

Wallenpaupack Area School District

COURSE: Consumer Math II

GRADE LEVEL: Twelfth Grade

LENGTH OF COURSE: 90 days/ semester/[block schedule]

TEXT: Managing Your Personal Finances

PUBLISHER: Southwestern

COPYRIGHT: 2002

COURSE DESCRIPTION:

The focus of this course will be mathematics of personal finance and computer use.

CURRICULUM WRITING TEAM:

Ann Marie Blaum
Karen Alderfer
Lynn Cunningham
Melva Vogler

DATE OF REVISION:

2006

Wallenpaupack Area School District

Course: Consumer Math II

Grade Level: Grade 12

Unit: Career Decisions

PA Standards: 2.4.11.B

Topics:	Skills:
<p>Choosing your career Planning your career Getting the job Adapting to your job Keeping your job</p>	<p>Analyze career and job trends, and describe sources of job information Complete a job analysis, listing the positive and negative features of potential career choices Describe the techniques for coping with change Explain changing career patterns in a world economy and the need for job networking List reasons why people work and factors that affect career choices Identify and describe good career planning techniques List sources of job opportunity information Itemize and explain good job search techniques, and formulate a personal plan of action to get the job you want Explain the purpose of, describe the parts of, and prepare a letter of application List the guidelines for and prepare a resume and scannable resume Describe the letter of reference and explain why it is useful to job applicants Prepare a job application form, prepare for a job interview, and list methods of making a good first impression Explain the purpose of, describe the content of, and prepare a thank-you letter List and describe effective communication strategies, including listening, informal and formal speaking, communication among employees, and communication among employees and employers Discuss techniques of effective human relations Describe employer expectations and policies such as written and unwritten work rules, attitudes, and absenteeism Explain motivation and levels or need as described by Maslow and Herzberg, and discuss the results of job satisfaction Understand and complete appropriate work forms, such as W-4, W-2, social security number application and benefits statement, and work permit application forms List and define provisions of basic employment laws enacted for the protection and security of workers Explain employee responsibilities at work, including responsibilities to employers and to other employees Describe employer responsibilities to employees</p>

Wallenpaupack Area School District

Activities:	Performance Assessments:
Textbook problem solving Partner work Calculator work Computer work Research projects	Teacher produced tests and quizzes Class assignments Class participation Teacher observation Homework Graded projects

Wallenpaupack Area School District

Course: Consumer Math II
Unit: Money Management

Grade Level: Grade 12
PA Standards: 2.1.11.A
 2.2.11.A
 2.2.11.B
 2.4.11.E

Topics:	Skills:
Pay, benefits, and working conditions Federal income tax Budgets and financial records Checking accounts and other banking services	Compute payroll deductions and net pay from information and tables provided Identify optional and required employee benefits and recognize their value as additions to net pay Explain flexible job arrangements, such as flexible schedules, job rotation, job sharing, and permanent part-time employment Describe the role of union and professional organization in the workplace Discuss the purpose of taxes, different types of taxes, and the history of taxes in the United States Describe components of the tax system, including the IRS, the power to tax, and paying your fair share Define and discuss the significance of exemptions, dependents, and taxable and nontaxable income on tax returns Prepare tax Forms 1040EZ and 1040A Describe the budgeting process and prepare personal budgets Explain the purpose of record keeping and be able to prepare a personal net worth statement and a personal property inventory Explain the elements of legal contracts and negotiable instruments and describe your rights and responsibilities Discuss ways to set up a filing system for personal records Describe the purpose of a checking account Discuss how to prepare a signature authorization form, checks, check endorsements, deposit slips, a checkbook register, and a bank reconciliation Be able to distinguish between different types of checking accounts Describe various banking services other than checking accounts available to consumers Identify services for which banks commonly charge a fee
Activities:	Performance Assessments:
Textbook problem solving Partner work Calculator work Computer work Research projects	Teacher produced tests and quizzes Class assignments Class participation Teacher observation Homework Graded projects

Wallenpaupack Area School District

Course: Consumer Math II
Unit: Financial Security

Grade Level: Grade 12
PA Standards: 2.1.11.A
 2.2.11.A
 2.2.11.B
 2.2.11.F
 2.4.11.B
 2.4.11.E
 2.5.11.A
 2.5.11.D

Topics:	Skills:
Saving for the future Investing for your future Investing in stocks Investing in bonds Investing in mutual funds, real estate, and other alternatives Retirement and estate planning	Describe different purposes of saving Explain how money grows through compounding interest List and describe the financial institutions where you can save Explain the features and purposes of savings accounts, certificates of deposit, and money market accounts Discuss some of the factors that influence the selection of a savings plan Explain at least two ways to save regularly Describe the stages of investing and the relationship between risk and potential return Explain effective investment strategies, criteria for choosing an investment, and steps for investing wisely Describe the features of common stock and compare it to preferred stock Discuss stock investing classifications and why you would choose one over another Explain how stock values are determined Discuss factors that affect a stock's price Describe market channels and the process for buying and selling securities Describe short and long term investment strategies when buying and selling stocks Explain how to read the stock listings in financial publications and how to use stock indexes Discuss the features and types of corporate bonds Explain how to calculate earnings and percentage yield on a corporate bond Describe federal and municipal government securities, and zero-coupon bonds Explain how to buy and sell bonds Describe how to evaluate different grades of bonds Explain how to read bond listings in financial publications Explain why people invest in mutual funds and the types of mutual funds available for investing

Wallenpaupack Area School District

	<p>Skills: (continued)</p> <p>Describe how to evaluate mutual funds before buying</p> <p>Describe how your needs will be different at retirement than they are now</p> <p>List the features of wills, powers of attorney, trusts, and joint ownership</p> <p>Discuss inheritance, estate, and gift taxes</p>
<p>Activities:</p>	<p>Performance Assessments:</p>
<p>Textbook problem solving</p> <p>Partner work</p> <p>Calculator work</p> <p>Computer work</p> <p>Research projects</p>	<p>Teacher produced tests and quizzes</p> <p>Class assignments</p> <p>Class participation</p> <p>Teacher observation</p> <p>Homework</p> <p>Graded projects</p>

Wallenpaupack Area School District

Course: Consumer Math II
Unit: Credit Management

Grade Level: Grade 12
PA Standards: 2.1.11.A
 2.2.11.A
 2.2.11.B
 2.4.11.B
 2.5.11.D

Topics:	Skills:
Credit in America Credit records and laws Responsibilities and costs of credit Problems with credit	Describe the history of credit in America Define basic credit vocabulary Discuss the advantages and disadvantages of using credit List and describe the kinds of credit available to the American consumer Describe and compare sources of credit Discuss the importance of credit records and summarize how and why records are compiled Describe the find C's of credit Explain how to get started using credit Describe credit ratings and a point system for determining creditworthiness Outline the contents of a credit report Discuss the protections provided by the major credit laws Describe the responsibilities of consumer credit Discuss how to protect your credit card from fraud Explain how you can reduce or avoid credit costs Explain why credit costs vary Compute and explain simple interest and APR Compare methods of computing finance charges on revolving credit List and explain different methods for solving credit problems Outline bankruptcy laws, including exempted items, types of income excluded, and bankruptcy options Discuss the major causes of bankruptcy Describe the advantages and disadvantages of declaring bankruptcy
Activities:	Performance Assessment:
Textbook problem solving Partner work Calculator work Computer work Research projects	Teacher produced test and quizzes Class assignments Class participation Teacher observation Homework Graded projects

Wallenpaupack Area School District

Course: Consumer Math II

Grade Level: Grade 12

Unit: Resource Management

PA Standards: 2.1.11.A
 2.2.11.A
 2.2.11.B
 2.4.11.B
 2.5.11.D

Topics:	Skills:
<p>Personal decision making Renting a residence Buying a home Buying and caring for a vehicle Family decisions</p>	<p>Apply the decision-making process to solve consumer problems Explain economic needs and wants that influence consumer decision making List and describe factors that influence spending decisions Analyze marketing strategies that influence spending decisions Describe the various housing rental alternatives, including commuting to school or work from home, living on campus, apartments, duplexes, and houses Discuss potential living arrangements and decisions related to moving choices List the advantages and disadvantages of renting a place to live Describe the elements of a rental application, rental inventory, and lease Discuss landlord and tenant responsibilities Discuss the financial and quality of life advantages of home ownership Describe the costs and responsibilities that accompany home ownership Describe the steps in the home-buying process, from selecting a home to buy through taking possession of it Discuss how to obtain financing and the events that occur at closing Describe the process of buying a new or used car, including selection, financing, and wise buying practices Explain automobile leasing costs, processes, advantages, and disadvantages Discuss consumer protection available for new and used car buyers Describe the steps, costs, and planning involved in getting married Discuss important family living decisions and why financial goals are important Outline the steps needed to plan a successful vacation Describe to steps and costs in a divorce Discuss preparations for death, life's final plans</p>

Wallenpaupack Area School District

Activities:	Performance Assessments:
Textbook problem solving Partner work Calculator work Computer work Research projects	Teacher produced tests and quizzes Class assignments Class participation Teacher observation Homework Graded projects

Wallenpaupack Area School District

Course: Consumer Math II

Grade Level: Grade 12

Unit: Risk Management

PA Standards: 2.1.11.A
2.2.11.A
2.2.11.B
2.5.11.D

Topics:	Skills:
<p>Introduction to risk management Property and liability insurance Health and life insurance</p>	<p>Explain the concept of insurance: what it is and how it works Define basic insurance terminology and types of risk List the steps and discuss the risk management process Explain how to create a risk management plan Discuss ways to reduce the costs of insurance Explain why renters and homeowners need property insurance Describe fire, theft, and other forms of property insurance and types of policies Discuss common types of automobile insurance coverage and what each coverage is designed to protect Explain the concept of liability insurance as it related to an umbrella policy Describe group and individual health insurance plans Discuss common types of health insurance coverage and plans Explain Medicare and Medicaid coverage available to those who qualify Discuss different types of disability insurance Describe the characteristics of different life insurance plans</p>
Activities:	Performance Assessments:
<p>Textbook problem solving Partner work Calculator work Computer work Research projects</p>	<p>Teacher produced tests and quizzes Class assignments Class participation Teacher observation Homework Graded projects</p>

Wallenpaupack Area School District

Course: Consumer Math II

Grade Level: Grade 12

Unit: Consumer Rights and Responsibilities

PA Standards: 2.1.11.A
2.2.11.A
2.2.11.B
2.5.11.D

Topics:	Skills:
<ul style="list-style-type: none"> Role of consumers in a free enterprise system Consumer protection Dispute resolution 	<ul style="list-style-type: none"> Discuss the basic characteristics of the marketplace List and describe the three basic components of a free enterprise system Describe deceptive practices used to defraud consumers and explain how consumers can protect themselves Discuss how to be a responsible consumer by shopping wisely, staying informed, and seeking redress when you have a consumer problem Describe your rights as set forth in the Consumer Bill of Rights Describe the protections provided by major federal consumer protection laws Identify national sources of consumer information and assistance List and describe state and local agencies and private organizations that provide consumer assistance and information Explain how to contact public official to express opinions Describe the organization of the legal system in the United States at federal, state, and local levels Explain the legal procedures involved from the time a complaint is filed until the court enters a judgment Define remedies available to consumers other than individual lawsuits Explain alternative dispute resolution (ADR) options
Activities:	Performance Assessments:
<ul style="list-style-type: none"> Textbook problem solving Partner work Calculator work Computer work Research projects 	<ul style="list-style-type: none"> Teacher produced tests and quizzes Class assignments Class participation Teacher Observation Homework Graded projects