



Syllabus: Personal Finance

Course Overview:

Personal finance is one of the most useful classes you can take in order to prepare for your future! It is proven that poor financial decisions can lead to an accumulated debt spiral that will prevent you from saving and planning for a secure financial future. Learn to manage your personal financial affairs through real life applications. Areas of study include investing, banking, taxes, credit, acquiring insurance and loans, budgeting, and successful employment skills. Technology is infused throughout this course, with applications ranging from personal money management to preparation of income tax forms to evaluating investment options. Walk away from this class with the W!SE Financial Literacy Certification.

Department: Business, Marketing and Information Technology	Department/Course Website (if applicable):
Course Number: BUS2055	Instructor: Ms. D'Amelio
Credits Earned/Length of Course: .5--1 Semester	Office Hours: 11:30-12:20 Tuesday-Thursday
Prerequisites: None	Instructor Contact Info: Email: adamelio@madison.k12.wi.us
Required Materials: Writing utensil, folder, notebook	Other: W!SE Financial Literacy Certification
	Pathways: Finance/Accounting and Entrepreneurship

Course Standards:

[Common Core State Standards for Literacy in All Subjects](#)

[Common Core State Standards for Mathematics -- Standards for Mathematical Practice](#)

[Wisconsin Common Career Technical Core Standards](#)

[Wisconsin Standards for Business and Information Technology](#)

[Wisconsin Model Academic Standards for Personal Financial Literacy](#)



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Course Assessment(s):

- WISE Financial Literacy Exam (Pre- and Post-Course)
- Unit projects, simulations
- Unit quizzes
- Exit slips

Course project: Life-Stage Financial Literacy Project

Course Outline (including Unit(s) of Time and Essential Questions):

Unit #1 Decision Making & Financial Goals

- What is financial success?
- How do financial decisions impact me now and in the future?
- What types of financial events do people have to concern themselves with throughout the various stages of their lives?
- What factors influence income?
- What information should I include in a personalized financial life-stage plan?
- What characteristics does money possess?
- What are some of the ways consumers can protect themselves?
- How can people protect themselves from identity theft?
- How has money evolved over the years? What are SMART goals?
- What is the difference between needs and wants?

Unit #2 Taxes and Careers

- What is the outlook of various careers?
- What are the admittance requirements and cost factors associated with post-secondary education options?
- What are the steps necessary to acquire financial aid?
- What are payroll deductions?
- What are the different ways employees are compensated?
- What are the most common tax forms that people encounter?
- How do you fill out a 1040 EZ?
- What are the different tax systems and the rationale for using them?

Unit #3 Budgeting

- What is the difference between fixed and variable expenses?
- How do you create a functional budget?
- How do you track spending?
- How do you analyze and adjust budgets?
- How do budgets change throughout a lifetime?



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Unit #4 Banking and Financial Institutions

- How does interest benefit a person?
- What is the difference between simple interest and compound interest?
- What role does the Federal Reserve play in the banking system?
- What are the differences between a bank and a credit union?
- What is the difference between a checking account and a savings account?
- What types of fees do banks and credit unions charge their customers?
- How do you write checks, deposit slips, and maintain a checkbook register?
- How do you reconcile your checkbook register?
- What is the difference between mobile banking and online banking?
- What types of services does banks and credit unions offer?
- What are the three ways you can endorse a check?

Unit #5 Saving and Investing/End of Life Documents

- What is the difference between saving and investing?
- What are various savings tools that people can use?
- What is the relationship between risk and reward?
- What are various investment products that people use?
- How do you keep track of a portfolio of investments in a stock market simulation?
- What outside factors can influence the markets?
- Which regulatory agencies are involved with monitoring investments?
- What is the difference between various retirement products?
- How do you construct a plan for building wealth for retirement?
- What types of end of life documents does a person need and when do they need them?

Unit #6 Credit

- What is the history and psychology behind excessive debt?
- What are the various sources of credit?
- What is the cost of credit?
- What are the benefits of using credit?
- What are ways one can responsibly use credit?
- How would you go about buying or leasing a vehicle?
- How would you go about buying or renting a home?
- What are the 5Cs of credit?
- What is bankruptcy?
- How can I establish good credit?
- Which credit agencies collect information about a person's credit?



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- What is a credit rating?
- How do you read a credit report and correct inaccuracies?
- What laws protect consumers?

Unit #7 Insurance

- What is risk?
- How can you protect yourself from risk?
- What is insurance?
- What types of insurance is associated with different types of risk?
- How do insurance needs change throughout the life cycle?
- How is the cost of insurance determined?
- How do you lower your insurance premium for the various types of insurance?

Texts, Technology, and Resources:

Handouts from NEFE and Take Charge curriculums, Internet, Google Documents and Google Presentations