

CAREER AND TECHNICAL EDUCATION SYLLABUS

Course Syllabus:	Introduction to Personal Finance
Objective:	Upon completion of Introduction to Personal Finance, students will demonstrate employability skills and work habits such as honesty, work ethics, dependability, punctuality, and enhanced interpersonal skills. Technology and other tools will be utilized to solve problems, collect data, and make decisions.
Student Outcomes:	<p>Upon completion of this course students will have knowledge of:</p> <p>Income – Learning to Earn</p> <ul style="list-style-type: none"> • Career Planning <ul style="list-style-type: none"> ○ <i>Your Income and Your Career</i> ○ <i>Finding and Applying for Jobs</i> ○ <i>Interviewing and Pre-employment</i> • Job and Career Success <ul style="list-style-type: none"> ○ <i>Success from the Start</i> ○ <i>Promotions and Lifelong Learning</i> ○ <i>Entrepreneurship: Owning Your Own Business</i> <p>Managing Your Money</p> <ul style="list-style-type: none"> • Financial Planning <ul style="list-style-type: none"> ○ Establishing Healthy Financial Habits ○ Sharing as Part of a Financial Plan ○ Keeping Records and Paying Taxes • Budgeting <ul style="list-style-type: none"> ○ Defining Your Goals ○ Working Out Your Budget ○ Using Your Budget • Checking Accounts <ul style="list-style-type: none"> ○ Basic Banking Concepts ○ Checking Account Tools ○ Using a Checking Account

Student Outcomes (cont.)	
Course Materials:	<ul style="list-style-type: none"> • <i>Personal Finance, A Lifetime Responsibility</i> • Textbook made tests and quizzes • Math Skills Workbook • Student Activities Book: Forms and Documents
Grading:	<p>Letter grades will be established on the basis of school districts policies and predicated on the student's percentage achievement of course expectations.</p> <ul style="list-style-type: none"> • 50%- Class participation/Completion of daily work • 30%-Test and Quizzes • 20%- Attendance/ Preparation <p>Midterm and Final grades are 20% of the Final grade.</p>
NJ State Core Curriculum Standards:	<p><i>Personal Finance Literacy:</i></p> <p>9.2 Personal Financial Literacy All students will develop skills and strategies that promote personal and financial responsibility related to financial planning, savings, investment, and charitable giving in the global economy.</p> <ul style="list-style-type: none"> • Income and Careers • Money Management
Policy:	<p>Each student must adhere to all academic and behavior policies set forth by Plainfield High School and the Plainfield Board of Education.</p>