

**EMC Publishing's *Personal Finance, A Lifetime Responsibility*
Correlated to South Carolina's
PERSONAL FINANCE Standards**

<p>A. SAFETY The student will be able to:</p>	
<p>1. Identify good work attitudes that affect safety on the job.</p>	<p>pp. 37, 38, 39</p>
<p>2. Identify major causes of work-related accidents in offices.</p>	
<p>3. Demonstrate knowledge of an emergency plan.</p>	<p>pp. 107, 150, 151, 152</p>
<p>B. STUDENT ORGANIZATIONS The student will be able to:</p>	
<p>1. Explain how related student organizations are integral parts of career and technology courses.</p>	
<p>2. Explain the goals and objectives of related student organizations.</p>	
<p>3. List opportunities available to students through participation in related student organization conferences and other activities.</p>	<p>pp. 43, 44, 45, 46, 47, 48, 49</p>
<p>4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.</p>	
<p>C. PREPARING A BUDGET The student will be able to:</p>	
<p>1. Explain the major purposes of budgets.</p>	<p>pp. 94, 95</p>

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2. List examples of short-term and long-term financial goals.	pp. 71, 72, 73, 74, 94, 95
3. Identify various types of income and expenses.	pp. 68, 69, 70, 71
4. Develop a budget.	pp. 103, 104, 105, 106, 107
5. Prepare a budget analysis.	pp. 114, 115
D. MANAGING CHECKING AND SAVINGS ACCOUNTS The student will be able to:	
1. Distinguish between different types of banking accounts.	pp. 120
2. Prepare documents used with banking accounts.	pp. 137, 138
3. Maintain a check register including proper procedures for handling direct deposits, ATM withdrawals, and automatic payment withdrawals.	pp. 128, 129, 130, 133, 134, 135, 136, 137, 138, 140, 141
4. Reconcile a bank statement.	pp. 137, 138, 139, 140
5. Give examples of savings options, discuss the need for and the purpose of savings, and compute interest on savings.	pp. 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161
6. Discuss the need for and the purpose of savings.	pp. 150
7. Compute interest on savings.	pp. 166, 167

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E. UNDERSTANDING CREDIT The student will be able to:	
1. Identify the advantages and disadvantages of credit.	pp. 332, 333, 334, 335, 336, 337
2. Identify types and sources of credit.	pp. 342, 343, 344, 345, 346
3. Evaluate offers of credit and make recommendations based on the analysis.	pp. 342, 343, 344, 345, 346, 358, 359, 360, 361, 362
4. Reconcile a credit card statement.	pp. 335, 336
5. Complete a loan application.	
6. Describe the concept of creditworthiness as it relates to credit records, credit ratings, credit reports, and credit laws.	pp. 367, 368, 369, 370, 371
7. Define bankruptcy laws, types of bankruptcy and their purposes, and the major causes of bankruptcy.	pp. 377, 378, 379
8. Describe the advantages and disadvantages of bankruptcy.	pp. 377, 378, 379
9. Discuss methods of solving credit problems.	pp. 337, 338, 339, 340, 341, 370, 371, 372, 373, 374, 375, 376, 377

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F. PROCESSING PAYROLL The student will be able to:	
1. Complete W-4 and I-9 forms.	pp. 35, 36
2. Compute gross earnings for employees.	pp. 86, 87, 88
3. Evaluate fringe benefit packages.	
4. List mandatory and voluntary deductions.	pp. 87, 88, 89
5. Identify employer sponsored retirement plans.	pp. 84, 85, 86, 87, 88, 89
G. PREPARING TAX RETURNS The student will be able to:	
1. Define exemptions, dependents and taxable and non-taxable income.	pp. 87, 88, 89
2. Prepare a 1040EZ using a W-2 form.	pp. 89
3. Prepare a 1040A using a W-2 and a 1099I (interest) form.	
H. PURCHASING PERSONAL OR BUSINESS ASSETS The student will be able to:	
1. Calculate the cost of credit.	pp. 236, 237, 238, 239, 240, 241, 242, 243, 244
2. Identify the similarities/differences between leasing	pp. 243, 266, 267, 268, 269, 270

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and buying.	
3. Calculate cost of ownership.	
4. Identify sources for determining fair market value.	pp. 256, 257, 258, 259, 260, 261, 262, 263, 264
I. FIGURING REAL ESTATE COSTS The student will be able to:	
1. Compare and contrast the advantages and disadvantages of renting versus purchasing property.	pp. 256, 257, 258, 259, 260, 261, 262, 263, 264
2. List the cost of ownership and the cost of property rental.	pp. 260, 261, 265, 266, 267, 268, 269, 270, 271, 272
3. Compare the terms and rates of mortgage agreements.	pp. 7, 8, 9
J. INVESTING CONSIDERATIONS The student will be able to:	
1. Define investment terms.	
2. Describe the concept of risk management and rate of return.	pp. 172, 173, 174, 175, 176
3. Track various stocks over a period of time.	pp. 234, 243

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<p>K. UNDERSTANDING INSURANCE The student will be able to:</p>	
<p>1. Identify the needs for insurance coverage.</p>	<p>pp. 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 421, 422, 423, 424, 425, 426, 427</p>
<p>2. List the various types of insurance coverage.</p>	<p>pp. 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 421, 422, 423, 424, 425, 426, 427</p>
<p>3. Identify major characteristics of the basic types of life, health, and disability insurance.</p>	<p>pp. 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427</p>
<p>L. USING SOFTWARE The student will be able to:</p>	
<p>1. Identify various financial management software packages.</p>	
<p>2. Prepare a computerized budget using spreadsheet software.</p>	