

District Overview:

The overarching goal of the business department is to prepare students for the many places of their personal and professional lives. A basic understanding of the language of business and technology can drastically improve understandings and decision making for life choices. In the curriculum, students will not only be exposed to basic business concepts, but also the skills of presentation, critical thinking, teamwork, creativity, and other skills in high demand. The department will provide a myriad of experiential learning through interactions with experts in the field, location visits, simulations, industry certifications, and real-world problems taken from the business community. By infusing our curriculum with these real-world experiences, we can provide meaningful learning experiences that allow students to take ownership in their learning.

Course Description:

This course is designed to build of the concepts presented in Career and Financial Planning. Students will be provided more rigorous information on career exploration, taxes, investing, insurances, and banking services. In addition to enhancing skills that were previously learned students will be introduced to estate planning, budgeting, student loan planning, and major purchase decision making.

Units:

- Unit 1: Student Loan Analysis
- Unit 2: Advanced Career Exploration
- Unit 3: Complete Your Tax Return
- Unit 4: Budgeting
- Unit 5: Investing for you
- Unit 6: Financing Major Purchases
- Unit 7: Advanced Insurance & Estate Planning



Subject: Career & Financial Planning 2	Grade: 11-12	Suggested Timeline: 2 weeks
Unit Title: Student Loan Analysis		
Unit Overview/Essential Understanding: In this unit students will be introduced to the many different types of education after high-school and how to finance these options. Students will gain understandings in the total costs of a post-secondary education, how to apply for financial aid, types of free money, the advantages/disadvantages to different types of loans, and how to decipher a financial aid package. Essential Questions: <ul style="list-style-type: none">• What is the total cost of my post-secondary degree?• How do I apply for scholarship and grants?• What is the best loan package for me?• What loan amount makes sense for me?		
Unit Objectives: Students will be able to: <ul style="list-style-type: none">• Identify the quantitative and qualitative benefits of going to a post-secondary school• Apply for and understand the FAFSA• Read a Student Aid Report• Locate and apply for scholarships and grants• Identify various strategies they can use to be a responsible borrower• Read and compare different financial aid offers		
Focus Standards Addressed in this Unit: <ul style="list-style-type: none">• 15.2.12.F - Evaluate various methods for financing a pos-secondary education• 15.2.12.G - Analyze and complete an application in a focused and effective manner• NBEA Personal Finance 5 - Apply a decision-making model to maximize consumer satisfaction when buying goods and services		



Important Standards Addressed in this Unit:

- 15.2.12.D - Compare and contrast career interest with post-secondary opportunities

Misconceptions:

- My student loan is cheap.
- There are no scholarships or grants available.
- I will get no student aid.

Concepts/Content:

- Grants
- Scholarships
- FAFSA
- Financial Aid Documents
- Applying for aid/grants/scholarships
- Researching college costs
- Types of student loans
- Understanding financial aid packages

Competencies/Skills:

- Analyze their own financial aid packages to see what the best fits their financial situation
- Research and determine the total cost of their post-secondary education and come up with a contingency plan if they cannot afford their current plan

Description of Activities:

- Analyze: A Student Aid Report – Students will look at multiple reports and answer questions based of the information in the SAR
- Research: FAFSA Deadlines – Students will research important dates for the FAFSA and information needed for those dates
- Research: Find Scholarships and Grants – Students will do a WebQuest to help locate resources that allow them to apply for money for the post-secondary education

Assessments:

- Various exit tickets
- Student answers on activity packets
- Case Study: What College Should I Attend?
- Case Study: 50 Ways to Pay for College
- Unit Test



Interdisciplinary Connections:

- Math skills

Additional Resources:

- District approved textbook and materials
- District approved online resources: NextGen Personal Finance Resources



Subject: Career & Financial Planning 2	Grade: 11-12	Suggested Timeline: 3 weeks
Unit Title: Advanced Career Exploration		
Unit Overview/Essential Understanding: Building of the previous course students will be put through a more intense job hiring process. Students will revamp their resume and cover letter for a career they see themselves engaged in the future. Students will develop an understanding of what is expected of them when accepting a new job and the decisions that need to be made when hired in regard to things like 401K, health plans, stock options, etc. They will gain skills to successfully network and understand the importance of appropriate social networking. Students will continue to work soft skills and determine why they are important to having a successful career.		
Essential Questions: <ul style="list-style-type: none">• How do I develop a professional profile?• How do I react in different interview types?• How do I select the best job offer?• How do I network appropriately and build relationships?• What types of paperwork need to be filled out on my first day?• What soft skills do I currently have and what do I need to develop?		
Unit Objectives: Students will be able to: <ul style="list-style-type: none">• Perform in different types of interviews• Develop a comprehensive cover letter and resume• Analyze job offers• Demonstrate soft skills that are important in networking		
Focus Standards Addressed in this Unit: <ul style="list-style-type: none">• 15.2.12.A - Analyze personal characteristics, talents, skills, abilities and career assessment results as related to career pathways• 15.2.12.H - Demonstrate appropriate behavior for an interview• NBEA Career Development 5.B - Prepare resumes and cover letters		

Important Standards Addressed in this Unit:

- 15.5.12.A - Analyze personal choices for entrepreneurship

Misconceptions:

- The little things do not matter when applying for a job.
- Networking is easy.
- All interviews are the same.
- I have all the soft skills I need.

Concepts/Content:

- Cover letter
- Resume
- Interview skills
- Uncommon interview questions
- Soft skills
- Networking
- Job analysis
- First day information
- Email and phone etiquette

Competencies/Skills:

- Analyze different types of job offers and select the one that works best for them
- Develop a professional resume/cover letter that differentiates them from the competition
- Perform an interview in different formats
- Perform at a networking event
- Identify information that will be needed on the first day of their job

Description of Activities:

- Compare: Choosing Between Job Offers – Students will look at different scenarios and try to decide what the best fit is for each person
- Roleplay: Make First Impressions Count – Students will practice soft skills and networking concepts discussed in class in an environment where they do not know people
- Business Panel Interview – Business leaders from our local companies will interview each student

Assessments:

- Do's & Don'ts at the Workplace
- Professional Interview – Student will give a professional interview and will be graded on rubric
- Student activity packets
- Unit Test



Interdisciplinary Connections:

- Presentation and persuasive writing

Additional Resources:

- District approved textbook and materials
- District approved online resources: NextGen Personal Finance

Subject: Career & Financial Planning 2	Grade: 11-12	Suggested Timeline: 2 weeks
Unit Title: Complete Your Tax Return		
Unit Overview/Essential Understanding: Students will gain more information on how to complete 1040 tax returns for different types of scenarios. They will start to look into records required to claim possible tax credits and the advantages of some types of investments on tax returns. Students will also understand reasons to consult a tax advisor or financial planner.		
Essential Questions: <ul style="list-style-type: none">• How do I file my own tax return?• What kind of tax benefits can I take advantage of?• How do I complete my local and state tax forms?• What investments have the best types of tax advantages?		
Unit Objectives: Students will be able to: <ul style="list-style-type: none">• Complete multiple tax returns for multiple clients• Understand tax implications of different types of revenue streams and investments• Understand when and why they should hire a tax advisor		
Focus Standards Addressed in this Unit: <ul style="list-style-type: none">• 15.6.12.E - Assess the purpose, source, and impact of various taxes• NBEA Accounting 7.A - Develop a working knowledge of individual income tax procedures and requirements to comply with tax laws		
Important Standards Addressed in this Unit: <ul style="list-style-type: none">• NBEA Personal Finance 2.A - Identify various forms of income and analyze factors that affect income as a part of the career decision-making process		

<p>Misconceptions:</p> <ul style="list-style-type: none"> • All taxes are the same. • Tax advantages are only for the rich. • A tax advisor is too expensive. 		
<p>Concepts/Content:</p> <ul style="list-style-type: none"> • Withholding/Allowance/Dependent • Tax cycle • W-2 • W-4 • 1099 Div/Int • 1040 • Fees & Penalties • Credit • Deductions 	<p>Competencies/Skills:</p> <ul style="list-style-type: none"> • Examine ways to lower overall tax burdens • Investigate records required to claim tax credits • Advise clients on how to best fill out important tax documents 	<p>Description of Activities:</p> <ul style="list-style-type: none"> • IRS Tax Simulations – Complete simulation on irs.gov that take students through multiple situations of different dependents • Do The Teacher’s Taxes – Students will take real world documents and complete a tax return for the teacher
<p>Assessments:</p> <ul style="list-style-type: none"> • Exit Tickets • Student Activity Packets • Case Study: W-2, W-4, Refunds, Oh My! 		
<p>Interdisciplinary Connections:</p> <ul style="list-style-type: none"> • Accounting 	<p>Additional Resources:</p> <ul style="list-style-type: none"> • District approved textbook and materials • District approved online resources: NextGen Personal Finance and IRS.Gov 	



Subject: Career & Financial Planning 2	Grade: 11-12	Suggested Timeline: 3 weeks
Unit Title: Budgeting		
Unit Overview/Essential Understanding: In this unit students will be introduced to different types of budgeting strategies. Students will be given the tools to develop their own budget that allows them to stay on track with their financial goals. They will look into the specific budget categories of transportation, food, and housing to help develop their budget. Essential Questions: <ul style="list-style-type: none">• How do I decide on the appropriate budget for me?• What is the real cost of living?• How do I develop a contingency plan?• How do I manage my daily expenses?		
Unit Objectives: Students will be able to: <ul style="list-style-type: none">• Decide on a budget that works best for them• Develop a budget that helps reach financial goals• Understand basic “rules of thumb” for spending and saving• Plan for a life changing event		
Focus Standards Addressed in this Unit: <ul style="list-style-type: none">• 15.6.12.F - Evaluate criteria for personal spending in relation to the economic climate• 15.6.12.G - Identify strategies for personal finance management• NBEA Personal Finance 3 - Develop and evaluate a spending/saving plan		
Important Standards Addressed in this Unit: <ul style="list-style-type: none">• NBEA Personal Finance 4 - Evaluate savings and investment options to mee short and long-term goals		

<p>Misconceptions:</p> <ul style="list-style-type: none"> • Making a budget is good enough. • I do not need to track expenses. • I do not spend that much money on things. 		
<p>Concepts/Content:</p> <ul style="list-style-type: none"> • Income • Expenses • 50/30/20 rule • Saving strategies • Budget creation • Tracking expenses • Unit price calculation • Home and transportation costs 	<p>Competencies/Skills:</p> <ul style="list-style-type: none"> • Develop their own budget that meet their needs and how to track expenses to make sure the budget is being followed • Calculate costs associated with buying food, housing, and transportation 	<p>Description of Activities:</p> <ul style="list-style-type: none"> • Budget Simulation – students will have to live on a budget for 30 days where they need to manage their net pay and expenses throughout the month • 50/30/20 Rule – Students will spend time deciding what expenses fit into the 50/30/20 rule • Simple Strategies – Students will research simple saving strategies and report on the one they think will be the best for them
<p>Assessments:</p> <ul style="list-style-type: none"> • End of unit exam • Exit tickets • Student activity packet • Case Study: How Do I budget? • Case Study: Budget or Bust? 		
<p>Interdisciplinary Connections:</p> <ul style="list-style-type: none"> • Basic math calculations • Spreadsheets 	<p>Additional Resources:</p> <ul style="list-style-type: none"> • District approved textbook and materials • District approved online resources: NextGen Personal Finance 	

Subject: Career & Financial Planning 2	Grade: 11-12	Suggested Timeline: 3 weeks
Unit Title: Investing For You		
Unit Overview/Essential Understanding: In this unit students will build upon information on investing gained in the previous course. Students will get a greater understanding of how the stock market works and what information to look at when picking a stock. They will investigate different investment strategies throughout their life and how to implement them. Students will understand the importance of a financial planner and the fees associated with hiring a planner.		
Essential Questions: <ul style="list-style-type: none">• What do I look at to invest in a company?• How does an investment portfolio change throughout a person's life?• How do I pick a financial planner?• What investment tools work best for me?• What are my investment options?		
Unit Objectives: Students will be able to: <ul style="list-style-type: none">• Identify important information in stock performance• Structure a stock portfolio for different scenarios• Understand fee structures of money managers• Identify pros and cons of different tools for investing• Identify pros and cons of different investment options		
Focus Standards Addressed in this Unit: <ul style="list-style-type: none">• 15.6.12.P - Develop financial investment plans to accommodate various economic and personal scenarios• 15.6.12. R - Compare and contrast various investment plans to achieve goals of liquidity, income, and growth• NBEA Personal Finance 4 - Evaluate savings and investment options to meet short and long-term goals		

Important Standards Addressed in this Unit:

- 15.1.12.X - Analyze and perform breakeven and cost benefit analyses to support financial decisions

Misconceptions:

- I can predict the stock market.
- Financial planners do not cost much.
- It is easy to manage your own money.

Concepts/Content:

- Bond
- Mutual Funds
- ETF's
- Options
- Commodities
- Stock Types
- Common Apps for Investing
- Financial Planners
- Exchanges
- Fee Structures
- Diversifications
- Portfolio structure
- Dollar Cost Averaging

Competencies/Skills:

- Develop their own investment portfolio and explain why they believe their portfolio will perform well
- Analyze the pros and cons of hiring a financial planner and be able to pick the best options
- Understand the tools available to invest on their own and how they work

Description of Activities:

- Portfolio Allocation Models – Student will analyze different portfolio allocations
- Asset Allocation – Student will practice allocating assets using indexes and bonds
- Q&A with Planner – Students will have the opportunity to speak with financial planners and ask appropriate questions

Assessments:

- Student activity packets
- Exit Tickets
- Build Your Portfolio
- Case Study: (H)Appy Investing!



Interdisciplinary Connections:

- Spreadsheets

Additional Resources:

- District approved textbook and materials
- District approved online resources: NextGen Personal Finance and Stock Market Game



Subject: Career & Financial Planning 2	Grade: 11-12	Suggested Timeline: 3 weeks
Unit Title: Financing Major Purchases		
Unit Overview/Essential Understanding: In this unit students will understand the options to finance large purchases they may make during their life. These purchases include paying for secondary education, buying home, and financing or leasing a vehicle. Students will understand how compounding interest works against them in these cases and common pitfalls that come with making large purchases.		
Essential Questions: <ul style="list-style-type: none">• How do I pay for large purchases?• What are the real costs when financing?• How can I get financial aid?• What is the most cost-effective option for buying a car?• How do I decide on the best mortgage for me?		
Unit Objectives: Students will be able to: <ul style="list-style-type: none">• Understand how to apply for FAFSA, scholarships, and grants• Interpret their student aid report• Calculate the total cost of a loan• Understand common terms in financing• Identify the pros and cons of different types of loans		
Focus Standards Addressed in this Unit: <ul style="list-style-type: none">• 15.6.12. J - Analyze the total cost of a major purchase loan agreement using fixed and variable interest rates, calculated over time• NBEA Personal Finance 7 - Analyze factors that affect the choice of credit, the cost of credit, and the legal aspects of using credit		

Important Standards Addressed in this Unit:

- 15.6.12.A - Analyze financial decisions for major purchasing events occurring at different stages in life, systematically considering alternatives and consequences

Misconceptions:

- I can pay my loans off quickly.
- I cannot get money for school.
- 30-year mortgage is the cheapest option.

Concepts/Content:

- Grants/Scholarships/FAFSA
- Common finance terms
- Leasing vs buying
- Loan terms (years)
- Mortgage types
- Down Payments
- Amortization
- PMI
- Early pay off
- Compound interest

Competencies/Skills:

- Determine how they will be able to finance post-secondary education if need be
- Interpret financing paperwork and how it will affect their financial goals
- Analyze different scenarios and advise which loan product would be best

Description of Activities:

- College Comparison – Students will be able to research post-secondary education and determine the total cost of the education and how to fund it
- Amortization Comparisons - Students will look at different loan types and compare how interest is calculated on different types of loans

Assessments:

- Student activity packet
- Exit Tickets
- Case Study: What College Should I Attend?
- Case Study: 50 Ways to Pay for College
- Unit Test



Interdisciplinary Connections:

- Business finance

Additional Resources:

- District approved textbook and materials
- District approved online resources: NextGen Personal Finance



Subject: Career & Financial Planning 2	Grade: 11-12	Suggested Timeline: 2 weeks
Unit Title: Advanced Insurance & Estate Planning		
Unit Overview/Essential Understanding: This unit students will dig deeper into the health insurances and other supplemental insurances. They will explore the costs associated with these insurances and understand how it will affect their financial goals. They will also explore the importance of having a living will, last will, and power of attorney. Essential Questions: <ul style="list-style-type: none">• How do I read my explanation of benefits?• How do I decide on an insurance plan?• What types of supplemental insurances are important to me?• How do I want to structure my estate plan?		
Unit Objectives: Students will be able to: <ul style="list-style-type: none">• Understand how much out of pocket expenses going to the doctor will cost• Analyze different health plans• Discuss how supplemental insurances cover “holes” in your main types of insurances• Understand how to develop an estate plan and start deciding who the key people are to carry it out		
Focus Standards Addressed in this Unit: <ul style="list-style-type: none">• 15.6.12. N - Compare and contrast various suppliers of insurance products and develop criteria to evaluate individual insurance needs.• NBEA Personal Finance 8 - Analyze choices available to consumers for protection against risk and financial loss.		
Important Standards Addressed in this Unit: <ul style="list-style-type: none">• 15.1.12.X - Analyze and perform breakeven and cost benefit analyses to support financial decisions.		
Misconceptions: <ul style="list-style-type: none">• My insurance covers everything.		

- I am young, I do not need to estate plan.
- My insurance is cheap.

Concepts/Content:

- Calculation of co-insurance
- Cancer policies
- Explanation of Benefits
- PPO
- Out of Network
- Maximum Out of Pocket
- LTD policies
- Supplemental policies
- Dental Insurance
- Vision Insurance
- Living will
- Final will
- Power of Attorney

Competencies/Skills:

- Analyze health insurance policies
- Calculate total costs of medical procedures
- Discuss what supplemental insurance will apply to them
- Design an estate plan that they are comfortable with

Description of Activities:

- Data Crunch – Students will analyze data about medical bills and how the consume is view unexpected medical bills
- Employer Health Insurance Vs. Individual Plans – Students will analyze data and answer questions on various articles
- Is Pet Insurance Worth It – Students will answer questions on a series of videos on pet insurance
- Interview a Lawyer – Students will develop questions to ask a lawyer about the importance of estate planning

Assessments:

- Student activity packet
- Exit Tickets
- Unit Test
- Surgery for Mr. Kistler: Calculate the cost

Interdisciplinary Connections:

- Percentage calculations

Additional Resources:

- District approved textbook and materials
- District approved online resources: NextGen Personal Finance