

**Financial & Computer Essentials**

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<b>Content</b>	<b>Skills</b>	<b>Learning Targets</b>	<b>Assessment</b>	<b>Resources &amp; Technology</b>
<p><b>CEQ: How do you get ready for high school and life?</b></p> <p><i>UEQ:</i></p> <ul style="list-style-type: none"> <li>•Why is keyboarding technique important?</li> <li>•What is correct keyboarding technique?</li> </ul> <p><b>A. Keyboarding</b></p> <p>A1. Proper Technique</p> <p>A2. Correct finger reaches</p>	<p><b>A. Keyboarding</b></p> <p>A1. Model proper keyboarding technique</p> <p>A2. Model correct finger reaches</p>	<p><b>A. Keyboarding</b></p> <p>Use current Business Week and Wall Street Journal articles as appropriate.</p>	<p><b>A. Keyboarding</b></p> <p>A1. Performance assessment of proper keyboarding technique</p> <p>A2. Performance assessment of correct keyboarding finger reaches</p>	<p><b>A. Keyboarding</b></p> <p>Edotyping</p> <p>Banzai Online Financial Literacy</p> <p>Computers and Internet Access</p> <p>Zootopia Movie for Diversity Enrichment</p> <p>Blank Check - Financial Services/Money Management</p> <p>Study Skills 1-10</p> <p>Keyboarding Technique Rubric</p>

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<p><i>UEQ:</i></p> <ul style="list-style-type: none"> <li>•How do you utilize Microsoft Word, Excel and</li> </ul>				

<i>PowerPoint applications?</i> <b>B. Computer Applications</b> B1. Microsoft Word basic formatting B2. Microsoft Excel basic use B3. Microsoft PowerPoint basic use	<b>B. Computer Applications</b> B1. Identify parts of a business letter B2. Identify parts of a MLA Report B3. Design a spreadsheet B4. Design a electronic presentation	<b>B. Computer Applications</b> B1 LT: I can identify parts of a business letter. B2 LT: I can identify parts of a MLA Report B3 LT: I can design a spreadsheet B4 LT: I can design an electronic presentation	<b>B. Computer Applications</b> B1. Format Block Style business Letter B1. Format MLA Report B3. Format Spreadsheet B4. Format Powerpoint	<b>B. Computer Applications</b> B1-3. Edutyping Keyboarding/Computer Applications
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Content	Skills	Learning Targets	Assessment	Resources & Technology
<p><i>UEQ:</i></p> <ul style="list-style-type: none"> <li>•What is money management?</li> <li>•Why is money management important?</li> <li>•How do you manage your money?</li> </ul> <p><b>C. Money Management</b></p> <p>C1. Money Habits C2. Needs &amp; wants C3. Values C4. Goal Setting C5. Financial Goals C6. Personal Financial Information C7. Decision making C8. Financial planning process C9. Limited resources C10. Opportunity costs</p>	<p><b>C. Money Management</b></p> <p>C1. Identify the components in the five-step financial planning process. C2. Differentiate between needs and wants. C3. Describe how values can influence decisions. C4. Examine the significance of goal setting within the financial planning process. C5. Develop financial goals. C6. Collect personal financial information.</p>	<p><b>C. Money Management</b></p> <p>C1 LT: I understand how money habits affect my money C2 LT: I can distinguish between needs and wants C3 LT: I can understand my own life values C4 LT: I can create a SMART financial goal C5 LT: I can identify short, medium, and long term goals C6 LT: I can identify fixed, variable, and periodic expenses</p>	<p><b>C. Money Management:</b></p> <ul style="list-style-type: none"> <li>-Money Habits</li> <li>-Money personality survey</li> <li>-Wishful wants/necessary needs</li> <li>-My Life Values survey</li> <li>-Values/spending survey</li> <li>-SMART Goals</li> <li>-SMART financial goals</li> <li>-Fixed, Variable, Periodic Expenses</li> <li>-Spending Plan</li> <li>-Money 911</li> <li>-Save for a goal</li> <li>-Module 1 study guide</li> </ul>	<p><b>C. Money Management</b></p> <p>National Endowment for Financial Education High School Financial Planning Program</p> <p>Budget Busters Video</p> <p>Excel Budget Template</p> <p>Apartment Search</p> <p>Fuel Costs</p>

<p>UEQ:                  •Why borrow money?                  •How do you choose a career?                  •How do you prepare for a career?                  •What is an entrepreneur?                  •What are employee benefits?</p> <p><b>D. Borrowing</b>                  D1. Why borrow money?                  D2. simple interest                  D3. credit score                  D4. loan terms                  D5. 5 C’s of credit</p>	<p>C7. Examine the impact of decision making in the financial planning process.                  C8. Describe how delayed gratification impacts the financial planning process.                  C9. Describe how limited resources impact choices.                  C10. Identify the opportunity cost of financial decisions.                  C11. Apply a decision-making process to personal financial choices.</p> <p><b>D. Borrowing</b>                  D1. Pros and cons of borrowing money                  D2. Calculating simple interest                  D3. Understand credit scores                  D4. Understanding loan terms and conditions                  D5. Defining the 5 C’s of</p>	<p>C7 LT: I understand the component of a budget                  C8 LT: I can create my own personal budget                  C9 LT: I can explain the meaning of Pay Yourself First                  C10 LT: I can calculate how much to save to reach a goal                  C11: I can identify strategies to make my money go further</p> <p><b>D. Borrowing</b>                  D1 LT: I can describe why people borrow money                  D2 LT: I can calculate simple interest                  D3 LT: I can identify the costs of borrowing money                  D4 LT: I can define the 20/10 rule</p>	<p>-Module 1 Summative</p> <p><b>D. Borrowing</b>                  Reasons people borrow money presentation                  -Simple interest                  -Costs of borrowing                  -Know the limit                  -5 C’s of credit                  -Credit scores                  -Borrowing rights                  -Identity theft                  -Module 2 Study Guide</p>	<p>Car Search</p> <p><b>D. Borrowing</b>                  National Endowment for Financial Education High School Financial Planning Program</p> <p>Frontline: Secret History of the Credit Card Video</p> <p>Maxed Out Video</p>
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	credit .	<p>D5 LT: I can identify the 5 C's of credit</p> <p>D6 LT: I can understand the importance of a good credit score</p> <p>D7 LT: I can understand my rights when borrowing money</p> <p>D8 LT: I can identify some of the causes of identify theft</p>	-Module 2 Summative Assessment	
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Content	Skills	Learning Targets	Assessment	Resources & Technology
<p>UEQ:</p> <ul style="list-style-type: none"> <li>•What is personal</li> </ul>				

<p><i>budgeting?</i></p> <ul style="list-style-type: none"> <li>•<i>Why is budgeting important?</i></li> <li>•<i>How do you read a paystub?</i></li> <li>•<i>How do you prepare a budget?</i></li> <li>•<i>How do you prioritize spending and saving?</i></li> </ul> <p><b>E. Earning Power</b></p> <p>E1. Post secondary exploration  E2. Invest in yourself  E3. Costs of college  E4 Salary and Benefits  E5 Career planning</p> <p><i>UEQ</i></p>	<p><b>E. Earning Power</b></p> <p>E1. Exploring students post secondary options  E2 How to invest in yourself to create a better future  E3. Research the costs of post seconadry education  E4. Understanding salary and benefits of a career  E5. Planning and understanding the steps to accomplish career goals</p>	<p><b>E. Earning Power</b></p> <p>E1 LT: I can idetify my career plans and appreciate the value of continued education on my earning power.</p> <p>E2 LT: I can identify strategies to fund further education</p> <p>E3 LT: I can assess factors that impact personal income taxes and take home pay</p> <p>E4 LT: I can name the strategies to get my career on track</p>	<p><b>E. Earning Power</b></p> <ul style="list-style-type: none"> <li>- Invest in yourself survey</li> <li>-College: Whatis the cost?</li> <li>-Costs of college</li> <li>- Salary and Benefits</li> <li>-Getting your career on track</li> <li>EXPLORE results</li> <li>-Career project presentation</li> </ul>	<p><b>E. Earning Power</b></p> <p>E. CNEFE Student Workbook  <a href="http://www.nefe.org">www.nefe.org</a></p> <p>Earning power notes</p> <p>MCIS Website</p>
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<p><i>UEQ</i></p> <ul style="list-style-type: none"> <li>•<i>What is a checking account?</i></li> <li>•<i>Why is a savings account?</i></li> <li>•<i>How do I balance a checkbook?</i></li> <li>•<i>How do I write a check?</i></li> <li>•<i>What are electronic funds transfers</i></li> <li>•<i>What cashiers and certified checks?</i></li> </ul> <p><b>F. Financial Services</b>  F1. Savings and checking accounts  F2. Balancing a checkbook  F3. Debit and credit cards  F4. Writing checks  F5. Cashiers and certified checks  F6. Electronic Funds Transfer</p>	<p><b>F. Financial Services</b>  F1. Determining the differences in checking and savings accounts  F2. Recording transactions in a checkbook  F3. Reconciling a checkbook  F4. Writing out checks  F5. Uses for certified and cashiers checks  F6. Understanding electronic funds transfers</p>	<p><b>F. Financial Services</b>  F1 LT: I can identify the parts of a check  F2 LT: I can understand electronic checking and simple bank fees  F3 LT: I can balance a checking account  F4 LT: I can use Electronic Banking Monopoly to simulate the use of a debit card to make transactions and electronic transfer funds</p>	<p><b>F. Financial Services</b>  -Blank checks for practice  -Checking accounts  -Electronic checking and bank fees  Deposits and balancing a checkbook  -Beyond banks  - Checkbook project  -Module 5 Study Guide  -Module 5 Test</p>	<p><b>F. Financial Services</b>  F. NEFE Student Workbook  <a href="http://www.nefe.org">www.nefe.org</a></p> <p>Blank Check Movie</p> <p>Electronic Monopoly</p>
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<p><b>G. Investing</b>  G1. Saving and investing importance.  G2. Time, money, and rate of interest  G3. Rule of 72.  G4. Savings and investment alternatives.</p>	<p><b>G. Investing</b>  G1. Describe reasons for saving and investing.  G2. Describe how time, money, and rate of interest affect savings.  G3. Use the Rule of 72.  G4. Describe savings and investment alternatives</p>	<p><b>G. Investing</b>  G1 LT: I can track five stocks and record their prices.   G2 LT: I can understand the importance of saving and investing   G3 LT: I can identify a variety of investment options   G4 LT: I can teach the class about an investment using Power Point.</p>	<p><b>G. Investing</b>  -Stock Watch Game  -Stock Introduction Research  -Investment group project and presentations  -Investment Test</p>	<p><b>G. Investing</b>  G. NEFE Student Workbook  <a href="http://www.nefe.org">www.nefe.org</a>   Stock Watch Game   Stock Market Research   Investment terms   Investments group presentation</p>
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<p><i>UEQ:</i></p> <ul style="list-style-type: none"> <li>•<i>What is insurance?</i></li> <li>•<i>Why is insurance important?</i></li> <li>•<i>What are some types of insurance?</i></li> <li>•<i>What does insurance cost?</i></li> </ul> <p><b>H. Insurance</b>  H1. Purpose of insurance.  H2. Types of insurance.  H3. Insurance costs.</p>	<p><b>H. Insurance</b>  H1. Explain the purpose of insurance.  H2. List the types of insurance.  H3. Identify general types of insurance.</p>	<p><b>H. Insurance</b>  Use current Business Week and Wall Street Journal articles as appropriate</p>	<p><b>H. Insurance</b>  H1. Insurance quiz.  H2. Insurance worksheet.  H3. Group project.</p>	<p><b>H. Insurance</b>  H. NEFE Student Workbook  www.nefe.org</p>
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