

FINANCIAL LITERACY
COURSE CODE: 5282

COURSE DESCRIPTION: This course is designed to introduce the student to basic financial literacy skills to help them make responsible financial decisions. Concepts covered include financial planning, bank accounts, credit and loans, wages and taxes, investments, and insurance.

OBJECTIVE: Given the necessary equipment, supplies, and facilities, the student will be able to successfully complete the following core standards in a course that grants one unit of credit.

RECOMMENDED GRADE LEVEL: 7-9

COURSE CREDIT: .5 Carnegie unit

PREREQUISITE: None

COMPUTER REQUIREMENT: One computer per student, as needed

A. SAFETY AND ETHICS

1. Identify major causes of work-related accidents in offices.
2. Describe the threats to a computer network, methods of avoiding attacks, and options in dealing with virus attacks.
3. Identify potential abuse and unethical uses of computers and networks.
4. Explain the consequences of illegal, social, and unethical uses of information technologies (e.g., piracy; illegal downloading; licensing infringement; inappropriate uses of software, hardware, and mobile devices).
5. Differentiate between freeware, shareware, and public domain software copyrights.
6. Discuss computer crimes, terms of use, and legal issues such as copyright laws, fair use laws, and ethics pertaining to scanned and downloaded clip art images, photographs, documents, video, recorded sounds and music, trademarks, and other elements for use in Web publications.
7. Identify netiquette including the use of e-mail, social networking, blogs, texting, and chatting.
8. Describe ethical and legal practices in business professions such as safeguarding the confidentiality of business-related information.
9. Discuss the importance of cyber safety and the impact of cyber bullying.

B. EMPLOYABILITY SKILLS

1. Identify positive work practices (e.g., appropriate dress code for the workplace, personal grooming, punctuality, time management, organization).
2. Demonstrate positive interpersonal skills (e.g., communication, respect, teamwork).

C. STUDENT ORGANIZATIONS

1. Explain how related student organizations are integral parts of career and technology education courses.
2. Explain the goals and objectives of related student organizations.
3. List opportunities available to students through participation in related student organization conferences/competitions, community service, philanthropy, and other activities.
4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.

D. FINANCIAL PLANNING

1. Identify various types of income and expenses.
2. Identify personal financial goals (e.g., personal items, car, college).
3. Explain the major purposes of budgets.
4. Develop a personal budget.
5. Explain the importance of saving to meet financial goals.

E. BANK ACCOUNTS

1. Distinguish between different types of bank accounts.
2. Complete sample tasks and documents used with bank accounts (e.g., signature card, cash, check, debit card, check register, deposit slip, account reconciliation).
3. Discuss simple and compound interest.

F. CREDIT AND LOANS

1. Identify the costs and benefits of using credit and loans.
2. Identify types and sources of credit and loans.
3. Evaluate offers of credit based on interest rates, terms, and fees.
4. Describe the concept of creditworthiness.
5. Discuss identify theft protection.

G. WAGES AND TAXES

1. Discuss W-2, W-4, and I-9 forms.
2. Discuss payroll deductions.
3. Compute gross earnings.
4. Discuss various types of taxes (e.g., state, county, local, sales).

H. INVESTMENTS

1. Define stocks, mutual funds, bonds, and personal investments.
2. Identify investment alternatives.
3. Discuss the concept of risk.
4. Track various stocks over a period of time.
5. Describe how to buy and sell various investments.

I. INSURANCE

1. Identify the needs for insurance coverage.
2. Discuss the various types of insurance coverage.
3. Describe major characteristics of the basic types of car, health, and life insurance.