

## PERSONAL BUSINESS MANAGEMENT

### OVERVIEW

#### I. CAREER AWARENESS

**GOAL:** To explore careers in banking and finance, credit, investments, insurance, financial management, and human resources.

**ASSESSMENT:** The students' performance will be captured using a scoring guide for career activities in banking and finance, credit, investments, insurance, financial management, and human resources.

**OBJECTIVE:**

a. The learner will explore a variety of careers in banking and finance, credit, investments, insurance, financial management, and human resources.

#### II. ECONOMICS

**GOAL:** To describe fundamentals, uses, and cost of credit, and credit records and regulations.

**ASSESSMENT:** The students' performance will be captured using a scoring guide for activities relating to fundamentals, uses, and cost of credit, and credit records and regulations.

**OBJECTIVE:**

a. The learner will describe fundamentals, uses, and cost of credit, and credit records and regulations.

#### III. MANAGEMENT

**GOAL:** To describe savings and investment strategies.

**ASSESSMENT:** The students' performance will be captured using a scoring guide for activities relating to savings and investment strategies.

**OBJECTIVE:**

a. The learner will describe and use savings and investment strategies relating to savings program, savings plan, bonds and stock, and other types of investments.

b. The learner will describe various types of risk management, such as vehicle, property, life, and health insurance.

c. The learner will describe the foundations of personal financial management including financial goals, planning, and budgeting.

#### IV. TECHNOLOGY

**GOAL:** To use office machines and computers to perform savings and investment tasks and explore strategies for investment.

**ASSESSMENT:** The students' performance will be captured by using a scoring guide relating to 10-key activities in use of office machines and computers to perform savings and investment tasks.

**OBJECTIVE:**

a. The learner will use office machines and computers to perform savings and investment tasks and explore strategies for investments for Stock Market Game and other activities.