| Student's Name/Initial: | / | Date: | Teacher's Initials: | Date: |
|---|---|---|---|---|

# PERSONAL FINANCE STUDENT PROFILE

## COURSE CODE: 5131

**Directions:** Evaluate the student using the applicable rating scales below and check the appropriate box to indicate the degree of competency. The ratings 3, 2, 1, and N are not intended to represent the traditional school grading system of A, B, C, and D. The description associated with each of the ratings focuses on the level of student performance or cognition for each of the competencies listed below.

**PERFORMANCE RATING**

3 - Skilled--can perform task independently with no supervision
2 - Moderately skilled--can perform task completely with limited supervision
1 - Limitedly skilled--requires instruction and close supervision
N - No exposure--has no experience or knowledge of this task

**COGNITIVE RATING**

3 - Knowledgeable--can apply the concept to solve problems
2 - Moderately knowledgeable--understands the concept
1 – Limitedly knowledgeable--requires additional instruction
N - No exposure--has not received instruction in this area

### A. SAFETY

| 3 | 2 | 1 | N | | |
|---|---|---|---|---|---|
| __ | __ | __ | __ | 1. | Review school safety policies and procedures. |
| __ | __ | __ | __ | 2. | Review classroom safety rules and procedures. |
| __ | __ | __ | __ | 3. | Review safety procedures for using equipment in the classroom. |
| __ | __ | __ | __ | 4. | Identify major causes of work-related accidents in office environments. |
| __ | __ | __ | __ | 5. | Demonstrate safety skills in an office/work environment. |

### B. STUDENT ORGANIZATIONS

| 3 | 2 | 1 | N | | |
|---|---|---|---|---|---|
| __ | __ | __ | __ | 1. | Identify the purpose and goals of a Career and Technology Student Organization (CTSO). |
| __ | __ | __ | __ | 2. | Explain how CTSOs are integral parts of specific clusters, majors, and/or courses. |
| __ | __ | __ | __ | 3. | Explain the benefits and responsibilities of being a member of a CTSO. |
| __ | __ | __ | __ | 4. | List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities. |
| __ | __ | __ | __ | 5. | Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations. |

### C. TECHNOLOGY KNOWLEDGE

| 3 | 2 | 1 | N | | |
|---|---|---|---|---|---|
| __ | __ | __ | __ | 1. | Demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation. |
| __ | __ | __ | __ | 2. | Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes. |
| __ | __ | __ | __ | 3. | Identify potential abuse and unethical uses of laptops, tablets, computers, and/or networks. |
| __ | __ | __ | __ | 4. | Explain the consequences of social, illegal, and unethical uses of technology (e.g., piracy; illegal downloading; licensing infringement; inappropriate uses of software, hardware, and mobile devices in the work environment). |
| __ | __ | __ | __ | 5. | Discuss legal issues and the terms of use related to copyright laws, fair use laws, and ethics pertaining to downloading of images, photographs, documents, video, sounds, music, trademarks, and other elements for personal use. |
| __ | __ | __ | __ | 6. | Describe ethical and legal practices of safeguarding the confidentiality of business-related information. |
| __ | __ | __ | __ | 7. | Describe possible threats to a laptop, tablet, computer, and/or network and methods of avoiding attacks. |

### D. PERSONAL QUALITIES AND EMPLOYABILITY SKILLS

| | | | | | |
|---|---|---|---|---|---|
| __ | __ | __ | __ | 1. | Demonstrate punctuality. |
| __ | __ | __ | __ | 2. | Demonstrate self-representation. |
| __ | __ | __ | __ | 3. | Demonstrate work ethic. |
| __ | __ | __ | __ | 4. | Demonstrate respect. |
| __ | __ | __ | __ | 5. | Demonstrate time management. |
| __ | __ | __ | __ | 6. | Demonstrate integrity. |
| __ | __ | __ | __ | 7. | Demonstrate leadership. |
| __ | __ | __ | __ | 8. | Demonstrate teamwork and collaboration. |
| __ | __ | __ | __ | 9. | Demonstrate conflict resolution. |
| __ | __ | __ | __ | 10. | Demonstrate perseverance. |
| __ | __ | __ | __ | 11. | Demonstrate commitment. |
| __ | __ | __ | __ | 12. | Demonstrate a healthy view of competition. |
| __ | __ | __ | __ | 13. | Demonstrate a global perspective. |
| __ | __ | __ | __ | 14. | Demonstrate health and fitness. |
| __ | __ | __ | __ | 15. | Demonstrate self-direction. |
| __ | __ | __ | __ | 16. | Demonstrate lifelong learning. |

## E. PROFESSIONAL KNOWLEDGE

3 2 1 N

__ __ __ __1. Demonstrate effective speaking and listening skills.
__ __ __ __2. Demonstrate effective reading and writing skills.
__ __ __ __3. Demonstrate mathematical reasoning.
__ __ __ __4. Demonstrate job-specific mathematics skills.
__ __ __ __5. Demonstrate critical-thinking and problem-solving skills.
__ __ __ __6. Demonstrate creativity and resourcefulness.
__ __ __ __7. Demonstrate an understanding of business ethics.
__ __ __ __8. Demonstrate confidentiality.
__ __ __ __9. Demonstrate an understanding of workplace structures, organizations, systems, and climates.
__ __ __ __10. Demonstrate diversity awareness.
__ __ __ __11. Demonstrate job acquisition and advancement skills.
__ __ __ __12. Demonstrate task management skills.
__ __ __ __13. Demonstrate customer-service skills.

## F. CAREERS AND INCOME

3 2 1 N

__ __ __ __ 1. Investigate a career based on student strengths and interests.
__ __ __ __ 2. Explore career options.
__ __ __ __ 3. Identify sources of personal income.
__ __ __ __ 4. Determine standard of living based on various career choices over time.
__ __ __ __ 5. Explore various postsecondary education opportunities and costs affiliated with each.
__ __ __ __6. Develop a career plan.

## G. BUDGETING AND FINANCIAL PLANNING

3 2 1 N

__ __ __ __ 1. Explain the major purposes of budgets.
__ __ __ __ 2. Develop a financial plan that includes short-term and long-term financial goals.
__ __ __ __ 3. Identify various types of income and expenses.
__ __ __ __ 4. Develop a personal budget based on the student's career plan.
__ __ __ __ 5. Implement a system for organizing and maintaining financial records.
__ __ __ __ 6. Explain the importance of saving for emergencies.
__ __ __ __ 7. Describe how saving and investing will build wealth and meet financial goals.

## H. UNDERSTANDING BANKING SERVICES

3 2 1 N

__ __ __ __ 1. Differentiate between various financial institutions and assess the quality of the financial institutions' services (banks, credit unions, payday lenders, consumer finance companies, etc.).
__ __ __ __ 2. Distinguish between different types of banking accounts.
__ __ __ __ 3. Evaluate services and related costs associated with personal banking.
__ __ __ __ 4. Compare costs and benefits of online and traditional banking.
__ __ __ __ 5. Identify the implications of changes in technology on the management of funds.
__ __ __ __ 6. Discuss the need for and purpose of savings.
__ __ __ __ 7. Give examples of savings options (CDs, money markets, savings accounts, IRAs, holiday accounts, etc).
__ __ __ __8. Understand the effects of simple and compound interest.

## I. MANAGING CHECKING AND SAVINGS ACCOUNTS

3 2 1 N

__ __ __ __ 1. Determine requirements needed to open an account (social security card, state-issued ID, minimum opening deposit, etc.).
__ __ __ __ 2. Prepare all forms necessary for opening and maintaining checking and savings accounts.
__ __ __ __ 3. Maintain a check register, including proper procedures for handling deposits and withdrawals.
__ __ __ __ 4. Reconcile a bank statement.
__ __ __ __ 5. Compute simple and compound interest accrued for a given period.

## J. UNDERSTANDING CREDIT

3 2 1 N

__ __ __ __ 1. Identify types and sources of credit (credit card, personal loan, mortgage, student loan, etc.).
__ __ __ __ 2. Distinguish between modes of accessing funds (e.g., debit card, credit card).
__ __ __ __ 3. Identify and evaluate the costs and benefits of using credit.
__ __ __ __ 4. Analyze credit card features and their impact on personal financial planning.
__ __ __ __ 5. Describe the concept of creditworthiness as it relates to credit records, credit ratings, credit reports, and credit laws.
__ __ __ __6. Discuss methods of solving credit problems.
__ __ __ __7. Explain how major consumer credit laws protect the consumer.
__ __ __ __8. Define bankruptcy laws, types of bankruptcy and their purposes, and the major causes of bankruptcy.
__ __ __ __9. Describe the advantages and disadvantages of bankruptcy.

## K. DEMONSTRATING KNOWLEDGE OF CREDIT AND LOAN FUNCTIONS

3 2 1 N

__ __ __ __ 1. Identify the similarities/differences between leasing and buying.
__ __ __ __ 2. Calculate the cost of ownership.
__ __ __ __ 3. Calculate the cost of credit.
__ __ __ __4. Identify sources for determining fair market value.
__ __ __ __ 5. Identify state and federal laws concerning financing.
__ __ __ __ 6. Complete a loan application.

## L. UNDERSTANDING INSURANCE

3 2 1 N

__ __ __ __ 1. Define the types of risks and risk management methods.
__ __ __ __ 2. Explain the roles of insurance in financial planning.
__ __ __ __ 3. Explain the various types of insurance coverage.

__ __ __ __ 4. Distinguish among the types, costs, and benefits of insurance coverage including automobile, life, property, health, disability, and professional liability.

__ __ __ __ 5. Explain the relationship between deductibles and premiums.

## M. CALCULATING INDEPENDENT LIVING COSTS

3 2 1 N

__ __ __ __ 1. Compare the advantages and disadvantages (including tax implications) of renting versus purchasing property.

__ __ __ __ 2. Calculate the cost of utilities, services, maintenance, and other housing expenses involved in independent living.

__ __ __ __ 3. Explore the terms and rates of various mortgage agreements.

__ __ __ __ 4. Compare the costs of ownership and the costs of property rental.

__ __ __ __ 5. Analyze the process of renting property (lease agreement, security deposit, pet fee, etc.).

## N. INVESTING CONSIDERATIONS

3 2 1 N

__ __ __ __ 1. Define investment terms.

__ __ __ __ 2. Describe the concept of risk management and rate of return.

__ __ __ __ 3. Explore how the stock market works.

__ __ __ __ 4. Track various stocks over a period of time.

__ __ __ __ 5. Identify and evaluate investment alternatives.

__ __ __ __6. Describe how to buy and sell various investments (bonds, mutual funds, real estate, etc)..

__ __ __ __7. Compare and contrast taxable and tax free investments.

__ __ __ __8. Describe funding the various life stages (e.g., college funding, home mortgage, retirement)..

__ __ __ __9. Describe the purpose and importance of estate planning (wills, trusts, gifting, and charitable contributions).

__ __ __ __10. Explain how governmental agencies regulate investments to protect consumers.

__ __ __ __11. Explore the fundamental workings of the Social Security System and the system's effect on retirement planning.

__ __ __ __12. Describe illegal and unethical investment practices.

## O. FINANCIAL RESPONSIBILITY AND DECISION MAKING

3 2 1 N

__ __ __ __ 1. Make responsible financial decisions and consumer choices consistent with one's financial plan, including decision-making strategies on purchasing.

__ __ __ __ 2. Examine the impact of advertising and marketing on consumer demand and decision-making in the global marketplace.

__ __ __ __ 3. Identify major consumer protection laws and organizations that provide important information and help protect against potential consumer fraud.

__ __ __ __ 4. Discuss that planned purchasing decisions factor in direct (price) and indirect costs (e.g., sales/use tax, excise tax, shipping, handling, delivery charges).

__ __ __ __ 5. Identify common methods of identity theft.

__ __ __ __6. Describe means of protecting identity and personal financial information.

## P. PERSONAL TAXES

3 2 1 N

__ __ __ __ 1. Complete W-4 and I-9 forms.

__ __ __ __ 2. Compute gross and net earnings.

__ __ __ __ 3. Discuss withholdings to include mandatory and voluntary deductions.

__ __ __ __ 4. Evaluate fringe benefit packages.

__ __ __ __ 5. Identify employer-sponsored and individual retirement plans.

__ __ __ __6. Discuss county and local taxes including tax assessments.

__ __ __ __7. Discuss implications of an inheritance.

## Q. PREPARING TAX RETURNS

3 2 1 N

__ __ __ __ 1. Define and discuss exemptions, dependents, and taxable and non-taxable income.

__ __ __ __ 2. Prepare a 1040EZ using a W-2 form, including electronic formats.

__ __ __ __ 3. Prepare a 1040A using a W-2 and a 1099-I (interest) form, including electronic formats.