

Personal and Family Finance

COURSE DESCRIPTION

Personal and Family Finance

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.

COURSE METHODOLOGY

- This is an inquiry-based course. Students will generate knowledge through online readings, asynchronous discussions with students and their instructor, interactions with online tutorials, and online and hands-on simulations.
- The instructor will act as a guide, a facilitator, an events planner, and a resource advisor. He/she will always be available through course message.
- The student must actively construct and acquire knowledge by being intrinsically motivated to succeed. To succeed, students must participate and complete all readings and activities. This course requires the student's active participation.
- Both formal and informal assessment methods will be used in the course. Informal assessment will include an evaluation of the quality and timeliness of participation in class activities. Formal assessment may include multiple-choice quizzes, tests, discussion board participation, and written assignments. A final exam will be given at the end of the course.

COURSE PARTICIPATION OBJECTIVES

This course for which you are registered is a college preparatory, academically rigorous course that covers an entire semester's worth of material. As such, it is important that you adhere to the following guidelines as you manage your time and commit to successfully completing all required coursework:

1. The requirements for this course are equivalent to completion of minimum of 90+ hours of class instruction at a traditional on-site high school
2. Assignments must be submitted for each unit as they are completed so that the teacher may review and assess your performance. Do not hold your work, you must submit each unit's homework as it is completed, demonstrating weekly assignment completions
3. You must log in regularly to your course to demonstrate continued participation, and completion of all course requirements, including assignments, assessments and discussion forums
4. You must complete your individual work and any incident of suspected cheating, plagiarism or collaboration on assignments violates the academic integrity expectations outlined at the time of your enrollment and can result in failure of the course or further action as deemed appropriate

Citizenship

Students are expected to conduct themselves in a responsible manner that reflects sound ethics, honor, and good citizenship. It is the student's responsibility to maintain academic honesty and integrity and to manifest their commitment to the goals of NUVHS through their conduct and behavior. Students are expected to abide by all NUVHS policies and regulations. Any form of academic dishonesty, or inappropriate conduct by students or applicants may result in penalties ranging from warning to dismissal, as deemed appropriate by NUVHS.

Communication

Throughout this course students will need to be in close contact with their instructor and fellow students. Students are expected to communicate via course message and electronic discussion boards. Therefore, students should plan on checking their course messages at least three times a week and participate in the discussion boards during the weeks they are live.

Instructors strongly encourage and welcome open communication. Clear, consistent, and proactive communication will ensure a successful experience in this course. It is the student's responsibility to notify the instructor immediately if and when a personal situation occurs that affects his/her performance in this class. Being proactive with communication will result in a quick solution to any problems that may occur.

COURSE OUTLINE

Unit 1 – Part 1: Families and the Economy

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.

Activities

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

Unit 1 – Part 2: Our Economic World

Many factors affect our personal economic situations. Some of these factors are individuals 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.

Activities

Unit 1 – Part 2 Text Questions	Homework	10 points
Unit 1 – Part 2 Lab Questions	Homework	10 points
Unit 1 – Part 2 Discussion 1	Discussion	5 points
Unit 1 – Part 2 Discussion 2	Discussion	5 points
Unit 1 – Part 2 Quiz	Quiz	15 points

Unit 2: Financial Responsibility

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.

Activities

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

Unit 3: Financial Institutions

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.

Activities

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

Unit 4: Personal Taxation

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.

Activities

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

Unit 4: Personal Taxation (Continued)

Midterm Exam Objectives

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

Midterm Exam Activities

Midterm Discussion	Discussion	5 points
Midterm Exam	Exam	50 points

Unit 5 – Part 1: Insurance, Wills, and Contracts

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.

Activities

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

Unit 5 – Part 2: Saving and Investing

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.

Activities

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

Unit 6: Consumer Credit

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.

Activities

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

Unit 7: Managing Personal and Family Finances

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.

Activities

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

Unit 8: Consumer Choices

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.

Activities

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

Unit 8: Consumer Choices (Continued)

Final Exam Objectives

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

Final Exam Activities

Class Reflection Discussion	Discussion	10 points
Final Exam	Exam	50 points

HOW YOU WILL BE GRADED

For critical thinking questions, there are no right or wrong answers. For example, a question on your thoughts on why you think people are shy is a pretty open-ended type of question. Grades will be based on the depth of personal insight you present. **Do not simply agree or disagree** with an insight question. We are looking for critical thinking and possibly a related personal experience with the question.

It is important to provide detailed answers for insight/opinion questions.

For review questions, you should produce a more academic answer. For example, "What two categories are norms divided into?" This type of direct question requires a specific answer. Please use full sentences and proper grammar.

When submitting paragraphs, use these guidelines.

1. The first, second or last sentence contains the main idea and key words from the question or assigned topic.
2. Paragraph contains one to three explanatory sentences.
3. Paragraph contains two to four sentences about specific details related to question.
4. Details are colorful, interesting and appropriate.
5. Paragraph ends with a good closing sentence that refers to the main idea without repeating it.
6. Free of spelling and grammatical errors.

GRADE SCALE

The following grading scale will be used to determine your final letter grade.

Letter Grade	Percentage Earned
A	95%+
A-	90% - 94.9%
B+	87% - 89.9%
B	84% - 86.9%
B-	80% - 83.9%
C+	77% - 79.9%
C	74% - 76.9%
C-	70% - 73.9%
D+	67% - 69.9%
D	64% - 66.9%
D -	60% - 63.9%
F	59% and lower

SUPPORT

At NUVHS you will have access to multiple support teams. Who you contact will depend on the questions you have. Always start by contacting your teacher through the Message Center in the course. Your teacher should be able to answer your question, but if they can't, then they will direct you to another support team. If you have questions about any of the course content, your grades, or course policies, you should contact your instructor.

For questions about your enrollment, transcripts, or general school-wide policies, you can contact **NUVHS Student Services** at info@nuvhs.org or by phone at 866.366.8847. For example, if you would like to withdraw from your course, you should contact Student Services. Please note that a refund for your course can only be obtained if you drop within the first seven days of enrolling in the course.

For help with login/password issues, or other technical issues specific to the Blackboard website, you can contact the team at [National University Blackboard Learn](#). They can also be reached by phone at (888) 892-9095.

EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLRs)

Engaged Learners

- Demonstrate self-directed learning skills such as time management, and personal responsibility through the completion of course requirements
- Develop an understanding of their own preferred learning styles to enhance their overall academic potential
- Incorporate effective and relevant internet and multimedia resources in their learning process to broaden their knowledge base

Critical Thinkers

- Effectively analyze and articulate sound opinions on a variety of complex concepts
- Illustrate a variety of problem-solving strategies that strengthen college preparation and workforce readiness
- Formulate a framework for applying a variety of technology and internet-based research to enhance information literacy and collaborative thinking

Effective Communicators

- Demonstrate awareness and sensitivity to tone and voice in multiple forms of communication
- Express concepts and ideas in a variety of forms
- Enhance communication skills through the use of media rich or other technology resources

Global Citizens

- Appreciate the value of diversity
- Understand the range of local and international issues facing today's global community
- Demonstrate awareness of the importance of cultural sensitivity and social responsibility in the 21st century