

Department: Business

Name of Course: Career and Financial Management

General Description of Course

The focus of this course is Financial Literacy. Practical life skills as well as decision making, lifestyle goals and understanding financial resources will be taught throughout the course. Students will have an opportunity to earn a certificate in Financial Literacy through the WISE Financial Literacy Program. Students will also explore various occupational choices, prepare a resume and cover letter using Microsoft Word, create a personal budget in Excel, and give a career specific presentation using PowerPoint.

Major Topics Covered:

- Financial Planning
- Paychecks and Taxation
- Creating a Budget
- Career Exploration
- Resumes

Textbook:

Personal Financial Literacy – Madura, Casey, Roberts – Prentice Hall 1e, 2009

NEFE High School Financial Planning Program – Greenwood, Colorado

Requirements:

- Good Attendance
- Participation and Cooperation

Grading Policies:

Students will be graded on their in-class assignments, homework, projects and presentations.