

Guthrie High School

Business Department

Personal Financial Literacy / Course # 2210

Grade level: 10 -12

Course Description: The intent of personal financial literacy education is to inform students how individual choices directly influence occupational goals and future earnings potential. Successful money management is a disciplined behavior and much easier when learned earlier in life. The fourteen areas of instruction designated in the *Passport to Financial Literacy Act of 2007* (70 O.S. § 11-103.6h) are designed to provide students with the basic skills and knowledge needed to effectively manage their personal finances. Basic economic concepts of scarcity, choice, opportunity cost, and cost/benefit analysis are interwoven throughout the standards and objectives. This systematic way of making personal financial decisions will provide students a foundational understanding for making informed and successful personal financial decisions.

Week	Content – PASS Standard(s)	PASS Skill(s)	Assessments	Resources & Inventions
	Standard 1. The student will describe the importance of earning an income and explain how to manage personal income through the use of a budget.	<p>1. Evaluate how career choices, educational/vocational preparation, skills, and entrepreneurship affect income and standard of living (e.g., postsecondary degree/certification, needs versus wants, and ability to live on less than you earn).</p> <p>2. Identify the components of a personal/family budget (e.g., income, savings/investments, taxes, emergency fund, expenses, and charitable giving) based on short, medium, and long term goals (e.g., financial, personal, educational, and career).</p> <p>3. Explain how taxes, employee benefits, and payroll deductions affect income.</p>		<p>Module 1.1: <u>Jobs vs. Careers</u> Module 1.2: <u>Income and Taxes</u> Module 1.3: <u>Goal-Setting</u> Module 1.4: <u>Managing Your Income</u></p>

	<p>Standard 2. The student will identify and describe the impact of local, state, and federal taxes upon income and standard of living.</p>	<p>1. Identify and explain types of taxes (e.g., personal income, sales, and property taxes) and explain the reasons for taxation at the local, state, and federal levels (e.g., roads, water/sanitation services, social services, schools, and law enforcement).</p> <p>2. Explain the importance of meeting tax obligations and describe possible consequences of failing to meet those obligations (e.g., fees, penalties, interest, garnishment of wages, and imprisonment).</p>		<p>Module 2.1: <u>Somebody Has To Pay</u> Module 2.2: <u>Voluntary Compliance</u></p>
	<p>Standard 3. The student will describe the functions and uses of banks and other financial service providers.</p>	<p>1. Identify and compare the basic types of financial institutions (e.g., banks, mortgage companies, credit unions, brokerage firms, and finance companies).</p> <p>2. Describe and compare the most common financial products and services (e.g., checking, credit cards, Automated Teller Machines (ATMs), savings, loans, investments, and insurance).</p>		<p>Module 3.1: <u>Finding Financial Services</u></p>

<p>Standard 4. The student will demonstrate the ability to balance a checkbook and reconcile financial accounts.</p>	<p>1. Explain the reasons for balancing a checkbook and reconciling an account statement.</p> <p>2. Develop and apply banking account management skills (e.g., correctly write, endorse, and deposit checks; balance a checkbook, including debit withdrawals and fees; and reconcile and monitor checking and savings account statements).</p>		<p>Module 4.1: <u>Tracking Your Money</u></p>
<p>Standard 5. The student will analyze the costs and benefits of saving and investing.</p>	<p>1. Explain reasons for saving and investing to meet goals and build wealth (e.g., opportunity cost, return on investment, emergencies, major purchases, down payments, and education).</p> <p>2. Identify and compare the costs and benefits of various investment strategies (e.g., compound interest, tax implications, account liquidity, and investment diversification) and how inflation affects investment growth.</p>		<p>Module 5.1: <u>Getting Started</u> Module 5.2: <u>The Rule of 72</u> Module 5.3: <u>Saving and Investing Tools</u> Module 5.4: <u>Time is Money</u></p>

	<p>Standard 6. The student will explain and evaluate the importance of planning for retirement.</p>	<ol style="list-style-type: none"> 1. Describe the necessity of accumulating financial resources needed for specific retirement goals, activities, and lifestyles, based on life expectancy. 2. Explain the roles of Social Security, employer retirement plans, and personal investments (e.g., annuities, IRAs, real estate, stocks, and bonds) as sources of retirement income. 		<p>Module 6.1: <u>Planning for Your Retirement</u> Module 6.2: <u>Longevity and Retirement</u></p>
	<p>Standard 7. The student will identify the procedures and analyze the responsibilities of borrowing money.</p>	<ol style="list-style-type: none"> 1. Identify and analyze sources of credit (e.g., financial institutions, private lenders, and retail businesses) and credit products (e.g., student loans, credit cards, and car loans). 2. Identify standard loan practices, predatory lending practices (e.g., rapid tax return, rapid access loans, and payday loans), and legal debt collection practices. 3. Explain the importance of establishing a positive credit history (e.g., maintaining a reasonable debt to income ratio), describe information 		<p>Module 7.1: <u>Remember the Interest</u> Module 7.2: <u>It Is In Your Interest</u> Module 7.3: <u>Your Credit Score</u> Module 7.4: <u>Consumer Credit Legislation</u></p>

		<p>contained in a credit report, and explain the factors that affect a credit score (e.g., the relationship between interest rates and credit scores).</p> <p>4. Explain how the terms of a loan (e.g., interest rates, fees, and repayment schedules) affect the cost of credit.</p>		
	<p>Standard 8. The student will describe and explain interest, credit cards, and online commerce.</p>	<p>1. Compare costs and benefits of using credit cards and making online purchases (e.g., interest rates, fees, repayment schedules, and personal information protection)</p> <p>2. Evaluate options for payments on credit cards (e.g., minimum payment, delayed payments, or payment in full).</p>		<p>Module 8.1: <u>Credit Cards: More Than Plastic</u> Module 8.2: <u>Credit Cards: Shopping Online</u></p>
	<p>Standard 9. The student will identify and explain consumer fraud and identify theft.</p>	<p>1. Describe unfair, deceptive, or fraudulent business practices (e.g., pyramid schemes, bait and switch, and phishing).</p> <p>2. Describe ways to recognize and avoid identity theft (e.g., review monthly</p>		<p>Module 9.1: <u>Beware! Consumer Fraud</u> Module 9.2: <u>Beware! Identity Theft</u></p>

		<p>financial statements and annual credit reports; and protect personal information and online passwords).</p> <p>3. Describe methods to correct problems arising from identity theft and fraudulent business practices (e.g., contact national credit bureaus and local/state law enforcement agencies).</p>		
	<p>Standard 10. The student will explain and compare the responsibilities of renting versus buying a home.</p>	<p>1. Compare the costs and benefits of renting versus buying a home.</p> <p>2. Explain the elements of a standard lease agreement (e.g., deposit, due date, grace period, late fees, and utilities).</p> <p>3. Explain the elements of a mortgage (e.g., down payment, escrow account, due date, late fees, and amortization table); types of lenders; and fixed or adjustable rate mortgage loans.</p>		<p>Module 10.1: <u>Housing Alternatives</u> Module 10.2: <u>Renting an Apartment</u> Module 10.3: <u>Buying a House</u></p>
	<p>Standard 11. The student will describe and explain how various types of insurance can be used to</p>	<p>1. Identify common risks to life and property (e.g., illness, death, natural</p>		<p>Module 11.1: <u>Identifying Risk</u> Module 11.2: <u>Different Types of Insurance</u> Module 11.3: <u>Using Insurance to Manage Risk</u></p>

	manage risk.	<p>catastrophe, and accident).</p> <p>2. Explain the purpose and importance of insurance protection as a risk management strategy (e.g., life, health, property, liability, disability, and automobile).</p> <p>3. Examine appropriate amounts of insurance and how insurance deductibles work.</p>		
	Standard 12. The student will explain and evaluate the financial impact and consequences of gambling.	<p>1. Analyze the probabilities involved in winning at games of chance.</p> <p>2. Evaluate costs and benefits of gambling to individuals and society (e.g., family budget; addictive behaviors; and the local and state economy)</p>		Module 12.1: <u>Risky Business</u>
	Standard 13. The student will evaluate the consequences of bankruptcy.	<p>1. Assess the costs and benefits of bankruptcy to individuals, families, and society.</p> <p>2. Examine ways to prevent bankruptcy and identify alternatives to bankruptcy (e.g., budget management,</p>		Module 13.1: <u>Managing High Levels of Debt</u>

		<p>debt management, refinancing, and financial counseling).</p> <p>3. Explain the importance of re-establishing a positive credit history and steps to improve a credit score after bankruptcy.</p>		
	<p>Standard 14. The student will explain the costs and benefits of charitable giving.</p>	<p>1. Identify types of charitable giving (e.g., monetary gifts, gifts-in-kind, and volunteer service)</p> <p>2. Describe the impact of charitable giving on the individual (e.g., budget, time, personal satisfaction, and tax benefits) and the community.</p> <p>3. Identify tools to research a charitable organization's mission/purpose, activities, and recipients (e.g., specific organizations' Web sites, Guidestar®, and regulatory agencies)</p>		<p><u>Module 14.1: Charitable Contributions</u> <u>Module 14.2: Checking Out Charitable Groups</u></p>