

High School Course Description for Financial Management

Course Title: Financial Management	Curricular Area: Career Technical Education
Course Number: CTE1150	Length: One year
Grade Level: 9 - 12	Prerequisites: None Recommendation: Intro to Business
Meets a UC a-g Requirement: No	Meets NCAA Requirement: No
Meets High School Graduation Requirement for: Computer Literacy VAPA/Foreign Language/CTE	

Course Description

This course provides students with an introduction to:

- Economics and Personal Finance
- Business Ownership and Planning
- Business Finance Basics
- Planning Personal Finances
- Banking and Credit
- Investing Financial Resources
- Protecting Your Finances

Alignment

This course is aligned to the California Common Core State Standards, CTE-Business and Finance Pathway, as well as Industry Sectors and College Career Readiness Standards.

- Standard 1.0 Academics
- Standard 2.0 Communications
- Standard 3.0 Career Planning and Management
- Standard 4.0 Technology
- Standard 5.0 Problem Solving and Critical Thinking
- Standard 6.0 Health and Safety
- Standard 7.0 Responsibility and Flexibility
- Standard 8.0 Ethics and Legal Responsibilities
- Standard 9.0 Leadership and Teamwork
- Standard 10.0 Technical Knowledge and Skills
- Standard 11.0 Demonstration and Application

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Instructional Materials

<p><u>Required Textbook(s)</u> Business and Personal Finance Kapoor, Dlabay, and Hughes Glencoe McGraw Hill Education Copyright 2012 ISBN 978-0-07-894580-9</p>	<p>Supplemental Materials: Entreleadership, Dave Ramsey Smart Money Smart Kids, Dave Ramsey and Rachel Cruze</p> <p>Software: Microsoft Office 2010</p>	<p>Web Sites: www.kwhs.wharton.upenn.edu www.pwc.com/.../financial-literacy-curriculum www.cacareerzone.org www.sba.gov</p>
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Exit Criteria

<u>Activities</u>	<u>Percentage</u>
Daily Work, Classwork, Class Participation, Homework	35%
Project-Based Assignments and Presentations	35%
Mastery Checkpoints, and Assesments.....	10%
Final Examination.....	<u>20 %</u>
	Total: 100%

Development Team

This Course of Study was developed by Jamie Megee, GTHS.

Pacing Guide for **Financial Management**

Unit Plans

Fall-Semester 1

Unit 1: Economics and Personal Finance-Chapters 1 & 2	Weeks: 1-3
Unit 2: Business Ownership and Planning-Chapters 3-5	Weeks: 4-8
Unit 3: Business Finance Basics-Chapters 6-9	Weeks: 9-13
Unit 4: Planning Personal Finances-Chapters 10-11	Weeks: 14-18

Spring-Semester 2

Unit 4: Planning Personal Finances (continued)-Chapters 12-13	Weeks: 19-21
Unit 5: Banking and Credit-Chapters 14-16	Weeks: 22-25
Unit 6: Investing Financial Resources-Chapters 17-20	Weeks: 26-29
Unit 7 Protecting Your Finances-Chapters 21-24	Weeks: 30-32

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SEMESTER 1

UNIT 1-ECONOMICS AND PERSONAL FINANCE

Chapters: 1-2

Weeks: 1-3

OVERVIEW

This unit enables students to learn about how the economy operates and the impact economic factors can have on your finances.

- *Opportunity Cost*
- *Scarcity and factors of production*
- *Supply and Demand*
- *Financial Markets*
- *Role of Money*
- *Economic Indicators*

UNIT OBJECTIVES TO BE ASSESSED

Explain and give an example of opportunity cost
 Summarize the concepts of scarcity of and factors of production
 Compare and contrast different economic systems and their methods for allocating goods and services
 Illustrate how prices are determined through supply and demand
 Examine financial markets and financial institutions
 Identify incentives and synthesize their impact
 Evaluate the functions and properties of money
 Summarize the three basic goals of an economy
 Illustrate Economic Indicators and their significance

BIG IDEAS/ ESSENTIAL UNDERSTANDING

The more you know about economics and the government policies, the more informed decisions you will make regarding your current and future finances.

ESSENTIAL/GUIDING QUESTIONS

Define and apply opportunity cost
 Summarize: What is the role of marginal cost and benefit when making decisions
 List: What are the four factors of production?
 Describe: What is scarcity? Why is it a basic problem in economics?
 Explain: How are prices determined through supply and demand? What is consumer sovereignty?
 Distinguish: What is elastic demand? What is inelastic demand?
 Compare and Contrast: Compare and Contrast the economic systems.
 How can your understanding of economic principles and government policies influence your financial decision?
 Name the three main functions and properties of money.
 What role does the government play in the United

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	<p>States economy? What is the government's role in supporting and stabilizing the economy? How do these actions impact your personal finances? What are some economic indicators and what information do they provide about the economy? Identify the segments of the business cycle and explain each segment?</p>
CONCEPTS (Students will know)	SKILLS (Students will be able to do)
<p>How the economy operates and the impact economic factors can have on their future finances.</p> <p>Opportunity cost and how it relates to their personal lives and future career plans.</p> <p>How incentives impact a business, the government, and the consumer.</p> <p>What the financial markets are.</p> <p>Types of financial institutions and the role they serve in our economy.</p> <p>Government agencies established to protect investors, workers, consumers, and the environment.</p> <p>The functions and properties of money.</p> <p>The role government plays in the United States economy.</p> <p>The structure, purpose, and function of the Federal Reserve System (Federal Budget).</p>	<p>Evaluate their personal and financial choices through the lens of opportunity costs. Explain what incentives are and provide examples. Explain what financial markets are. Compare and contrast the various types of financial institutions. Select common products and identify examples for each factor of production for the manufacturing and selling of the product. Identify and explain the three main functions and properties of money. Synthesize what role the government plays in the United States economy. Describe what the Federal Budget is and what it means to have a balanced budget. Examine various government agencies and know what services they provide. Summarize the structure, purpose, and function of the Federal Reserve. Identify sources of government revenue and explain the national debt.</p>

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KEY ASSIGNMENTS

Students will work in groups to develop three activities for 4th grade students that will teach them about economics, the government and trade.

Students will defend in writing their recommendations for the next generation and to our government in the event of another housing bubble.

Student will identify the various tax rates and calculate various tax scenarios.

Students will compare and contrast how businesses, consumers, and governments face scarcity of resources. Identifying the trade-offs and opportunity cost of each.

Outside reading of business and finance-related resources

Explore and analyze outside reading resources that connect with topics and themes of core text

Cornell Notes

Graphic Organizers

Quick Writes

Digital Notebook

Power Points and Projects; Presentations

UNIT ASSESSMENT:

Defend a recent decision you made based on the concept of opportunity cost; graph your decision making process and present to the class.

Hypothesize: If an economy were to lose one of the four factors of production, how would it be affected? Consider this for each factor of production. (Collaborate-Group)

Compare and contrast: Explain how businesses, consumers, and governments face scarcity of resources. What are the trade offs and opportunity costs of each?

Plan, write and present

Each student will work with a partner to design a financial plan for a client. They will create a profile for their client with regard to age, marital status, number of children, and occupation. They will create a strategy for managing \$100,000 of their client's money. Students will monitor the economy, report news about government policies, foreign financial markets, and current events that impact financial markets. Students must be able to support and defend their financial game plan with research and knowledge of their client's needs now in the future. They will create a presentation detailing their financial plan and the reasons for their choices and present to the class.

TEXTS

Business and Personal Finance, Kapoor, Dlabay, and Hughes. Glencoe, McGraw Hill Education, Copyright 2012, ISBN 978-0-07-894580-9

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ACADEMIC VOCABULARY	CONTENT-SPECIFIC VOCABULARY
Allocates Discretion Fungible Derivatives Regulator Intellectual Property Indicators Interdependent	Economics Opportunity Cost Scarcity Factors of Production Land Labor Capital Entrepreneurship Economy Traditional Economy Bartering Command Economy Market Economy Supply Demand Equilibrium Point Price Ceiling Price Floor Demand Elasticity Elastic Demand Inelastic Demand Financial Market Depository institutions Non-Depository institutions Incentive. Fiat Money Money Supply Budget Deficit Budget Surplus Patent Copyright Trademark Gross Domestic Product (GDP) Consumer Price Index (CPI) Inflation Deflation Recession Trough Specialization International Trade Absolute Advantage Comparative Advantage Balance of Trade Protectionism Tariff Quota Embargo

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PRIORITY STANDARDS	SUPPORTING STANDARDS
Business and Finance-Pathway Standards A 4.0 B 1.0 B 6.0	A4.1 A4.2 A4.3 B1.1 B1.2 B6.1
INSTRUCTIONAL STRATEGIES/INSTRUCTIONAL APPROACH/LEARNING EXPERIENCES	
<ul style="list-style-type: none"> • Direct instruction, lecture, and modeling • Guided and independent practice • Audio/video/digital supplements and instructional aids • Pre-teaching vocabulary • Reading logs or journals • Whole-class and small-group collaborative discussions/panels • Think/pair/share • Socratic Seminar • Independent reading • Small group work • Oral presentations (individual, partner, and group) with visual and digital aids • Graphic organizers, advanced organizers, and response frames • Evidence gathering and research • Quick Writes • Self and peer editing 	

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SEMESTER 1

UNIT 2-BUSINESS OWNERSHIP AND PLANNING

Chapters: 3-5

Weeks: 4-8

OVERVIEW

- *Types of business ownership: advantages and disadvantages*
- *Competition and levels of competition, risk, and profit.*
- *How to form a corporation.*
- *Business plan and the components: strategic plan, marketing plan and financial plan.*
- *Aspects of Financial Management, accounting, GAAP, budgeting, Inventory, Payroll, Cash Flow, Investments and Reserve Funds. Elements of a Financial Plan: Capital, Operating Capital, Financial Forecasting, Projected Financial Statements, gross profit on sale, fixed expenses, variable expenses, reserve capital.*

UNIT OBJECTIVES TO BE ASSESSED

Compare and Contrast: Sole Proprietorship, Partnership, and Corporation: Cost, advantages and disadvantages.
 Defend how competition affects consumers, sellers, and producers.
 Implications on Businesses: Monopoly and Taxes
 Identify the three main documents and paperwork that must be completed when forming a corporation and explain their function.
 Explain and defend how you can practice good financial management when purchasing assets for a business.
 Evaluate and synthesize how can investing in human capital, technology, and capital goods improve the productivity of a business?
 Deduce: What might happen if a budget is not regularly compared to actual income and expenses?
 Evaluate: A small business owner sets a goal to double her profits. Point out why this is not a good goal and how the owner could revise it.
 Synthesize: How would you use an income and a projected income statement together?

BIG IDEAS/ ESSENTIAL UNDERSTANDING

If you owned a small business, what type of business ownership would best suit your needs and future goals.
 A documented business plan is necessary for any business to grow and succeed.
 A good marketing plan is essential to help a business bring in new customers and gain an edge over its competitors.
 Accounting is the systematic process of recording and reporting the financial position of a business.
 A financial plan is often considered the most important part of an overall business plan. There are four types of reports that are necessary for a financial plan.

ESSENTIAL/GUIDING QUESTIONS

Describe the effects of competition on businesses and consumers?
 Explain how competition impacts the consumer?
 Identify the advantages and disadvantages of the various types of business ownership?
 Defend why is it important to have a documented, strategic plan for any business?
 Identify and explain the components of a business plan?
 Identify the three aspects of a financial plan?
 Illustrate the five essential functions of accounting that most businesses use?
 Summarize why is it necessary to have a clear, concise, and realistic financial plan?

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	Compare and contrast the four types of reports that are necessary for a financial plan?
CONCEPTS (Students will know)	SKILLS (Students will be able to do)
<p>How competition affects businesses and consumers.</p> <p>The types of business ownerships and their advantages and disadvantages: sole proprietorship, partnership and corporations.</p> <p>What a business plan is and how it is important to have a documented, strategic plan for any business.</p> <p>What a financial plan is and how accounting is the backbone of financial management.</p>	<p>Identify the three main types of business ownership along with their costs, advantages and disadvantages.</p> <p>Explain how a monopoly can affect a business or consumer.</p> <p>Identify and explain the components of a solid business plan.</p> <p>Summarize the five essential functions of accounting that most businesses use.</p>
KEY ASSIGNMENTS	
<p>Evaluating forms of corporations: Jen Wymer and Liz Callaham own an online retail business that they founded as a partnership. The business is becoming more successful. They have asked for your advice on whether to become a closely held corporation or an LLC. They do not intend to hire more employees at this time. Conduct research to find out more about the advantages and disadvantages of each form and write to Jen Wymer and Liz Callaham with your recommendations. Be sure to clearly outline the reasons for your decision. Outside reading of business and finance-related resources.</p> <p>In collaborative groups, students will choose a local business and imagine that they own it. They will need to create a sound business plan to help the business grow and succeed. Develop two short-term and two-long term goals for the chosen business. Be sure to develop goals that are realistic and specific, and that they have a clear time frame.</p> <p>Write a list of income and expense you might include on a personal budget. Then suppose you were the owner of a fast-food restaurant. Write another list of the income and expenses you might include on a budget for your business. Write a summary identifying how these budgets might be similar.</p> <p>Explore and analyze outside reading resources that connect with topics and themes of core text</p> <p>Cornell Notes</p> <p>Graphic Organizers</p> <p>Quick Writes</p> <p>Digital Notebook</p> <p>Power Points and Projects; Presentations</p>	

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UNIT ASSESSMENT:

Students will consider the type of business they might own and the specifics of how it will be organized and established. Research successful entrepreneurs and explore the Small Business Administration Web site for advice and resources to use in starting their business. Take the quiz on the SBA site to determine readiness for owning a business. Students will develop a vision statement and write a report sharing the results of the SBA readiness quiz and summarizing their research on entrepreneurs. Create a tip sheet for prospective entrepreneurs, using the information learned in your research interview. Students will present their results: mission statement, SBA quiz results, the entrepreneur research and the tip sheet.

TEXTS

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ACADEMIC VOCABULARY

Operate
Generate
Elect
Stockholders
Contingency
Components
Monotonous
Project
Complex
Revenue
Preliminary
Framework

CONTENT-SPECIFIC VOCABULARY

Public Sector
Private Sector
Competition
Price Competition
Nonprice Competition
Market
Oligopoly
Monopoly
Profit
Sole Proprietorship
Entrepreneur
Employer Identification Number (EIN)
Unlimited Liability
Limited Life
Partnership
Partnership Agreement
General Partner
Limited Partner
Cooperative Corporation
Articles of Incorporation
Corporate Bylaws
Corporate Charter
Board of Directors
Limited Liability Company (LLC)
Franchise
Free Enterprise System
Business Plan

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	Strategic Plan Marketing Plan Financial Plan Accounting Transaction Generally Accepted Accounting Principles (GAAP) Budget Merchandise Inventory Cash Flow Negative Cash Flow Capital Start-Up Capital Start-Up Costs Operating Capital Financial Forecasting Projected Financial Statements Gross Profit on Sales Fixed Expenses Reserve Capital Chart of Accounts
PRIORITY STANDARDS	SUPPORTING STANDARDS
Business and Finance-Pathway Standards A 1.0 A4.0 A 7.0 B 4.0	A1.1 A1.4 A1.5 A4.3 A7.1 A7.2 A7.4 B4.1 B4.2 B4.3

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INSTRUCTIONAL STRATEGIES/INSTRUCTIONAL APPROACH/LEARNING EXPERIENCES

- Direct instruction, lecture, and modeling
- Guided and independent practice
- Audio/video/digital supplements and instructional aids
- Pre-teaching vocabulary
- Reading logs or journals
- Whole-class and small-group collaborative discussions/panels
- Think/pair/share
- Socratic Seminar
- Independent reading
- Small group work
- Oral presentations (individual, partner, and group) with visual and digital aids
- Graphic organizers, advanced organizers, and response frames
- Evidence gathering and research
- Quick Writes
- Self and peer editing

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SEMESTER 1

UNIT 3-BUSINESS FINANCE BASICS

Chapters: 6-9

Weeks: 9-13

OVERVIEW

- *The Success and funding of small businesses and the spirit of entrepreneurship are essential to the American economy.*
- *Role of the entrepreneur*
- *Personal and private financing, start-up costs, operating costs, and reserve funds*
- *Small Business Administration, SBA Guaranteed Loans*
- *Accounting system, Accounting equation, Accounting cycle, Financial Statements, Payroll Records, Six steps to managing a payroll system, Inventory System, Merchandising Pricing and Costing, Classifying Cost, Sources of Business Growth.*

UNIT OBJECTIVES TO BE ASSESSED

Explain the role of entrepreneurs
 Differentiate among start-up costs, operating costs, and reserve funds
 Identify sources of personal and private financing
 Explain the purpose of the accounting system
 Define the three categories of the accounting equation
 Summarize the reasons for using the accounting cycle
 Identify the six steps in managing a payroll system
 Explain how retail businesses determine their selling price

BIG IDEAS/ ESSENTIAL UNDERSTANDING

The role of the entrepreneur and their impact on the U.S. economy.
 The funding sources for small businesses
 Understand how business owners use accounting records to make financial decisions.
 Good payroll and inventory management are essential elements for the success of any business.
 Planning for growth is crucial to a success business.

ESSENTIAL/GUIDING QUESTIONS

What is the most important thing an entrepreneur can do before starting any new business venture?
 Explain the purpose of the accounting system?
 Identify and define the three categories of the accounting system?
 Why do businesses use the accounting cycle?
 What are financial statements, and why are they used?
 What are the six steps in managing a payroll system?
 Identify and describe required and voluntary payroll deductions?
 What information is needed for an inventory control system?
 How do costs and inventory procedures impact profit?
 What are the goals of pricing?
 What is product costing?
 What is the break-even point?
 Name and describe the forms of business growth?
 What are the challenges and the importance of planning for growth?
 Why do payroll records need to be accurate?

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CONCEPTS (Students will know)	SKILLS (Students will be able to do)
<p>The role of entrepreneurs and their contribution to our economy.</p> <p>What it takes to become an entrepreneur.</p> <p>What you need to start a business.</p> <p>Difference between start-up costs, operating costs, and reserve funds.</p> <p>Sources of personal and private financing</p> <p>Options available through bank funding</p> <p>Factors banks consider when approving commercial loans.</p> <p>The services and benefits of the Small Business Administration.</p> <p>The Accounting System: categories and cycles.</p> <p>How gross and net earnings are calculated and payroll deductions required by law.</p> <p>Required information needed for an inventory control system.</p> <p>Goals of Merchandizing and pricing.</p> <p>What is the break-even point.</p> <p>The advantages and disadvantages of franchising.</p>	<p>Synthesize the role of entrepreneur.</p> <p>Explain why small businesses are important to the U.S. economy.</p> <p>Determine capital needed and analyze financial needs.</p> <p>Categorize fixed and variable costs.</p> <p>Identify and seek services from the Small Business Administration.</p> <p>Predict how they would raise start-up capital for a new business.</p> <p>Compare the best source of funding for a new business owner: a consumer loan, a home equity loan, or private financing.</p> <p>Evaluate how a bank would benefit from approving an unsecured loan.</p> <p>Interpret Financial Statements.</p> <p>Explain the accounting equation.</p> <p>Identify the accounting cycles.</p> <p>Explain how gross and net earnings are calculated.</p> <p>Summarize the two main methods used to determine inventory quantity.</p> <p>Identify and Explain payroll deductions that are required by law.</p> <p>Explain and illustrate the break-even point.</p> <p>Identify and explain forms of business growth.</p> <p>Synthesize how a business can set attractive prices to ensure profits by determining the contribution margin and break-even point.</p>

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KEY ASSIGNMENTS

Access and Evaluate Information: As someone with a variety of skills in carpentry, plumbing, and general home care, you are considering opening a business providing home maintenance and handyman services. You realize that you will be competing with large plumbing repair companies and other specialists. Make a list of services you plan to offer. Then go online to find sources of similar services in your area to evaluate the competition. Write a plan for marketing the business that explains how you will grow your operation by promoting your services so that potential customers can differentiate you from the competition, and thus, increase your market share

Outside reading of business and finance-related resources

Explore and analyze outside reading resources that connect with topics and themes of core text

Cornell Notes

Graphic Organizers

Quick Writes

Digital Notebook

Power Points and Projects; Presentations

UNIT ASSESSMENT:

Students will select a business they want to start and explore possible sources of funding for the new business. Research pricing methods and consider possible ways to increase or maintain profits. Interview a local business owner. Develop a financial plan, include two paragraphs: 1. explain the pricing plan for your products and services. 2. Write an explanation of how you can control expenses to help maintain a profit. Students will present their financial plan and pricing plan to the class using visuals and technology to enhance the presentation. In addition, the student will submit in written form their local business owner interview to include questions asked.

TEXTS

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ACADEMIC VOCABULARY

Routine
Sound
Depressed
Voice
Claim
Transfer
Primary
Condensed
Withheld
Allowance
Stock
Staple

CONTENT-SPECIFIC VOCABULARY

Operating Costs
Reserve Fund
Private Financing
Commercial Debt Financing
Commercial Loan
Line of Credit
Secured Loan
Unsecured Loan
Small Business Administration (SBA)
LowDoc Program
Business Credit Card
Private Investor

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Yield	Commercial Finance Company
Anticipate	Venture Capital Firm
Correspond	Financial Reports
Accommodate	Accounting Period
	Accounting Cycle
	Accounting Equation
	Account
	Accounts Receivable
	Accounts Payable
	Double-Entry Accounting
	Journal
	General Ledger
	Posting
	Trial Balance
	Financial Statements
	Income Statements
	Cost of Merchandise Sold
	Net Income
	Balance Sheet
	Statement of Cash Flows
	Payroll
	Gross Earnings
	Salary
	Hourly Wage
	Overtime Rate
	Commission
	Deductions
	Federal Insurance Contributions Act (FICA)
	Social Security Tax
	Medicare Tax
	Total Gross Earnings
	Perpetual Inventory System
	Point-of-Sale Terminals
	Periodic Inventory System
	Specific Identification Method
	Periodic Inventory System
	Specific Identification Method
	First-in, first-out method (FIFO)
	Last-in, first out method (LIFO)
	Pricing
	Product Cost-Plus Pricing
	Markup
	Manufacturing Business
	Product Costing
	Cost Behavior
	Variable Costs
	Direct Materials
	Direct Labor
	Fixed Costs

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	Contribution Margin Break-Even Point Market Presentation Target Profit Target Sales Margin of Safety
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PRIORITY STANDARDS	SUPPORTING STANDARDS
Business and Finance-Pathway Standards	A4.3
	A4.5
A 4.0	A5.2
A5.0	A7.1
A 7.0	A7.2
	A7.5
B 2.0	B2.1
B 3.0	B2.2
	B2.4
B 4.0	B3.2
	B3.3
	B4.1
	B4.2
	B4.3

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INSTRUCTIONAL STRATEGIES/INSTRUCTIONAL APPROACH/LEARNING EXPERIENCES

- Direct instruction, lecture, and modeling
- Guided and independent practice
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- Preteaching vocabulary
- Reading logs or journals
- Whole-class and small-group collaborative discussions/panels
- Think/pair/share
- Socratic Seminar
- Independent reading
- Small group work
- Oral presentations (individual, partner, and group) with visual and digital aids
- Graphic organizers, advanced organizers, and response frames
- Evidence gathering and research
- Quick Writes
- Self and peer editing

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SEMESTER 1 AND 2

UNIT 4-PLANNING PERSONAL FINANCE

Chapters: 10-13

Weeks: 14-18 and 19-21

OVERVIEW	
<ul style="list-style-type: none"> • <i>Financial planning</i> • <i>Building a Career Plan</i> • <i>Money management</i> • <i>Consumer Purchasing and Protection</i> 	
UNIT OBJECTIVES TO BE ASSESSED	
<p>Define personal financial planning, list the six steps of financial planning, and identify factors that affect personal financial decisions.</p> <p>Identify the personal issues to consider when choosing and planning your career</p> <p>Defend and explain how education and training affect career advancement.</p> <p>Summarize the relationship between opportunity costs and money management, the benefits of keeping financial records and documents</p> <p>Illustrate the factors that influence buying decisions.</p> <p>Explain marginal cost and marginal benefit.</p> <p>Synthesize the phases of a research-based approach to buying goods.</p> <p>Evaluate the types of warranties and their impact.</p> <p>Compare and Contrast strategies for making wise buying decisions.</p>	
BIG IDEAS/ ESSENTIAL UNDERSTANDING	ESSENTIAL/GUIDING QUESTIONS
<p>Financial planning can lead to financial independence and security.</p> <p>A career plan should provide income, personal satisfaction and fulfillment.</p> <p>Good money management will help you achieve your financial goals.</p> <p>How opportunity costs, or tradeoffs and money management are related.</p> <p>Informed consumers know how to get the best value for their money.</p>	<p>What is personal financial planning?</p> <p>Name the six steps of financial planning?</p> <p>What factors affect personal financial decisions?</p> <p>List six effective strategies to obtain employment experience?</p> <p>What is the purpose of a resume and a cover letter?</p> <p>What are some-steps you can take to improve your long-term career success?</p> <p>Why is it important to create and maintain a personal balance sheet and budget?</p> <p>Explain how opportunity costs and money management are related?</p> <p>Explain why it is important to keep and maintain financial records and documents?</p> <p>List the steps for developing a personal budget.</p> <p>Describe what items are included in a personal budget?</p> <p>Explain what are the advantages of increasing your savings?</p> <p>What are the common reasons that lead to consumer complaints? Why do they lead to complaints, What are consumer rights and the legal alternatives for consumers? How do they work?</p>
CONCEPTS (Students will know)	SKILLS (Students will be able to do)

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The importance of a plan before making a financial decision and what they should consider to set financial goals.
 Opportunity costs associated with personal financial decisions.
 The time value of money.
 The eight strategies for achieving financial goals at different stages of life.
 Develop a personal budget.
 The personal issues to consider when choosing and planning their career.
 The difference between a job and a career.
 The effective strategies to obtain employment experience.
 The purpose of a resume and cover letter.
 Money management techniques.
 Net-worth.
 Factors that influence buying decisions.
 Marginal cost and marginal benefit.
 Warranty evaluation.
 Dispute Resolution.

Develop a personal financial plan.
 Identify the six steps of financial planning and the factors that affect personal financial decisions.
 Assess their personal and financial opportunity costs.
 Illustrate the time value of money.
 Summarize the eight strategies for achieving financial goals at different stages of life.
 Explain how education and training affect career advancement.
 Evaluate factors that influence employment.
 Identify six sources to find a job opportunity.
 Write an effective resume and cover letter.
 Identify and explain the benefits of keeping financial records and documents.
 Calculate net-worth.
 Defend a personal budget.
 Summarize the factors that influence buying decisions.
 Describe marginal cost and marginal benefit.
 Explore and evaluate types of warranties and their impact.
 Identify ways to solve consumer problems.

KEY ASSIGNMENTS

Analyze: Pick a business in your area. List eight strategies and actions that could improve or expand the business. Summarize how the strategies could impact the business.

Evaluate: A common piece of financial advice is “Do not live beyond your means.” Explain the meaning of this statement. Do you think it is good advice? Why or why not?

Set and achieve a goal: Review the six steps of the financial planning process. Choose a specific, short-term financial goal that a typical teen might want to achieve, such as saving for a new cell phone or paying a debt. Using the six steps, create a detailed outline that shows how you will achieve this goal.

Compare and contrast: How are the roles of maintaining financial records and managing opportunity costs in a sound financial plan similar and different?

Outside reading of business and finance-related resources

Explore and analyze outside reading resources that connect with topics and themes of core text

Cornell Notes

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UNIT ASSESSMENT:

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Plan: Develop short-term, intermediate, and long-term financial goals. Research career fields in which you are interested including educational requirements, skills needed, pay range, responsibilities, and future trends. Meet with someone in your community currently working in the career field in which you are interested. **Write:** List your financial and career goals. Create a time line of your financial and career goals. Summarize your research findings of the career field you chose. List your interview questions. Write a summary of the interviewee's responses. **Present:** Create an outline for your presentation. Create visuals and utilize technology to enhance your presentation. Speak clearly and concisely. Present your short-term, intermediate, and long-term financial and career goals. Present the results of your career research. Present your time line and interview summary.

TEXTS

Business and Personal Finance, Kapoor, Dlabay, and Hughes. Glencoe, McGraw Hill Education, Copyright 2012, ISBN 978-0-07-894580-9

ACADEMIC VOCABULARY

Estimate
Consume
Weigh
Accumulate
Flexible
Asset
Wealth
Fixed
Resolve
Secure
Evaluate
Foundation
Encounter
Cultivate
Approach
Transactions
Document
Eligible

CONTENT-SPECIFIC VOCABULARY

Personal Financial Planning
Goals
Values
Liquidity
Service
Good
Consumer
Interest
Time Value of Money
Principal
Future Value
Annuity
Present Value
Job
Career
Standard of Living
Trends
Potential Earning Power
Aptitudes
Interest Inventories
Demographic Trends
Geographic Trends

Pacing Guide for **Financial Management**

	<p>Service Industries Internship Cooperative Education Networking Informational Interview Resume Cover Letter Cafeteria-Style Employee Benefits Pension Plan Mentor Money Management Safe-Deposit Box Personal Financial Statement Personal Balance Sheet Net Worth Assets Wealth Liquid Assets Real Estate Market Value Liabilities Insolvency Cash Flow Income Take-Home Pay Discretionary Income Surplus Deficit Budget Budget Variance Down Payment Impulse Buying Open Dating Unit Pricing Rebate Warranty Service Contract Fraud Mediation Arbitration Small Claims Court Class-Action Suit Legal Aid Society</p>
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PRIORITY STANDARDS	SUPPORTING STANDARDS
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Pacing Guide for **Financial Management**

- Direct instruction, lecture, and modeling
- Guided and independent practice
- Audio/video/digital supplements and instructional aids
- Preteaching vocabulary
- Reading logs or journals
- Whole-class and small-group collaborative discussions/panels
- Think/pair/share
- Socratic Seminar
- Independent reading
- Small group work
- Oral presentations (individual, partner, and group) with visual and digital aids
- Graphic organizers, advanced organizers, and response frames
- Evidence gathering and research
- Quick Writes
- Self and peer editing

SEMESTER

UNIT 5-BANKING AND CREDIT

Chapters: 14-16

Weeks: 22-25

OVERVIEW

- *Financial Services and Institutions*
- *Savings Plan*
- *Consumer credit; types of credit and sources of credit. The costs and methods of obtaining credit. Protecting your credit; billing errors, disputes and stolen identity. Consumer Credit Protection Laws and your rights. Strategies for managing your debt. Financial counseling service. Personal bankruptcy: Chapter 7 and Chapter 13.*
- *The Finances of Housing; renting or buying. Types of Mortgages.*

UNIT OBJECTIVES TO BE ASSESSED

Identify types of financial services.

Describe the various types of financial institutions.

Evaluate problematic financial businesses.

Explore how to manage your cash.

Compare and contrast the various types of Savings Plans and how to evaluate them.

Illustrate how Compounded Interest works.

Devise a plan to building good credit: monitor and protect your credit rating.

Summarize Consumer Credit Protection Laws and your rights.

Pacing Guide for **Financial Management**

Examine strategies for managing your debt; Financial counseling services, Personal bankruptcy: Chapter 7 and Chapter 13.

Compare and contrast: renting versus buying a home

BIG IDEAS/ ESSENTIAL UNDERSTANDING

Financial services offered by different institutions can help you get more from your money.

The cost and benefits of a saving plan; the factors you can use to evaluate a savings plan: the rate of return, inflation, tax considerations, liquidity, safety, restrictions and fees.

Types of checking accounts and how to evaluate them.
Building and maintaining a good credit rating can lead to financial security.

Factors to consider before using credit.

Sources of consumer credit.

The “five Cs of credit”: character, capacity, capital, collateral, and conditions.

FICO and Vantagescore.

Protecting your credit and identity theft.

Consumer Credit Protection Laws and your rights.

Managing your debts

Financial counseling services.

Personal bankruptcy: Chapter 7 and Chapter 13.

Factors to consider before renting or buying a home.

Buying and selling a home; finding and evaluating a property to purchase.

Obtaining Financing; types of Mortgages.

ESSENTIAL/GUIDING QUESTIONS

What options, other than a savings account, are available to help a person with his or her savings goal?

Why types of financial services might help you to better manage your cash flow?

What are problematic financial businesses? Why are they considered problematic?

What are some of the costs and benefits of the different types of savings accounts?

What factors can you use to evaluate a savings plan?

What six items on your bank statement will help track your checking account?

How would you monitor and maintain your savings account?

What factors should you consider when choosing a checking account?

Explain the meaning of consumer credit.

Differentiate between closed-end credit and open-end credit.

What should you know before using credit?

What are some sources of consumer credit?

Why does a lender need to know about your credit history to extend credit?

What are the 5 Cs of credit?

How can you determine if you can afford a loan?

What are four actions you can take to help build a good credit rating?

What can you do to correct billing errors?

How can someone steal your identity?

How do you know when you are getting in financial trouble?

Identify five warning signs that you are in financial trouble?

What are two options when declaring bankruptcy?

What are the advantages and disadvantages of renting a home?

What five factors are involved in the cost of renting?

What are some of the benefits and drawbacks of owning a home?

How to you evaluate a property?

What is the location of your home important?

What are the costs involved in purchasing property?

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CONCEPTS (Students will know)	SKILLS (Students will be able to do)
<p>The types of financial services, financial institution and the problematic financial businesses.</p> <p>The meaning of consumer credit</p> <p>How the difference between closed-end credit and open-end credit</p> <p>Signs of debt problems</p> <p>Options for managing debt problems</p> <p>How to evaluate various housing alternatives</p>	<p>Summarize actions to help build a good credit rating.</p> <p>Predict whether or not they can afford a car loan. and the</p> <p>Identify other expense factors to include in their decision making process and analyses.</p> <p>Evaluate housing alternatives given their lifestyle and life (financial) situation.</p>
KEY ASSIGNMENTS	
<p>Outside reading of business and finance-related resources</p> <p>Explore and analyze outside reading resources that connect with topics and themes of core text</p> <p>Cornell Notes</p> <p>Graphic Organizers</p> <p>Quick Writes</p> <p>Digital Notebook</p> <p>Power Points and Projects; Presentations</p>	
UNIT ASSESSMENT:	
<p>Plan: Consider the features you want in your home and prioritize them. Analyze the cost of home ownership and determine how much you can afford to spend on a house. Meet with a realtor in your community to help explain his or her role in the buying process. Write: List all the features you would like to see in your house; prioritize the factors in your list. Create a spreadsheet to organize and tally all the various costs you will need to consider when buying a house. Include the monthly payments determined from an online calculator. Write a list of interview questions; key questions and answer essay with the information gained from your interview. Present: Create an outline for your presentation. Create visuals and use technology to enhance your presentation. Present your priorities and your cost evaluation and explain how they relate to one another. Share the findings from your interview and tell how they might change your priorities.</p>	
TEXTS	
<p>Business and Personal Finance, Kapoor, Dlabay, and Hughes. Glencoe, McGraw Hill Education, Copyright 2012, ISBN 978-0-07-894580-9</p>	

Pacing Guide for **Financial Management**

ACADEMIC VOCABULARY	CONTENT-SPECIFIC VOCABULARY
Authorization	Direct Deposit
Issuers	Automated Teller Machine (ATM)
Quarterly	Debit Card
Alternative	Commercial Bank
Finance	Savings and Loan Association (S & L)
Title	Credit Union
Portion	Certificate of Deposit (CD)
Pledged	Money Market Account
Promptly	Rate of Return
Impostors	Compounding
Repossess	Annual Percentage Yield (APY)
Confidential	Overdraft Protection
Lifestyle	Stop-Payment Order
Consideration	Endorsement
Complex	Bank Reconciliation
Sublet	Credit
Dwelling	Consumer Credit
Foreclose	Creditor
	Closed-End Credit
	Open-End Credit
	Line of Credit
	Grace Period
	Finance Charge
	Net Income
	Annual Percentage Rate (APR)
	Collateral
	Simple Interest
	Minimum Monthly Payment
	Credit Rating
	Cosigning
	Bankruptcy
	Mobility
	Tenant
	Landlord
	Lease
	Security Deposit
	Renters Insurance
	Equity
	Escrow Account
	Private Mortgage Insurance (PMI)
	Mortgage
	Points
	Amortization
	Fixed-Rate Mortgage
	Adjustable-Rate Mortgage (ARM)
	Home Equity Loan
	Refinance
	Closing

Colton Joint Unified School District Course of Study
Pacing Guide for Financial Management

	Title Insurance Deed Appraisal
PRIORITY STANDARDS	SUPPORTING STANDARDS
Business and Finance-Pathway Standards A 2.0 B 1.0 B 8.0 B 9.0	A2.1 B1.2 B1.4 B1.5 B8.1 B8.2 B9.1 B9.5
INSTRUCTIONAL STRATEGIES/INSTRUCTIONAL APPROACH/LEARNING EXPERIENCES	

Pacing Guide for **Financial Management**

- Direct instruction, lecture, and modeling
- Guided and independent practice
- Audio/video/digital supplements and instructional aids
- Preteaching vocabulary
- Reading logs or journals
- Whole-class and small-group collaborative discussions/panels
- Think/pair/share
- Socratic Seminar
- Independent reading
- Small group work
- Oral presentations (individual, partner, and group) with visual and digital aids
- Graphic organizers, advanced organizers, and response frames
- Evidence gathering and research
- Quick Writes
- Self and peer editing

SEMESTER 2

UNIT 6-INVESTING FINANCIAL RESOURCES

Chapters: 17-20

Weeks: 26-29

OVERVIEW

- *Investing Financial Resources, establishing financial goals, making investment decisions, types of investments, evaluating investment alternatives, developing a personal investment plan. Reducing risk and sources of information, managing your investment, and sources of investment information.*
- *Stocks: Common and Preferred. Classification of stock types. Evaluating stocks and investment theories, market for stocks, buying and selling stocks*
- *Investment strategies. Bonds and Mutual Funds: rating and categories. Return on Investment, buying and selling mutual funds. Real estate, precious metals, gems and collectibles as investment options.*

UNIT OBJECTIVES TO BE ASSESSED

Evaluate financial goals and risks.

Identify the components of Risk

Compare and Contrast types of investments: Stocks, Corporate and Government Bonds, Mutual Funds, and Real Estate

Examine the types of financial planners.

Identify steps in managing your investments: evaluating, monitoring, keeping accurate records, and tax considerations.

Pacing Guide for **Financial Management**

Compare and contrast types of stocks and how they are classified.
 Evaluate and defend investment theories.
 Explain and illustrate return on investment

BIG IDEAS/ ESSENTIAL UNDERSTANDING

Informed investors know how to save and plan wisely for reaching goals and achieving financial security.
 Investment decisions: safety and risk
 Steps involved in developing a personal investment plan; the purpose of diversification.
 Types of Investments: Stocks, Corporate and Government Bonds, Mutual Funds, and Real Estate.
 Financial Planners: Types and selecting a financial planner.
 Managing your investments: evaluating, monitoring, keeping accurate records, tax considerations.
 Sources of investment information
 Investing in common and preferred stocks.
 Classification of stock types.
 Evaluating stocks-factors that influence the price of a stock.
 How to buy and sell stocks.
 Investment strategies
 Understanding that bonds and mutual funds will give you more choices to consider when investing your money.
 Reading, understanding, and analyzing bond information and mutual funds increases your potential for higher investment returns.
 Bond issues are rated or evaluated by independent rating companies.
 Types and categories of Mutual Funds.
 Return on Investment
 Buying and selling mutual funds.
 Real estate, precious metals, gems and collectibles can be a fun and challenging way to expand your investments.
 The advantages and disadvantages of real estate investments.
 The disadvantage and risks of investing in precious metals, gems, and collectibles.

ESSENTIAL/GUIDING QUESTIONS

Why is it impossible to create a “one size fits all” investment plan for everyone?
 Why are financial goals important to your future?
 How does your personality and goals affect your choices for investment and savings plans?
 Describe the two basic types of stock?
 What is the main goal of real estate investing?
 What is the purpose of diversification?
 List the steps involved in developing a personal investment plan?
 Explain the role of a financial planner?
 Identify sources of investments?
 What should you do to manage your investments?
 Where can you find information about investments?
 Explain why companies offer common and preferred?
 Classify and describe the types of stock investments?
 Identify factors that affect the stock prices?
 Compare investment theories?
 What are the markets for stocks?
 Describe the ways to buy and sell stock?
 Evaluate long-term and short-term investment strategies.
 What is a corporate bond?
 What should you read a mutual fund prospectus before investing?
 How do you determine the investment value of a bond?
 Classify and describe bond ratings?
 What are the key benefits of purchasing a mutual fund?
 What are the three main groups of mutual funds?
 What steps can you take to decide on mutual fund investment?
 How do you buy and sell mutual funds to help you meet your financial goals?
 What is the difference between a capital gain distribution and a capital gain?
 What is the difference between direct and indirect investment in real estate?
 Compare and contrast the advantages and disadvantages of real estate investment.
 What is one disadvantage of investing in precious

Pacing Guide for **Financial Management**

	<p>metals such as platinum? What are the different types of precious metal and gem investments?</p>
CONCEPTS (Students will know)	SKILLS (Students will be able to do)
<p>How to manage cash: Financial services and institutions. How to evaluate savings plans and payment methods. How to use consumer credit wisely; Sources of consumer credit. The costs and methods of obtaining credit. How to determine if they can afford a loan. How to build good credit ratings and how to evaluate your credit report. How to protect their credit and dispute billing errors: Identity theft. Consumer Protection Laws. How to manage debt. Opportunity costs to consider when evaluating housing options? How to select a rental: location, finances, building, layout and facilities The elements of buying a home; types of mortgages Considerations to sell a home.</p>	<p>Summarize the types of financial services available for both short-term and long-term needs. Compare and contrast the costs and benefits of different savings plans and checking accounts. Identify what six items on your bank statement will help you track your checking account. Differentiate between closed-end credit and open-end credit. Identify and Examine the five C's of credit. Explain how to build and protect your credit rating. Identify and summarize the four actions you can take to help build a good credit rating. Illustrate and explain the steps you should take if your credit has been stolen. Defend your rights under Consumer Credit Laws. Explain options for managing debt problems. Evaluate various housing alternatives. Identify the five factors involved in the cost of renting. Summarize the benefits of owning your residence. Explain how to evaluate a property. Identify activities you can do to prepare your home for selling.</p>

Pacing Guide for **Financial Management**

KEY ASSIGNMENTS

Outside reading of business and finance-related resources
 Explore and analyze outside reading resources that connect with topics and themes of core text
 Cornell Notes
 Graphic Organizers
 Quick Writes
 Digital Notebook
 Power Points and Projects; Presentations

UNIT ASSESSMENT:

Plan: Perform a personal financial check-up by balancing your budget, obtaining adequate insurance protection, establishing an emergency fund and assessing liquid assets. Evaluate various investment options to determine the ones best suited to your financial goals and risk tolerance. Meet with a professional financial planner to review your investment plan. **Write:** Develop a balanced budget. Outline your current insurance, your emergency fund savings program, and other liquid assets. Summarize your preferred investment options and why you feel they are the best choices. Create a list of interview questions. Write a summary of the financial planner's advice and information. **Present:** Create an outline for your presentation, create visuals and use technology to enhance your presentation. Present your budget and explain how you were able to balance it. Share your investment plan and why you chose the options you did. Present the findings from your interview.

TEXTS

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ACADEMIC VOCABULARY

Resort
 Elective
 Maturity
 Diversity
 Commissions
 Discriminating
 Return
 Appreciates
 Engaged
 Prospects
 Floor
 Executed
 Premium
 Default
 Metropolitan

CONTENT-SPECIFIC VOCABULARY

Emergency Fund
 Speculative Investment
 Dividends
 Retained Earnings
 Investment Liquidity
 Equity Capital
 Common Stock
 Preferred Stock
 Corporate Bond
 Government Bond
 Mutual Fund
 Diversification
 Financial Planner
 Tax-Exempt Income
 Tax-Deferred Income

Pacing Guide for **Financial Management**

<p>Speculative Compensated Holding Exhausted Liquidate Liable Handsome Hedge Soar</p>	<p>Capital Gain Capital Loss Prospectus Securities Private Corporation Par Value Blue-Chip Stock Income Stock Growth Stock Cyclical Stock Defensive Stock Large-Cap Stock Penny Stock Bull Market Bear Market Current Yield Total Return Earnings Per Share Price-Earnings (PE) Ratio Securities Exchange Over-the-Counter (OTC) Market Portfolio Maturity Date Face Value Debenture Mortgage Bond Convertible Bond Sinking Fund Serial Bonds Registered Bond Coupon Bond Bearer Bond Zero-Coupon Bond Municipal Bond Investment-Grade Bonds Yield Closed-End Fund Exchange-Traded Fund Open-End Fund Net Asset Value (NAV) Load Fund No-Load Fund Income Dividends Direct Investment Commercial Property Indirect Investment Syndicate Participation Certificate (PC) Financial Leverage</p>
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Colton Joint Unified School District Course of Study
Pacing Guide for Financial Management

	Precious Metals Precious Gems Collectibles
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PRIORITY STANDARDS	SUPPORTING STANDARDS
Business and Finance-Pathway Standards	A4.6
A 4.0	A5.5 A5.6
A 5.0	
B 1.0	B1.5
B 8.0	B8.1 B8.3 B8.4 B8.5
B 9.0	B9.2 B9.3 B9.5

Pacing Guide for **Financial Management**

INSTRUCTIONAL STRATEGIES/INSTRUCTIONAL APPROACH/LEARNING EXPERIENCES

- Direct instruction, lecture, and modeling
- Guided and independent practice
- Audio/video/digital supplements and instructional aids
- Preteaching vocabulary
- Reading logs or journals
- Whole-class and small-group collaborative discussions/panels
- Think/pair/share
- Socratic Seminar
- Independent reading
- Small group work
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- Graphic organizers, advanced organizers, and response frames
- Evidence gathering and research
- Quick Writes
- Self and peer editing

SEMESTER 2

UNIT 7-PROTECTING YOUR FINANCES

Chapters: 21-24

Weeks: 30-32

OVERVIEW

- *Planning your tax strategy*
- *Income tax fundamentals preparing an income tax return*
- *Insurance and risk management (home and vehicle)*
- *Health, Disability and Life Insurance (private and government plans)*
- *Retirement and Estate Planning.*

UNIT OBJECTIVES TO BE ASSESSED

Summarize the income tax fundamentals

Evaluate the need for tax planning

Preparing an income tax return

Examine insurance and risk management: home and motor vehicle insurance

Compare and Contrast Health and life insurance (private and government plans)

Explore Disability Insurance

Justify: Retirement and Estate Planning

BIG IDEAS/ ESSENTIAL UNDERSTANDING

ESSENTIAL/GUIDING QUESTIONS

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<p>Tax planning; types of taxes. Income tax; types of federal income tax forms. Home and motor vehicle insurance; offer financial protection for both you and your property. Risk management methods. Planning an insurance program; property and liability insurance Motor Vehicle Bodily Injury Coverage and Motor Vehicle Property Damage Coverage. A good financial plan should include health and life insurance; Types of coverage, major provisions in a health insurance policy. Disability Insurance. Retirement and Estate Planning allow you to set the terms for your later years of life. Taxes and Estate Planning.</p>	<p>Why is tax planning important? Identify your taxable income? Explain deductions and tax credits? Explain the W-4 form? What should you know about the federal income tax return? What are your rights if you receive an audit notice from the IRS? Why is it important for tenants to buy renters insurance? Explain how an insurance program can help manage risks? Describe the importance of property and liability insurance? Why do the location and type of construction of your home affect your home insurance costs? Identify factors that affect the cost of motor vehicle insurance? Explain the importance of health insurance in financial planning? Analyze the costs and benefits of various types of health insurance? What is the difference between an HMO and a PPO? Explain the importance of disability insurance in financial planning? Identify the key provisions in a life insurance policy? Why is it important to start thinking about your retirement plans now? Identify retirement living costs and housing needs? What is the biggest benefit of an IRA? What are the difference between inheritance taxes and gift taxes? Identify the types of taxes that affect estates?</p>
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Pacing Guide for **Financial Management**

CONCEPTS (Students will know)	SKILLS (Students will be able to do)
<p>Income tax fundamentals. How to prepare an income tax return. Available tax assistance. Planning tax strategies. What insurance is and how it can help you manage your risks. Why risk management is important. Factors that affect insurance goals. Property and Liability Insurance. Renters Insurance. The five basic areas of coverage on a homeowners insurance policy. Types of Motor Vehicle Insurance. Health insurance (private and government plans) and financial planning. Disability Insurance. Life Insurance: Types and key provisions. Key considerations for Retirement and Estate Planning. Role of Social Security in planning for retirement. Types of Public Pension Plans. Types and features of Personal Retirement Plans. Estate Planning; legal documents.</p>	<p>Identify taxable income Explain deductions and tax credits. Summarize the three basic strategies to use in planning for taxes. Describe the types of federal income tax forms. Identify tax strategies. Explain how the government encourages retirement planning with tax strategies. Explain how an insurance program can help manage risks. Defend the importance of property and liability insurance. Summarize the role of an insurance program in risk assumption and risk shifting. Illustrate why a renter should get renters insurance. Explain what factors will affect the cost of home insurance? Summarize the factors that affect the cost of motor vehicle insurance. Analyze the costs and benefits of various types of health insurance. Identify the benefits provided by hospital expenses coverage, surgical expense coverage, and physician expense coverage. Explain how health insurance relates to your financial planning. Differentiate between an HMO and a PPO. Defend the importance of disability insurance in financial planning. Identify the key provisions in a life insurance policy. Examine the four riders that are common to life insurance policies. Identify retirement living costs and housing needs. Illustrate the three steps to help plan for retirement. Compare and contrast an IRA versus a Roth IRA. Compare and contrast the differences between inheritance taxes and gift taxes.</p>

Pacing Guide for **Financial Management**

KEY ASSIGNMENTS

Outside reading of business and finance-related resources
 Explore and analyze outside reading resources that connect with topics and themes of core text
 Cornell Notes
 Graphic Organizers
 Quick Writes
 Digital Notebook
 Power Points and Projects; Presentations

UNIT ASSESSMENT:

Plan: Consider what your expenses will be after retirement. Determine what income sources you are likely to have during retirement. Meet with a retired member of your community to discuss his or her planning and recommendations for retirement. **Write:** Write an essay describing the lifestyle you hope to have when you retire. Write a summary of the expenses you will have during retirement, making sure to allow for inflation. Write a proposal of how you will influence your retirement lifestyle, including all likely or planned sources of income and when you plan to begin developing those sources. List your interview questions. Write a summary of the interviewee's response. **Present:** Create an outline for your presentation. Create visuals and use technology to enhance your presentation. Share your lifestyle expectations with the class. Present your proposal of retirement income sources. Present your interview summary and describe how it might have changed your expectations or proposal.

TEXTS

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ACADEMIC VOCABULARY

Excise Tax
 Dependent
 Negligence
 Levies
 Clarification
 Jeopardizing
 Assume
 Vandalism
 Appraised
 Endorsement
 Stiff
 Mandatory
 Lapse
 Board
 Supplemental

CONTENT-SPECIFIC VOCABULARY

Tax Liability
 Estate Tax
 Inheritance Tax
 Income Tax
 Income Tax Return
 Exclusion
 Adjusted Gross Income
 Taxable Income
 Tax Deduction
 Standard Deduction
 Itemized Deduction
 Exemption
 Tax Credit
 Allowance
 Insurance

Pacing Guide for **Financial Management**

Hospices	Policy
Valid	Premium
Suspend	Risk
Hardship	Peril
Provisions	Hazard
Misconceptions	Negligence
Adjustments	Deductible
Roll Over	Liability
Distributions	Homeowners Insurance
Declaration	Personal Property Floater
Disclaim	Medical Payments Coverage
	Actual Cash Value
	Replacement Value
	Bodily Injury Liability
	Health Insurance
	Coinsurance
	Stop-Loss
	Co-Payment
	Blue Cross
	Blue Shield
	Managed Care
	Health Maintenance Organization (HMO)
	Preferred Provider Organization (PPO)
	Point-of-Service (POS) Plan
	Medicare
	Medicaid
	Disability Income Insurance
	Beneficiary (Insurance)
	Assisted-Living Facility (ALF)
	Defined-Contribution Plan
	401 (K) Plan
	Vesting
	Defined-Benefit Plan
	Individual Retirement Account (IRA)
	Keogh Plan
	Annuity Insurance
	Heirs
	Estate
	Estate Planning
	Beneficiary (Estate)
	Will
	Intestate
	Trust
	Probate
	Executor
	Guardian
	Codicil
	Living Will
	Power of Attorney

Pacing Guide for **Financial Management**

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PRIORITY STANDARDS	SUPPORTING STANDARDS
Business and Finance-Pathway Standards A 6.0 B 1.0 B 5.0 B7.0	A6.1 A6.2 B1.6 B1.7 B5.4 B7.3 B7.4 B7.6

INSTRUCTIONAL STRATEGIES/INSTRUCTIONAL APPROACH/LEARNING EXPERIENCES
<ul style="list-style-type: none"> • Direct instruction, lecture, and modeling • Guided and independent practice • Audio/video/digital supplements and instructional aids • Preteaching vocabulary • Reading logs or journals • Whole-class and small-group collaborative discussions/panels • Think/pair/share • Socratic Seminar • Independent reading • Small group work • Oral presentations (individual, partner, and group) with visual and digital aids • Graphic organizers, advanced organizers, and response frames • Evidence gathering and research • Quick Writes • Self and peer editing