

# Financial Education and Career Planning

## Randolph High School

### Teacher Information

Name: Mr. Brennan  
E-Mail: BrennanJ@Randolph.k12.ma.us  
Extra Help: Available on Mondays from 2:30-3:30 and by other arrangements

### Course Materials and Supplies

1 3-ring notebook is required for *Computers and Office Procedures*  
Students should bring a pencil and pen to class each day.  
Students will need 3-ring lined loose-leaf notebook paper  
Students will be using the workbook *NEFE High School Financial Planning Program*  
in class; Workbooks should be brought to class each day.

### Grading

Students will be graded upon the following categories:

Class work .....	20%
Teamwork	
Class/Group participation	
Online Quizzes	
Warm-up Activities	
Preparedness .....	10%
Supplies/organization	
Homework	
Lab Exercises .....	20%
Tests .....	10%
Workbook Exercise .....	20%
Final Exam .....	<u>20%</u>
<b>Total</b>	<b>100%</b>

### LABS

Lab assignments will take the form of application software tutorials and guided assignments using Microsoft Office applications (Word, Excel, PowerPoint, Access) as well as other applications. Non-desktop labs activities will include using graphing calculators. Students will show application achievement completing assignments based on the lab activities.

### Tests

Cumulative tests will be given during the course to provide students with opportunities to review course materials, and to act as a bridge between online quizzes and the final exam.

### Workbook Exercises

Students will complete a workbook exercises and online exercises covering the core content components of the course. Students will prepare an electronic portfolio containing lab exercises and workbook that will be of use to them throughout high school and college and their everyday life.

### Online Resources

The class will utilize public Internet resources as well as private Web sites and subscription-based services. Students are expected to follow the Randolph Public Schools Appropriate Use Policy.

### Student Expectations

It is expected that students will demonstrate high level of achievement in a safe and respectful environment that honors our diversity. Students are expected to

- work cooperatively in groups and support the learning objectives of each class period.
- view each other as a team, to assist other students with class work, and to view other students as a resource for solving problems.
- use the class time as an opportunity to improve existing skills and learn new skills to help them success in school as well as their careers.
- follow established school and classroom rules to create an environment where each student is able to succeed.

## **COURSE OUTLINE**

Notes : The course has been divided into 7 units based on the workbook *NEFE High School Financial Planning Program* contents.

Each unit will include the following components:

- Activities correlated to the workbook *NEFE High School Financial Planning Program*
- Computer application exercises centered around the Microsoft Office applications Word, Excel, PowerPoint and additional software applications will be used, as well as non-desktop computer technology such as graphing calculators.

**UNIT 1 — Your Financial Plan: Where it All Begins**

**UNIT 2 — Budgeting: Making the Most of Your Money**

**UNIT 3 — Investing: Making Money Work for You**

**UNIT 4 — Good Debt, Bad Debt: Using Credit Wisely**

**UNIT 5 —Your Money: Keeping it Safe and Secure**

**UNIT 6 — Insurance: Protecting What You Have**

**UNIT 7 — Your Career: Doing What Matters Most**