - 3.3.7.6 Fees
 - 3.3.7.7 Debt Management and Balance Transfers

- 3.3.8 Loans and loan criteria
 - 3.3.8.1 Single Payment Loans
 - 3.3.8.2 Installment Loans
 - 3.3.8.3 Simple Interest Installment Loans
 - 3.3.8.4 Installment Loans-Allocation of monthly payments
 - 3.3.8.5 Annual Percentage Rate

- 3.3.9 Costs of a variety of transportation options
 - 3.3.9.1 New vehicle purchase
 - 3.3.9.2 Dealer's Cost
 - 3.3.9.3 Consumer rights
 - 3.3.9.4 Used vehicle purchase
 - 3.3.9.5 Vehicle Insurance
 - 3.3.9.6 Vehicle Operations and Maintenance
 - 3.3.9.7 Vehicle Lease options
 - 3.3.9.8 Vehicle Rent options

- 3.3.9.9 Personal Car sales
- 3.3.9.10 Public Transportation
- 3.3.9.11 Alternative forms of transportation (i.e. carpool, bike, etc.)
- 3.3.9.12 Cost effectiveness of transportation choices

- 3.3.10 Costs associated with owning and renting a home
 - 3.3.10.1 Mortgage loans
 - 3.3.10.2 Total interest
 - 3.3.10.3 Closing costs
 - 3.3.10.4 Monthly payments
 - 3.3.10.5 Real Estate Taxes
 - 3.3.10.6 Homeowners insurance
 - 3.3.10.7 Utilities
 - 3.3.10.8 Maintenance
 - 3.3.10.9 Equity
 - 3.3.10.10 Homeowners Association Fees
 - 3.3.10.11 Federal Housing Administration Recommendations and guidelines

- 3.3.11 Insurance
 - 3.3.11.1 Health insurance premiums and benefits
 - 3.3.11.2 Life Insurance premiums and benefits
 - 3.3.11.3 Medical Costs
 - 3.3.11.4 Insurance Comparison

- 3.3.12 Investments
 - 3.3.12.1 Certificates of deposits
 - 3.3.12.2 Interest Yielded
 - 3.3.12.3 Stocks
 - 3.3.12.4 Dividends
 - 3.3.12.5 Bonds
 - 3.3.12.6 Mutual Funds
 - 3.3.12.7 Retirement

- 3.4 Technology as it applies to personal finance
 - 3.4.1 Discussion of different types of technology that apply to personal finance
 - 3.4.1.1 Calculators
 - 3.4.1.2 Computers
 - 3.4.1.3 Computer programs (Excel, Word, Power Point, etc.)
 - 3.4.1.4 Internet Resources
 - 3.4.1.5 Personal Digital Assistants (PDA's, phones, etc.)
 - 3.4.1.6 Developing Technologies

 - 3.4.2 Knowledge of how new technologies increase efficiency
 - 3.4.2.1 Application of Calculators
 - 3.4.2.2 Application of Computers
 - 3.4.2.3 Application of Computer programs (Excel, Word, Power Point, etc.)
 - 3.4.2.4 Application of Internet Resources

3.4.2.5 Application of Personal Digital Assistants (PDA's, phones, etc.)

3.4.2.6 Application of Developing Technologies

3.4.3 Selection of an appropriate technology tool given a personal financial situation

3.4.3.1 Income

3.4.3.2 Recordkeeping

3.4.3.3 Online Banking

3.4.3.4 Loan Calculations

3.4.3.5 Interest Calculations

3.4.3.6 Credit information

3.4.3.7 Credit Cards

3.4.3.8 Investments

3.5 Data research and analysis

3.5.1 Utilization of a variety of resources to gather financial information

3.5.1.1 Websites

3.5.1.2 Periodicals

3.5.1.3 Books

3.5.1.4 Journals

3.5.1.5 Field Experts

3.5.2 Identification of resources for specific financial circumstances

3.5.2.1 Selection of appropriate resources given multiple financial scenarios

3.5.3 Organization and analysis of data to apply to financial decision-making

3.5.3.1 Charts

3.5.3.2 Graphs

3.5.3.3 Diagrams

3.5.3.4 Graphic Organizers

3.5.3.5 Interpretation of data as displayed in charts, graphs, diagrams and graphic organizers

3.6 Problem solving skills and strategies

3.6.1 Consideration of all the factors that contribute to a financial problem

3.6.1.1 Net Income

3.6.1.2 Disposable Income

3.6.1.3 Costs

3.6.1.4 Rates

3.6.1.5 Fees

3.6.1.6 Credit Standing

3.6.1.7 Standard of Living

3.6.1.8 Personal Preferences, Choices and Responsibilities

3.6.1.9 Savings Plans

3.6.1.10 Long Term and Short Term Goals

3.6.1.11 Market Conditions

3.6.1.12 Emergencies

- 3.6.2 Evaluation of contributing factors that comprise a financial problem
 - 3.6.2.1 Controllable Factors
 - 3.6.2.1.1 Career Choices
 - 3.6.2.1.2 Career Performance
 - 3.6.2.1.3 Money Management Choices
 - 3.6.2.2 Uncontrollable Factors
 - 3.6.2.2.1 Market Conditions
 - 3.6.2.2.2 Major and Minor Emergencies (i.e. death, disaster, disabilities, etc.)
 - 3.6.2.2.3 Layoffs and Pay Cuts
- 3.6.3 Synthesis of the knowledge gained to choose the relevant tools necessary to make an informed financial decision
 - 3.6.3.1 Recordkeeping
 - 3.6.3.2 Reflection of Personal Experience
 - 3.6.3.3 Financial Experts
 - 3.6.3.4 Financial Television Programs
 - 3.6.3.5 Financial Magazines and Journals
 - 3.6.3.6 Persons with Relevant Experience
 - 3.6.3.7 Financial Clubs and Organization
 - 3.6.3.8 Financial Conferences, Seminars, and Courses
 - 3.6.3.9 Web Resources
 - 3.6.3.9.1 Government Websites
 - 3.6.3.9.2 News Websites
 - 3.6.3.9.3 Topic Specific Websites
 - 3.6.3.9.4 Tutorial Websites
 - 3.6.3.9.5 Podcasts
 - 3.6.3.9.6 Videos
 - 3.6.3.9.7 Emerging and/or Replacement Web Resources
- 3.6.4 Informed financial decision-making
 - 3.6.4.1 Negotiation
 - 3.6.4.2 Projection
 - 3.6.4.3 Reflection on Previous Decisions
 - 3.6.4.4 SMART Goals (Specific, Measurable, Attainable, Relevant, Time-Bound)
 - 3.6.4.5 Financial Planning
 - 3.6.4.5.1 Set Goals
 - 3.6.4.5.2 Analyze Information
 - 3.6.4.5.3 Create a Plan
 - 3.6.4.5.4 Implement the Plan
 - 3.6.4.5.5 Monitor and Modify the Plan
- 3.6.5 Evaluation of financial decisions
 - 3.6.5.1 Measurement of Outcomes
 - 3.6.5.2 Goal Achievement
 - 3.6.5.3 Reflection
 - 3.6.5.4 Consequences (positive and negative)
 - 3.6.5.5 Losses and Gains
 - 3.6.5.6 Alternative Options

4. TIME ESTIMATES:

- 4.1 Career Exploration (2 weeks)
- 4.2 Basic math skills (4 weeks)
- 4.3 Personal money management skills (22 weeks)
- 4.4 Technology as it applies to personal finance (3 weeks)
- 4.5 Data research and analysis (2 weeks)
- 4.6 Problem solving skills and strategies (3 weeks)

5. INSTRUCTIONAL MATERIALS:

- 5.1 Board of Education Adopted Textbooks
- 5.2 Teacher-made Materials
- 5.3 Technology
- 5.4 Supplementary Materials (i.e. National Endowment for Financial Education)
- 5.5 Guest Speakers
- 5.6 Field Trips
- 5.7 Newspaper and Trade Materials

6. EVALUATION OF STUDENT PROGRESS:

- 6.1 Career-based projects and portfolios
- 6.2 Tests
- 6.3 Quizzes
- 6.4 Classwork
- 6.5 Homework
- 6.6 Teacher Observation
- 6.7 Finance-based Projects and Portfolios

Sample Lesson Plan (using backward planning model)

Standard to be taught:

CTE Model Curriculum Standards, grades 7 – 12, 2005
Entrepreneurship Pathway

B4.0 Students understand effective marketing of small businesses:

B4.1 Know the selling techniques used to aid customers and clients in making buying decisions.

B4.2 Know the components of a promotional plan (e.g., advertising, public relations, sales promotion) and how the plan is used to achieve a stated outcome.

B4.3 Understand how products and services are conceived, developed, maintained, and improved in response to market opportunities.

Assessment:

Vocabulary Quiz

Individual Project for Portfolio:

Create a Marketing Plan for Your Own Company

- 1) Create a company
- 2) Determine a Product/Service (include number of units, packaging,

- warranties, etc...)
- 3) Identify the target market
- 4) Develop a Market Strategy with an appropriate marketing mix
- 5) Pricing Strategy and Budget
- 6) Placement/Distribution Plan
- 7) Promotion Plan (Advertising, sales, PR, etc...)
- 8) Write up an explanation for marketing choices
- 9) Create a sample advertisement

Teaching strategies:

1. Opener
2. Notes for portfolio
 - Marketing vocabulary and components:
 - Marketing
 - Exchange
 - marketing mix
 - target market
 - “The Right Principle”
 - “The 4 P’s—Product, Pricing, Place/Distribution and Promotion
3. Discussion of key topics:
 - Purpose of marketing
 - Different marketing approaches for different products/services
 - Importance of correctly identifying target market
4. Think-Pair-Share
5. Cooperative Learning Groups
6. Graphic Organizers
7. Reflection & Recording

Student activities:

Think-Pair-Share: In pairs, select a popular product/service. Identify the company’s target market and marketing mix.

Cooperative Learning Groups: Groups are assigned a product/service for which to write up a marketing plan. Students are to create a brief presentation that will:

- 1) Identify the target market
- 2) Develop a marketing mix
- 3) Address “The 4 P’s” as each relates to their marketing strategy
- 4) Explain their reasoning

Resources:

Sample Advertisements
Computer and Computer Programs
Web Resources
Project Supplies
Project Description Worksheets with Graphic Organizers
Assessment Project Rubric

Committee Members:

Bodhi Young	CVHS
Frank Bruketta	CVHS
Danielle Dell	CVHS
Susan Seeley	CVHS
Suzette Blanke	CPHS
Robert Lovelace	CPHS
Angel Niedzielski	CPHS
Brianne Whiteside	CHS
Norma Meyerkorth	CHS
Kathleen Magana	MDHS
Steve Sankey	MDHS
Judith Cubillo	NHS
Ellen Dill	NHS
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Kelly Donlon	YVHS
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