

PERSONAL FINANCE Teacher Notes

RESOURCES

Business and Personal Finance

Text

Workbook

Assessment Package

Resource Binder

Financial Planning Software

Standard and Poor's Extension Activities

Interactive Lesson Planner

Money Matters



RESOURCE DESCRIPTIONS

Assessment Package

Tests involve matching, multiple choice, and two critical thinking questions.

Chapter tests are in both reproducible and software formats. Unit tests are only in software.

Resource Binder

Workbook TAE

Lesson Plans

Reproducible Tests (duplicate of Assessment Package)

Internet Resources (Independent Activities and **Web Site Resource List**)

Financial Planning Software

These activities are NOT in the text. (The Computer Activity in the Assessment Section at the end of each chapter is NOT supported by these templates.) They are individual problems using EXCEL 7.0 and Quicken Deluxe 2000. Each problem is related to some area covered in the related chapter

Standard and Poor's Extension Activities

One activity is included for each chapter. These are critical reading activities with questions relating to the facts presented and critical thinking questions.

Interactive Lesson Planner

This is basically a program that lets you create on the computer the Lesson Plans that you could create using the Lesson Plans in the Teacher's Resource Binder. (Install from the CD Rom. It will install the program on the C drive in Programs as Inter-active Lesson Planner 1.5. Instructions for using the program are found in the HELP file—on the CD, Media Folder, PDF folder.)

Money Matters

Although the activity sections are divided by age groups, each age group covers different financial topics. (For example, banking is in the Single Person, stocks are in the Head of Household.) There are several problems in each section and the problems are both pencil-paper and computer problems. Computer problems begin with clear instructions (Microsoft Money 2001 or Quicken 2001) for setting up and working on each problem. Teacher's might utilize this resource to incorporate the Units into their LAPS according to the content. For example, Unit 2 could be used after Chapter 6.

TEACHING SCHEDULE

These 10 LAPS are designed to provide instructions for one semester. (The textbook recommends 11 chapters for a semester course but on reviewing the suggested work which may involve additional practice on basic financial tasks (budgets, checking accounts, income taxes and investments), it was felt that covering the concepts in 10 chapters thoroughly was more important. Because many students will take only one semester of this course, it was considered a good idea to move Chapter 12 (Taxes) into the first semester and Chapter 7 (Housing) into the second semester. LAP 7 therefore is based on Chapter 12.

LAP 3 (Money Management Strategy), LAP 5 (Banking) and LAP 7 (Chapter 12) do NOT provide multiple opportunities for students to create personal budgets, to maintain and reconcile checking accounts and to complete common tax forms. Teachers may need to create some supplemental problems and the suggested time frames allow for this. In addition, because Money Matters Unit One involves both budgeting and checking accounts, they could logically follow each other.

Sequence A Sequential – following the text. Laps are currently numbered in this sequence. (It might be better to do LAP3-LAP5-LAP4-LAP6—see note under Teaching Schedule above.)

Sequence B In the past some teachers have preferred to start students immediately in “financial” matters and move the career decisions unit to the end of the semester. (The left column would be the new LAP numbering.)

LAP 1 - Chapter 1	Personal Financial Planning
LAP 2 - Chapter 3 (LAP 3)	Money Management Strategy
LAP 3 – Chapter 5 (LAP 5)	Banking
LAP 4 – Chapter 6 (LAP 6)	Consumer Credit
LAP 5 – Chapter 4 (LAP 5)	Consumer Strategies and Legal Protection
LAP 7 – Chapter 12	Planning Tax Strategy
LAP 8 – Chapter 8	Fundamentals of Investing
LAP 9 – Chapter 9	Stocks
LAP 10 – Chapter 10	Bonds and Mutual Funds
LAP 11 – Chapter 7	The Finances of Housing
LAP 12 – Chapter 13	Home and Automobile Insurance
LAP 13 -- Chapter 14	Health, Disability, and Life Insurance
LAP 14 – Chapter 16	Introduction to Financial Management for Business
LAP 15 – Chapter 17	Sources of Funding

Sequence C Utilizing the Stock Market game developed as an educational program by the Securities Industry Foundation for Economic Education.

The GLENCOE WEB PAGE (www.finance.glencoe.com) sends you to <http://www.smgww.org/index.html> where there is a competitive stock market game that runs for 10 weeks each semester. You have to register (select “International” as your “country” and “International” as your “location”) by certain specific dates in order to run the game in a specific semester. It requires about 4 classes of instruction at the beginning—and then students need to spend about 1 hour a week on it. It costs about \$30 to play (two teams, maximum 10 students). In this case LAPS 8-9 probably should be done at the beginning of the semester.

Your library may have videos on stock market investing from the Distance Learning Economics course which students could view before playing the stock market game.

ADDITIONAL RESOURCES

Group Activities – Many of the activities within these LAPS would be great group activities. We did not write them up that way, as we realize that sometimes only one student will be in a class. If you do happen to have a small group of students in Financial Management, you might allow them to confer and have some of the assignments be group activities.

Videos – For the unit on careers, you may want to check with your CWE coordinator or guidance counselor for appropriate videos.

You may have (from previous book orders) the following videos:
Getting Along with Your Supervisor

Feedback on Job Acceptance Criticism
Promotability
Leadership Assignment

Expan All of the counselors should have received copies of the Expan software. It is a powerful tool for helping students make career decisions. We have included Expan activities within the career unit. If you do not already know about the Expan software, ask your counselor about it. Somewhere in your school, Expan should already be loaded on some computers.

Taxes The IRS also provides a free unit entitled 'Understanding Taxes'.

QUICKEN Please note that the Quicken within your classroom is probably a different version than that used in the book. You will need to make your students aware that there may be some MINOR modifications. Quicken still works basically the same, but you may have to do a bit of troubleshooting.

QUESTIONS? If you have any questions, suggestions and/or problems, please contact us. Tara Kuppinger from Vicenza, Italy and James Nelson from SHAPE in Belgium (James Nelson 2 on Outlook) worked on the original information (SY02-03) and Electa Fairchild during summer of 1999. Send us an e-mail and we will get back to you.