

Course Objectives-Finance

Course Description: This course introduces students to fundamental and sound money management; Budgeting, Banking, Financial Planning, Good Credit Management and Investing. Students will learn about various types of financial institutions and the products and services they offer such as, savings accounts, checking accounts, electronic bank as well as other financial products. Student will learn how important it is to manage their money with a budget so that they can meet their goals they have set for their future.

Unit 1 Work Laws & Responsibilities

- Understanding work related forms for employment
- Provisions of major employment law
- Employee responsibilities at work
- Employer responsibilities to employees

Unit 2 Pay, Benefits and Working Conditions

- Computing payroll deductions & net pay
- Identify optional and required employee benefits
- Flex work arrangements for employees
- The role of unions and professional organizations

Unit 3 Federal Income Tax

- The purposes of taxes and the different types of taxes
- The US tax system
- Basic tax terminology
- Tax forms 1040EZ & 1040A

Unit 4 Budgets & Financial Records

- Purpose of financial planning
- Personal Budgeting
- The net worth statement & personal property inventory
- Legally binding agreements
- Effective personal record keeping

Unit 5 Checking Accounts & Banking Services

- Checking account purposes, use, and types
- Banking services and financial institutions

Unit 6 Saving for the Future

- Purpose of saving
- Description of financial institutions
- Features and purposes of different savings options
- Factors that influence saving choices
- How to save regularly

Unit 7 Investing for the Future

- Why invest
- Stages of investing
- Risk concepts associated with investment
- Investment strategies and options
- Sources of investment information
- Basic investment choices rated by risks

Unit 8 Credit Management

- History of Credit
- Advantages & Disadvantages of credit
- Types of credit
- Credit sources