



**eDynamic** Learning

— CAREER & ELECTIVE COURSES —



Course Syllabus



# Personal and Family Finance

## Course Description

How do our personal financial habits affect our financial future? How can we make smart decisions with our money in the areas of saving, spending, and investing? This course introduces students to basic financial habits such as setting financial goals, budgeting, and creating financial plans. Students will learn more about topics such as taxation, financial institutions, credit, and money management. The course also addresses how occupations and educational choices can influence personal financial planning, and how individuals can protect themselves from identity theft.

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## Unit 1: Families and the Economy

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### Unit Summary

While many families are aware of their personal financial situations such as their income, debt, employment status, and budgets, many individuals are less aware of the connections between their finances and the overall economy. In this unit, we will consider the connections between American families and the economy. We will learn more about different types of economies and the links between the economy, the government, and individuals.

### Learning Objectives

- Define economic terms such as economy, free enterprise, and supply and demand.
- Learn about different types of economies and how they influence individuals.
- Discuss the links between individuals, the economy, and the government.
- Describe some of the global factors that influence the economy.
- Understand how healthy individual finances contribute to the overall health of the economy.

### Assignments

Unit 1 Text Questions	Homework	10 points
Unit 1 Online Lab Questions	Homework	10 points
Unit 1 Discussion Assignment 1	Discussion	5 points
Unit 1 Discussion Assignment 2	Discussion	5 points
Unit 1 Quiz	Quiz	15 points



## Unit 2: Our Economic World

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### Unit Summary

Many factors affect our personal economic situations. Some of these factors are individual ones that we create through our own actions. Other factors are more all-encompassing and largely outside of our control. In this unit, we will consider some of the larger economic factors that influence our own personal financial situations. We will examine factors such as scarce resources, “free” items, fiscal policies, and the stock market.

### Learning Objectives

- Identify some societal level economic factors that influence our personal finances.
- Consider how scarce resources impact individuals.
- Learn about the costs of “free” items.
- Examine how fiscal policies influence individual financial management.
- Discuss stock markets and their effects on the economy and individuals.

### Assignments

Unit 2 Text Questions	Homework	10 points
Unit 2 Online Lab Questions	Homework	10 points
Unit 2 Discussion Assignment 1	Discussion	5 points
Unit 2 Discussion Assignment 2	Discussion	5 points
Unit 2 Quiz	Quiz	15 points



## Unit 3: Financial Responsibility

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### Unit Summary

Throughout our lives, we make financial decisions. We decide which items to buy and which ones not to buy. We decide how much money to save and how much money to spend. Some of our decisions will be good ones financially, and other decisions will be less financially responsible. In this unit, we will explore the idea of financial responsibility and how to practice good financial decision-making. We will look at how to set financial goals and some of the ways that we can set ourselves up for financial success through the decisions that we make.

### Learning Objectives

- Enumerate the steps necessary for creating a personal financial plan.
- Examine the risks that our financial choices carry.
- Explore the resources that families have and how they can be used to reach financial goals.
- Discuss tips for making responsible financial decisions.
- Look at shared decision-making and how it can help individuals make responsible financial decisions.

### Assignments

Unit 3 Text Questions	Homework	10 points
Unit 3 Online Lab Questions	Homework	10 points
Unit 3 Discussion Assignment 1	Discussion	5 points
Unit 3 Discussion Assignment 2	Discussion	5 points
Unit 3 Quiz	Quiz	15 points



## Unit 4: Financial Institutions

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### Unit Summary

When was the last time you visited a bank? Although more of our financial matters now occur online, the importance of financial institutions is not diminishing in our lives. Banks, credit unions, mutual fund companies, brokerage firms, and life insurance companies continue to play a large role in the ways that we manage our money. In this unit, we will learn more about the different types of financial institutions and the services they offer.

### Learning Objectives

- Describe different types of financial institutions.
- Examine some of the types of services offered by these institutions.
- Learn about some of the different types of accounts available.
- Discuss aspects to consider when choosing a financial institution.
- Consider some of the financial institutions that can be problematic for consumers.

### Assignments

Unit 4 Text Questions	Homework	10 points
Unit 4 Online Lab Questions	Homework	10 points
Unit 4 Discussion Assignment 1	Discussion	5 points
Unit 4 Discussion Assignment 2	Discussion	5 points
Unit 4 Quiz	Quiz	15 points



## Unit 5: Personal Taxation

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### Unit Summary

Taxes: love them or hate them, we all have to pay them. Taxes serve an important function in society by providing money for government services and infrastructure, such as roads, public utilities, and public buildings. Although we all end up paying taxes, we may not always understand exactly how taxes work. In this unit, we'll consider the basics of a tax system, focusing on the tax system of the United States. We'll learn more about how taxes are calculated and the different options for filing taxes.

### Learning Objectives

- Discuss the benefits of taxes.
- Discuss the different types of taxes.
- Examine the basics of the United States tax system.
- Consider options for filing tax returns.
- Learn about penalties and audits for taxes.

### Assignments

Unit 5 Text Questions	Homework	10 points
Unit 5 Online Lab Questions	Homework	10 points
Unit 5 Discussion Assignment 1	Discussion	5 points
Unit 5 Discussion Assignment 2	Discussion	5 points
Unit 5 Quiz	Quiz	15 points



## Midterm Exam

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### Learning Objectives

- Review information acquired and mastered from this course up to this point.
- Take a course exam based on material from the first five units in this course (Note: You will be able to open this exam only one time.)

### Assignments

Midterm Exam	Exam	50 points
Midterm Discussion Assignment	Discussion	5 points





## Unit 6: Insurance, Wills, and Contracts

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### Unit Summary

Our modern lives are surrounded by contracts. We sign them when we buy or rent a home, when we take out a loan, or when engaging in business activities. In this unit, we will examine the basics behind contracts and examine a common contract known as an insurance policy. We will also discuss another common legal document: wills. We'll learn about some of the different types of insurance policies and wills and the impact that these can have on successful financial planning.

### Learning Objectives

- Examine and understand different types of insurance policies.
- Discuss various elements of an insurance policy and how they can affect insurance premiums and claims.
- Examine estate planning and its importance in successful financial planning.
- Consider the different types of wills and their uses.
- Examine the basic elements of a contract.

### Assignments

Unit 6 Text Questions	Homework	10 points
Unit 6 Online Lab Questions	Homework	10 points
Unit 6 Discussion Assignment 1	Discussion	5 points
Unit 6 Discussion Assignment 2	Discussion	5 points
Unit 6 Quiz	Quiz	15 points



## Unit 7: Saving and Investing

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### Unit Summary

As we work toward our financial goals, we often need to save and invest our money in order to reach these goals. Savings accounts can help us accumulate money for an emergency or for a purchase that we'd like to make. Investing is a common way of trying to grow one's money for longer term financial goals, such as retirement. Although investing can seem overwhelming with all of the choices available, learning more about these areas can help you reach your financial goals.

### Learning Objectives

- Discuss the advantages of saving money.
- Consider the relationship between saving and investing money.
- Examine the advantages and disadvantages of investments.
- Consider how to reduce the risks of investing.
- Discuss some of the types of investments available.

### Assignments

Unit 7 Text Questions	Homework	10 points
Unit 7 Online Lab Questions	Homework	10 points
Unit 7 Discussion Assignment 1	Discussion	5 points
Unit 7 Discussion Assignment 2	Discussion	5 points
Unit 7 Quiz	Quiz	15 points



## Unit 8: Consumer Credit

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### Unit Summary

Consumer credit has grown dramatically over the past several decades. The average adult owns multiple credit cards and may have other forms of consumer credit as well, such as personal or educational loans. While consumer credit can make our lives easier in many ways, it can also present challenges to successful financial management. In this unit, we will learn more about consumer credit and how best to handle the credit and debt that we may have.

### Learning Objectives

- Discuss the advantages and disadvantages of consumer credit.
- Explain the different types of consumer credit.
- Examine factors that influence whether credit is extended to someone.
- Consider how to avoid credit problems.
- Discuss factors in choosing credit cards.

### Assignments

Unit 8 Text Questions	Homework	10 points
Unit 8 Online Lab Questions	Homework	10 points
Unit 8 Discussion Assignment 1	Discussion	5 points
Unit 8 Discussion Assignment 2	Discussion	5 points
Unit 8 Quiz	Quiz	15 points



## Unit 9: Managing Personal and Family Finances

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### Unit Summary

One of the most important aspects of money management for individuals and families is learning how to successfully track and budget their money. Doing so allows us to not only know our financial situation, but to plan for the future and our financial goals, and to avoid situations where we might run out of money. In this unit, we will consider the basics of money management, including keeping financial records, creating personal financial statements, and budgeting money.

### Learning Objectives

- Explain why keeping financial records is important.
- Discuss the best places to keep different financial records.
- Learn how to create a personal balance statement and its importance.
- Understand how to create a cash flow statement.
- Discuss how to create a budget.

### Assignments

Unit 9 Text Questions	Homework	10 points
Unit 9 Online Lab Questions	Homework	10 points
Unit 9 Discussion Assignment 1	Discussion	5 points
Unit 9 Discussion Assignment 2	Discussion	5 points
Unit 9 Quiz	Quiz	15 points



## Unit 10: Consumer Choices

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### Unit Summary

Successful financial management includes not only planning our finances, saving and investing, and insuring ourselves, but also making good consumer choices. As individuals in modern society, we purchase goods and services regularly, from the gasoline we buy to power our cars to the clothes we purchase to wear. We buy groceries, technology, and entertainment. Making good choices in the items we buy can help us better manage our various financial situations. In this unit, we will discuss some aspects of making consumer decisions and learn about protecting our finances by reducing the threat of identity theft.

### Learning Objectives

- Discuss strategies for purchasing goods and services wisely.
- Understand what advertising is and its effect on consumers.
- Discuss common advertising techniques.
- Define identity theft and the ways that this can happen.
- Examine the effects of identity theft and ways of reducing our risks.

### Assignments

Unit 10 Text Questions	Homework	10 points
Unit 10 Online Lab Questions	Homework	10 points
Unit 10 Discussion Assignment 1	Discussion	5 points
Unit 10 Discussion Assignment 2	Discussion	5 points
Unit 10 Quiz	Quiz	15 points



## Final Exam

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### Learning Objectives

- Review information acquired and mastered from this course up to this point.
- Take a course exam based on material from units six to ten in this course – the last five units. (Note: You will be able to open this exam only one time.)

### Assignments

Final Exam	Exam	50 points
Class Reflection Discussion Assignment	Discussion	10 points