Personal Finance

6121 18 weeks

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Acknowledgments

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Course Description

Suggested Grade Level: 10 or 11 or 12

Students learn how to navigate the financial decisions they must face and to make informed decisions related to career exploration, budgeting, banking, credit, insurance, financing postsecondary education, spending, taxes, saving, investing, buying/leasing a vehicle, living independently, and inheritance. Development of financial literacy skills and an understanding of economic principles will provide the basis for responsible citizenship and career success.

Note: As enacted by the General Assembly of 2011 and prescribed by the Board of Education, beginning with students who enter the ninth-grade class of 2011-2012 and beyond, students shall earn one (1) standard credit in Economics and Personal Finance in fulfillment of the graduation requirement for the Standard and Advanced Studies diplomas. The one-half (1/2) standard credit earned for the Finance course (6121) coupled with ½ credit in economics from History and Social Studies may count as the one credit required for graduation provided all the Economics and Personal Finance Standards of Learning are included in the instruction of the two courses.

Task Essentials Table

- Tasks/competencies designated by plus icons (+) in the left-hand column(s) are essential
- Tasks/competencies designated by empty-circle icons (○) are optional
- Tasks/competencies designated by minus icons (●) are omitted
- Tasks marked with an asterisk (*) are sensitive.

<table>
<thead>
<tr>
<th>Task Number</th>
<th>6121</th>
<th>Tasks/Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developing Consumer Skills</td>
<td></td>
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</tr>
<tr>
<td>39</td>
<td>+</td>
<td>Examine basic economic concepts and their relation to product prices and consumer spending.</td>
</tr>
<tr>
<td>40</td>
<td>+</td>
<td>Examine the effect of supply and demand on wages and prices.</td>
</tr>
<tr>
<td>41</td>
<td>+</td>
<td>Describe the steps for making a purchase decision.</td>
</tr>
<tr>
<td>42</td>
<td>✗</td>
<td>Describe common types of contracts and the implications of each.</td>
</tr>
<tr>
<td>43</td>
<td>✗</td>
<td>Demonstrate comparison-shopping skills.</td>
</tr>
<tr>
<td>44</td>
<td>✗</td>
<td>Maintain a filing system for personal financial records.</td>
</tr>
<tr>
<td>45</td>
<td>✗</td>
<td>Examine the impact of advertising and marketing on consumer demand and decision making in the global marketplace.</td>
</tr>
<tr>
<td>46</td>
<td>✗</td>
<td>Access reliable financial information from a variety of sources.</td>
</tr>
<tr>
<td>47</td>
<td>✗</td>
<td>Explain consumer rights, responsibilities, remedies, and the importance of consumer vigilance.</td>
</tr>
<tr>
<td>48</td>
<td>✗</td>
<td>Examine precautions for protecting identity and other personal information.</td>
</tr>
<tr>
<td>49</td>
<td>✗</td>
<td>Interact effectively with salespersons and merchants.</td>
</tr>
<tr>
<td>50</td>
<td>✗</td>
<td>Describe consumer protection regulations.</td>
</tr>
<tr>
<td>51</td>
<td>✗</td>
<td>Describe the role of consumer assistance agencies.</td>
</tr>
</tbody>
</table>

**Demonstrating Knowledge of Planning for Living and Leisure Expenses**

| 52 | ✗ | Compare the costs and benefits of purchasing vs. leasing a vehicle. |
| 53 | ✗ | Compare the advantages and disadvantages of renting vs. purchasing a home. |
| 54 | ✗ | Describe the process of renting housing. |
| 55 | ✗ | Describe the process of purchasing a home. |
| 56 | ✗ | Calculate the cost of utilities, services, maintenance, and other housing expenses involved in independent living. |
| 57 | ✗ | Evaluate discretionary spending decisions. |

**Demonstrating Knowledge of Banking Transactions**

<p>| 58 | ✗ | Describe the types of financial institutions. |
| 59 | ✗ | Examine how financial institutions affect personal financial planning. |
| 60 | ✗ | Evaluate services and related costs associated with personal banking. |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>61</td>
<td>✤</td>
<td>Differentiate among types and regulations of electronic monetary transactions.</td>
</tr>
<tr>
<td>62</td>
<td>✤</td>
<td>Prepare all forms necessary for opening and maintaining a checking and a savings account.</td>
</tr>
<tr>
<td>63</td>
<td>✤</td>
<td>Reconcile bank statements.</td>
</tr>
<tr>
<td>64</td>
<td>✤</td>
<td>Compare costs and benefits of online, mobile, and traditional banking.</td>
</tr>
<tr>
<td>65</td>
<td>✤</td>
<td>Explain how certain historical events have influenced the banking system and other financial institutions.</td>
</tr>
<tr>
<td>66</td>
<td>✤</td>
<td>Compare the U.S. monetary system with the international monetary system.</td>
</tr>
</tbody>
</table>

**Demonstrating Knowledge of Credit and Loan Functions**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>67</td>
<td>✤</td>
<td>Evaluate the various methods of financing a purchase.</td>
</tr>
<tr>
<td>68</td>
<td>✤</td>
<td>Analyze credit card features and their impact on personal financial planning.</td>
</tr>
<tr>
<td>69</td>
<td>✤</td>
<td>Identify qualifications needed to obtain credit.</td>
</tr>
<tr>
<td>70</td>
<td>✤</td>
<td>Identify basic provisions of credit and loan laws.</td>
</tr>
<tr>
<td>71</td>
<td>✤</td>
<td>Compare terms and conditions of various sources of consumer credit.</td>
</tr>
<tr>
<td>72</td>
<td>✤</td>
<td>Identify strategies for effective debt management, including sources of assistance.</td>
</tr>
<tr>
<td>73</td>
<td>✤</td>
<td>Explain credit rating and credit report.</td>
</tr>
<tr>
<td>74</td>
<td>✤</td>
<td>Compare the costs and conditions of secured and unsecured loans.</td>
</tr>
<tr>
<td>75</td>
<td>✤</td>
<td>Compare the types of voluntary and involuntary bankruptcy and the implications of each.</td>
</tr>
<tr>
<td>76</td>
<td>✤</td>
<td>Calculate payment schedules for a loan, using spreadsheets, calculators, and/or online tools.</td>
</tr>
<tr>
<td>77</td>
<td>✤</td>
<td>Complete a sample credit application.</td>
</tr>
</tbody>
</table>

**Demonstrating Knowledge of the Role of Insurance in Risk Management**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>78</td>
<td>✤</td>
<td>Evaluate insurance as a risk-management strategy.</td>
</tr>
<tr>
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</tr>
<tr>
<td>79</td>
<td>✦</td>
<td>Distinguish among the types, costs, and benefits of automobile insurance coverage.</td>
</tr>
<tr>
<td>80</td>
<td>✦</td>
<td>Distinguish among the types, costs, and benefits of life insurance.</td>
</tr>
<tr>
<td>81</td>
<td>✦</td>
<td>Distinguish among the types, costs, and benefits of property insurance.</td>
</tr>
<tr>
<td>82</td>
<td>✦</td>
<td>Distinguish among the types, costs, and benefits of health insurance.</td>
</tr>
<tr>
<td>83</td>
<td>✦</td>
<td>Explain the roles of insurance in financial planning.</td>
</tr>
<tr>
<td>84</td>
<td>✦</td>
<td>Distinguish among the types of professional liability insurance.</td>
</tr>
</tbody>
</table>

**Demonstrating Knowledge of Income Earning and Reporting**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>85</td>
<td>✦</td>
<td>Examine how personal choices about education, training, skill development, and careers impact earnings.</td>
</tr>
<tr>
<td>86</td>
<td>✦</td>
<td>Differentiate among sources of income.</td>
</tr>
<tr>
<td>87</td>
<td>✦</td>
<td>Calculate net pay.</td>
</tr>
<tr>
<td>88</td>
<td>✦</td>
<td>Investigate employee benefits and incentives.</td>
</tr>
<tr>
<td>89</td>
<td>✦</td>
<td>Complete standard federal employment tax forms.</td>
</tr>
</tbody>
</table>

**Demonstrating Knowledge of Taxes**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>90</td>
<td>✦</td>
<td>Describe the types and purposes of local, state, and federal taxes and the way each is levied and used.</td>
</tr>
<tr>
<td>91</td>
<td>✦</td>
<td>Explore how tax structures affect consumers, producers, and business owners differently.</td>
</tr>
<tr>
<td>92</td>
<td>✦</td>
<td>Compute local taxes on products and services.</td>
</tr>
<tr>
<td>93</td>
<td>✦</td>
<td>Examine potential tax deductions and credits on a tax return.</td>
</tr>
<tr>
<td>94</td>
<td>✦</td>
<td>Explain the content and purpose of a standard W-2 and 1099 form.</td>
</tr>
<tr>
<td>95</td>
<td>✦</td>
<td>Explain the similarities and differences between state and federal taxation of inheritances.</td>
</tr>
<tr>
<td>96</td>
<td>✦</td>
<td>Define the terminology associated with inheritance.</td>
</tr>
<tr>
<td>97</td>
<td>✦</td>
<td>Compare investment options for a monetary inheritance.</td>
</tr>
<tr>
<td>98</td>
<td>Examine types and purposes of estate planning.</td>
<td></td>
</tr>
<tr>
<td>99</td>
<td>Complete a state income tax form, including electronic formats.</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>Complete short and itemized federal income tax forms, including electronic formats.</td>
<td></td>
</tr>
</tbody>
</table>

**Demonstrating Knowledge of Personal Financial Planning**

| 101 | Identify short-term and long-term personal financial goals. |
| 102 | Identify anticipated and unanticipated income and expenses. |
| 103 | Examine components and purposes of a personal net worth statement. |
| 104 | Develop a personal budget. |
| 105 | Investigate the effects of government actions and economic conditions on personal financial planning. |
| 106 | Explain how economics influences a personal financial plan. |

**Demonstrating Knowledge of Investment and Savings Planning**

| 107 | Compare the impact of simple interest vs. compound interest on savings. |
| 108 | Compare investment and savings options. |
| 109 | Explain costs and income sources for investments. |
| 110 | Examine the fundamental workings of the Social Security System and the system’s effects on retirement planning. |
| 111 | Contrast alternative retirement plans. |
| 112 | Explore how the stock and bond markets work. |

**Financing Education after High School**

<p>| 113 | Identify sources of financial aid. |
| 114 | Examine types of student loans. |
| 115 | Explain the repayment process for student loans. |
| 116 | Describe types of student grants. |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>117</td>
<td>➕</td>
<td>Describe types of scholarships.</td>
</tr>
<tr>
<td>118</td>
<td>➕</td>
<td>Describe investment options to pay for college costs.</td>
</tr>
<tr>
<td>119</td>
<td>➕</td>
<td>Identify ways to make the cost of postsecondary education affordable.</td>
</tr>
</tbody>
</table>

**Preparing for Industry Certification**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>120</td>
<td>➕</td>
<td>Describe the process and requirements for obtaining industry certifications related to the Economics and Personal Finance course.</td>
</tr>
<tr>
<td>121</td>
<td>➕</td>
<td>Identify testing skills/strategies for a certification examination.</td>
</tr>
<tr>
<td>122</td>
<td>➕</td>
<td>Demonstrate the ability to successfully complete selected practice examinations (e.g., practice questions similar to those on certification exams).</td>
</tr>
<tr>
<td>123</td>
<td>➕</td>
<td>Successfully complete an industry certification examination representative of skills learned in this course (e.g., W!SE Financial Literacy Examination).</td>
</tr>
</tbody>
</table>

**Developing Career Exploration and Employability Skills**

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<table>
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<tbody>
<tr>
<td>124</td>
<td>➕</td>
<td>Investigate career opportunities.</td>
</tr>
<tr>
<td>125</td>
<td>➕</td>
<td>Identify personal interests, aptitudes, and attitudes related to the characteristics found in successful workers.</td>
</tr>
<tr>
<td>126</td>
<td>➕</td>
<td>Prepare a professional portfolio.</td>
</tr>
<tr>
<td>127</td>
<td>➕</td>
<td>Research a company in preparation for a job interview.</td>
</tr>
<tr>
<td>128</td>
<td>➕</td>
<td>Participate in mock interviews to refine interviewing techniques.</td>
</tr>
<tr>
<td>129</td>
<td>➕</td>
<td>Prepare employment-related correspondence.</td>
</tr>
</tbody>
</table>

Legend: ➕Essential   ❋Non-essential   ☺Omitted

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**Curriculum Framework**

**Developing Consumer Skills**
Task Number 39

Examine basic economic concepts and their relation to product prices and consumer spending.

Definition

Examination should include analyzing the impact of scarcity, choice, opportunity cost, trade-offs, costs, benefits, supply and demand, competition, specialization, and interdependence.

Economics and Personal Finance Standards of Learning

EPF.10
The student will develop consumer skills by

a. examining basic economic concepts and their relation to product prices and consumer spending;
b. examining the effect of supply and demand on wages and prices;
c. describing the steps in making a purchase decision, including the roles of marginal benefit and marginal cost;
d. determining the consequences of conspicuous consumption;
e. describing common types of contracts and the implications of each;
f. demonstrating comparison-shopping skills;
g. maintaining a filing system for personal financial records;
h. examining the impact of advertising and marketing on consumer demand and decision making in the global marketplace;
i. accessing reliable financial information from a variety of sources;
j. explaining consumer rights, responsibilities, remedies, and the importance of consumer vigilance; and
k. examining precautions for protecting identity and other personal information.

FBLA Competitive Events and Activities Areas

Business Financial Plan

Entrepreneurship
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Introduction to Business

Personal Finance
Task Number 40

Examine the effect of supply and demand on wages and prices.

Definition

Examination should include

- analysis of the impact of supply and demand on the value of a worker’s skills in the marketplace
- analysis of the impact of supply and demand on prices for goods and services in the marketplace.

Economics and Personal Finance Standards of Learning

EPF.10

The student will develop consumer skills by

a. examining basic economic concepts and their relation to product prices and consumer spending;
b. examining the effect of supply and demand on wages and prices;
c. describing the steps in making a purchase decision, including the roles of marginal benefit and marginal cost;
d. determining the consequences of conspicuous consumption;
e. describing common types of contracts and the implications of each;
f. demonstrating comparison-shopping skills;
g. maintaining a filing system for personal financial records;
h. examining the impact of advertising and marketing on consumer demand and decision making in the global marketplace;
i. accessing reliable financial information from a variety of sources;
j. explaining consumer rights, responsibilities, remedies, and the importance of consumer vigilance; and
k. examining precautions for protecting identity and other personal information.

FBLA Competitive Events and Activities Areas

Business Financial Plan

Economics

Entrepreneurship

The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.
Task Number 41

Describe the steps for making a purchase decision.

Definition

Description should include the following steps and the use of mathematical skills and a decision-making model (e.g., PACED), as appropriate:

- Researching prices of commonly purchased items
- Using comparative shopping
- Weighing the pros and cons of sales incentives, guarantees, warranties, and rebates
- Understanding sales terminology
- Avoiding impulse buying
- Planning purchases
- Computing unit prices
- Reading labels
- Reading contracts
- Computing total costs
- Checking references of businesses
- Selecting reputable businesses
- Examining the roles of marginal benefit and marginal cost

Economics and Personal Finance Standards of Learning

EPF.10
The student will develop consumer skills by

a. examining basic economic concepts and their relation to product prices and consumer spending;
b. examining the effect of supply and demand on wages and prices;
c. describing the steps in making a purchase decision, including the roles of marginal benefit and marginal cost;
d. determining the consequences of conspicuous consumption;
e. describing common types of contracts and the implications of each;
f. demonstrating comparison-shopping skills;
g. maintaining a filing system for personal financial records;
h. examining the impact of advertising and marketing on consumer demand and decision making in the global marketplace;
i. accessing reliable financial information from a variety of sources;

j. explaining consumer rights, responsibilities, remedies, and the importance of consumer vigilance; and

k. examining precautions for protecting identity and other personal information.

**FBLA Competitive Events and Activities Areas**

**Business Financial Plan**

**Economics**

**Entrepreneurship**

The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

**Introduction to Business**

**Personal Finance**

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**Task Number 42**

**Describe common types of contracts and the implications of each.**

**Definition**

Description should include types of contracts such as movie rentals, property rentals, and cellphone agreements, as well as online contracts (e.g., for networking space, cellphone ringtones, games). It should also include related concepts such as the three-day rescission period, the circumstances requiring co-signatures for loans, and the legal ramifications of adults (e.g., roommates) sharing financial responsibilities involving a contract.

**Economics and Personal Finance Standards of Learning**

**EPF.10**

The student will develop consumer skills by

a. examining basic economic concepts and their relation to product prices and consumer spending;

b. examining the effect of supply and demand on wages and prices;

c. describing the steps in making a purchase decision, including the roles of marginal benefit and marginal cost;

d. determining the consequences of conspicuous consumption;
e. describing common types of contracts and the implications of each;
f. demonstrating comparison-shopping skills;
g. maintaining a filing system for personal financial records;
h. examining the impact of advertising and marketing on consumer demand and decision making in the global marketplace;
i. accessing reliable financial information from a variety of sources;
j. explaining consumer rights, responsibilities, remedies, and the importance of consumer vigilance; and
k. examining precautions for protecting identity and other personal information.

FBLA Competitive Events and Activities Areas

Business Financial Plan

Business Law

Economics

Entrepreneurship
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Introduction to Business

Personal Finance

Task Number 43

Demonstrate comparison-shopping skills.

Definition

Demonstration of comparison-shopping skills should emphasize the importance of obtaining the best quality for the best price. Comparison-shopping for a given product or service should involve considerations such as

- value
- time
- convenience
- dollar cost
- payment options
- negotiation of prices and terms
- the consequences of conspicuous consumption
- opportunity cost
Economics and Personal Finance Standards of Learning

EPF.10
The student will develop consumer skills by

a. examining basic economic concepts and their relation to product prices and consumer spending;
b. examining the effect of supply and demand on wages and prices;
c. describing the steps in making a purchase decision, including the roles of marginal benefit and marginal cost;
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e. describing common types of contracts and the implications of each;
f. demonstrating comparison-shopping skills;
g. maintaining a filing system for personal financial records;
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i. accessing reliable financial information from a variety of sources;
j. explaining consumer rights, responsibilities, remedies, and the importance of consumer vigilance; and
k. examining precautions for protecting identity and other personal information.

FBLA Competitive Events and Activities Areas

Business Financial Plan

Economics

Entrepreneurship
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Introduction to Business

Personal Finance

Task Number 44

Maintain a filing system for personal financial records.

Definition

Maintenance of a filing system should include
• setting up manual and electronic filing systems representing a variety of access criteria (e.g., numerical, chronological, tickler files)
• indexing, coding, and filing manual and electronic financial records, using numerical, chronological, and/or tickler filing systems
• retrieving information from files.

Economics and Personal Finance Standards of Learning

EPF.10
The student will develop consumer skills by

  a. examining basic economic concepts and their relation to product prices and consumer spending;
  b. examining the effect of supply and demand on wages and prices;
  c. describing the steps in making a purchase decision, including the roles of marginal benefit and marginal cost;
  d. determining the consequences of conspicuous consumption;
  e. describing common types of contracts and the implications of each;
  f. demonstrating comparison-shopping skills;
  g. maintaining a filing system for personal financial records;
  h. examining the impact of advertising and marketing on consumer demand and decision making in the global marketplace;
  i. accessing reliable financial information from a variety of sources;
  j. explaining consumer rights, responsibilities, remedies, and the importance of consumer vigilance; and
  k. examining precautions for protecting identity and other personal information.

FBLA Competitive Events and Activities Areas

Business Financial Plan

Personal Finance

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Task Number 45

Examine the impact of advertising and marketing on consumer demand and decision making in the global marketplace.

Definition
Examination should include a comparison of global advertising and marketing strategies commonly used to sell goods and services (e.g., mass media, direct mail, point of sale).

Strategies should represent all elements of the marketing mix, including

- product decisions (e.g., quantity, packaging, branding, physical features)
- pricing decisions (e.g., quality of item, expendable income of target market, competitors' prices)
- place decisions (e.g., target market, product image, product price)
- promotional decisions (e.g., advertising and public relations).

Examination should also address the impacts of marketing strategies on consumer decisions, with emphasis on advertising features that may be informative and features that may be misleading (e.g., infomercials, celebrity endorsements).

**Economics and Personal Finance Standards of Learning**

**EPF.10**
The student will develop consumer skills by

a. examining basic economic concepts and their relation to product prices and consumer spending;
b. examining the effect of supply and demand on wages and prices;
c. describing the steps in making a purchase decision, including the roles of marginal benefit and marginal cost;
d. determining the consequences of conspicuous consumption;
e. describing common types of contracts and the implications of each;
f. demonstrating comparison-shopping skills;
g. maintaining a filing system for personal financial records;
h. examining the impact of advertising and marketing on consumer demand and decision making in the global marketplace;
i. accessing reliable financial information from a variety of sources;
j. explaining consumer rights, responsibilities, remedies, and the importance of consumer vigilance; and
k. examining precautions for protecting identity and other personal information.

**FBLA Competitive Events and Activities Areas**

**Business Financial Plan**

**Business Plan**

**Entrepreneurship**
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

**Future Business Leader**
Global Business
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Introduction to Business

Marketing
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Personal Finance

Task Number 46

Access reliable financial information from a variety of sources.

Definition

Accessing financial information should include gathering reliable data from print, electronic, and verbal sources, such as

- financial publications (e.g., newspapers, magazines, Internet, apps)
- investor services and newsletters
- brokers
- financial institutions (e.g., banks, credit unions)
- financial advisers
- annual reports.

Economics and Personal Finance Standards of Learning

EPF.10
The student will develop consumer skills by

a. examining basic economic concepts and their relation to product prices and consumer spending;
b. examining the effect of supply and demand on wages and prices;
c. describing the steps in making a purchase decision, including the roles of marginal benefit and marginal cost;
d. determining the consequences of conspicuous consumption;
e. describing common types of contracts and the implications of each;
f. demonstrating comparison-shopping skills;
g. maintaining a filing system for personal financial records;
h. examining the impact of advertising and marketing on consumer demand and
decision making in the global marketplace;
i. accessing reliable financial information from a variety of sources;
j. explaining consumer rights, responsibilities, remedies, and the importance of
consumer vigilance; and
k. examining precautions for protecting identity and other personal information.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems

Business Financial Plan

Business Plan

Entrepreneurship
The topic for this event changes from year to year. The annual topic may or may not correlate
with this particular course. Please refer to the current Virginia FBLA State Handbook.

Introduction to Business

Marketing
The topic for this event changes from year to year. The annual topic may or may not correlate
with this particular course. Please refer to the current Virginia FBLA State Handbook.

Task Number 47

Explain consumer rights, responsibilities, remedies, and the
importance of consumer vigilance.

Definition
Explanation should include basic rights of consumers, including

- the right to be informed
- the right to be safe
- the right to choose
- the right to be heard
- avenues for redress of consumer grievances (e.g., state and federal agencies, consumer
  protection laws, private groups such as Common Cause, Better Business Bureau).
Consumer responsibilities should include

- verifying receipts and statements
- contesting an incorrect bill
- maintaining consumer vigilance
- safeguarding against fraud
- practicing conservation and recycling habits
- donating to charitable organizations.

Remedies should include

- maintaining awareness of the rights and responsibilities of minors (especially in relation to contracts)
- contesting an incorrect bill
- registering a consumer complaint (including legal action, if appropriate).

**Economics and Personal Finance Standards of Learning**

**EPF.10**
The student will develop consumer skills by

a. examining basic economic concepts and their relation to product prices and consumer spending;
b. examining the effect of supply and demand on wages and prices;
c. describing the steps in making a purchase decision, including the roles of marginal benefit and marginal cost;
d. determining the consequences of conspicuous consumption;
e. describing common types of contracts and the implications of each;
f. demonstrating comparison-shopping skills;
g. maintaining a filing system for personal financial records;
h. examining the impact of advertising and marketing on consumer demand and decision making in the global marketplace;
i. accessing reliable financial information from a variety of sources;
j. explaining consumer rights, responsibilities, remedies, and the importance of consumer vigilance; and
k. examining precautions for protecting identity and other personal information.

**FBLA Competitive Events and Activities Areas**

**Business Financial Plan**

**Business Law**

**Business Plan**

**Entrepreneurship**
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

**Global Business**
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

**Introduction to Business**

**Marketing**
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

**Personal Finance**

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**Task Number 48**

**Examine precautions for protecting identity and other personal information.**

**Definition**

Examination should include

- investigation of common types of identity theft
- identifying ways to avoid becoming a victim
- identifying methods of dealing with identity theft and credit fraud.

**Economics and Personal Finance Standards of Learning**

**EPF.10**
The student will develop consumer skills by

a. examining basic economic concepts and their relation to product prices and consumer spending;
b. examining the effect of supply and demand on wages and prices;
c. describing the steps in making a purchase decision, including the roles of marginal benefit and marginal cost;
d. determining the consequences of conspicuous consumption;
e. describing common types of contracts and the implications of each;
f. demonstrating comparison-shopping skills;
g. maintaining a filing system for personal financial records;
h. examining the impact of advertising and marketing on consumer demand and decision making in the global marketplace;
i. accessing reliable financial information from a variety of sources;
j. explaining consumer rights, responsibilities, remedies, and the importance of consumer vigilance; and
k. examining precautions for protecting identity and other personal information.

**FBLA Competitive Events and Activities Areas**

**Introduction to Business**

**Personal Finance**

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**Task Number 49**

**Interact effectively with salespersons and merchants.**

**Definition**

Interaction should include

- evaluation of sales incentives
- application of comparison-shopping techniques
- negotiation of prices/terms
- settlement of a billing dispute.

**FBLA Competitive Events and Activities Areas**

**Business Financial Plan**

**Client Service**
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

**Economics**

**Entrepreneurship**
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

**Help Desk**

**Introduction to Business**

**Marketing**
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

**Personal Finance**
Task Number 50

Describe consumer protection regulations.

Definition

Description should include

- the purposes of consumer protection laws
- examples of consumer protection laws, such as those related to product recalls and product labeling.

Economics and Personal Finance Standards of Learning

EPF.10
The student will develop consumer skills by

a. examining basic economic concepts and their relation to product prices and consumer spending;
b. examining the effect of supply and demand on wages and prices;
c. describing the steps in making a purchase decision, including the roles of marginal benefit and marginal cost;
d. determining the consequences of conspicuous consumption;
e. describing common types of contracts and the implications of each;
f. demonstrating comparison-shopping skills;
g. maintaining a filing system for personal financial records;
h. examining the impact of advertising and marketing on consumer demand and decision making in the global marketplace;
i. accessing reliable financial information from a variety of sources;
j. explaining consumer rights, responsibilities, remedies, and the importance of consumer vigilance; and
k. examining precautions for protecting identity and other personal information.

FBLA Competitive Events and Activities Areas

Business Financial Plan

Client Service
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Economics
Entrepreneurship
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Help Desk

Introduction to Business

Marketing
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Personal Finance

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Task Number 51

Describe the role of consumer assistance agencies.

Definition

Description should include

- examples of government agencies responsible for enforcing consumer protection laws
- examples of private groups that work for consumer protection.

Economics and Personal Finance Standards of Learning

EPF.10
The student will develop consumer skills by

a. examining basic economic concepts and their relation to product prices and consumer spending;
b. examining the effect of supply and demand on wages and prices;
c. describing the steps in making a purchase decision, including the roles of marginal benefit and marginal cost;
d. determining the consequences of conspicuous consumption;
e. describing common types of contracts and the implications of each;
f. demonstrating comparison-shopping skills;
g. maintaining a filing system for personal financial records;
h. examining the impact of advertising and marketing on consumer demand and decision making in the global marketplace;
i. accessing reliable financial information from a variety of sources;
j. explaining consumer rights, responsibilities, remedies, and the importance of consumer vigilance; and
k. examining precautions for protecting identity and other personal information.
FBLA Competitive Events and Activities Areas

Business Law

Client Service
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Economics

Entrepreneurship
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Help Desk

Introduction to Business

Personal Finance

Demonstrating Knowledge of Planning for Living and Leisure Expenses

Task Number 52

Compare the costs and benefits of purchasing vs. leasing a vehicle.

Definition

Comparison should include the steps for buying a new or used car and leasing a new car, along with the associated costs and benefits. Comparison should also include evaluating costs, including purchase or leasing price, taxes, fuel, repairs, maintenance, and insurance, and other incidental costs, as applicable, and credit pre-approval.

Research should include both subjective resources (e.g., advertisements) and objective resources (e.g., applicable statistics).
Economics and Personal Finance Standards of Learning

EPF.11
The student will demonstrate knowledge of planning for living and leisure expenses by

a. comparing the costs and benefits of purchasing vs. leasing a vehicle;
b. comparing the advantages and disadvantages of renting vs. purchasing a home;
c. describing the process of renting housing;
d. describing the process of purchasing a home;
e. calculating the cost of utilities, services, maintenance, and other housing expenses; and
f. evaluating discretionary spending decisions.

FBLA Competitive Events and Activities Areas

Accounting II
Banking and Financial Systems
Business Calculations
Business Math
Economics
Entrepreneurship
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.
Introduction to Business

Personal Finance

Task Number 53

Compare the advantages and disadvantages of renting vs. purchasing a home.

Definition

Comparison should include

- initial capital outlay
• mobility
• maintenance expenses
• investment potential (equity)
• tax responsibilities
• relative costs (mortgage vs. rental agreement)
• utilities

Economics and Personal Finance Standards of Learning

EPF.11
The student will demonstrate knowledge of planning for living and leisure expenses by

a. comparing the costs and benefits of purchasing vs. leasing a vehicle;
b. comparing the advantages and disadvantages of renting vs. purchasing a home;
c. describing the process of renting housing;
d. describing the process of purchasing a home;
e. calculating the cost of utilities, services, maintenance, and other housing expenses; and
f. evaluating discretionary spending decisions.

FBLA Competitive Events and Activities Areas

Business Calculations

Business Math

Economics

Introduction to Business

Personal Finance

Task Number 54

Describe the process of renting housing.

Definition

Description should include examination of available residential rental property and the following considerations:

• Advantages and disadvantages of each rental housing alternative
- Rental applications and agreements (including interpretation of the provisions of a residential lease agreement)
- Rental inspections
- Landlord and tenant responsibilities
- Estimated moving expenses and installation charges
- Steps in the rental process
- Renters insurance

**Economics and Personal Finance Standards of Learning**

**EPF.11**
The student will demonstrate knowledge of planning for living and leisure expenses by

a. comparing the costs and benefits of purchasing vs. leasing a vehicle;

b. comparing the advantages and disadvantages of renting vs. purchasing a home;

c. describing the process of renting housing;

d. describing the process of purchasing a home;

e. calculating the cost of utilities, services, maintenance, and other housing expenses; and

f. evaluating discretionary spending decisions.

**FBLA Competitive Events and Activities Areas**

- Business Calculations
- Business Math
- Economics
- Introduction to Business
- Personal Finance

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**Task Number 55**

**Describe the process of purchasing a home.**

**Definition**

Description should include identifying key steps in the purchase process:

- Selecting and inspecting the property
- Signing a contract
- Securing a down payment
- Financing the home (e.g., securing a mortgage)
- Identifying other costs associated with home purchase and ownership
- Homeowners insurance

**Economics and Personal Finance Standards of Learning**

**EPF.11**
The student will demonstrate knowledge of planning for living and leisure expenses by

a. comparing the costs and benefits of purchasing vs. leasing a vehicle;
b. comparing the advantages and disadvantages of renting vs. purchasing a home;
c. describing the process of renting housing;
d. describing the process of purchasing a home;
e. calculating the cost of utilities, services, maintenance, and other housing expenses; and
f. evaluating discretionary spending decisions.

**FBLA Competitive Events and Activities Areas**

Business Calculations

Business Math

Economics

Introduction to Business

Personal Finance

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**Task Number 56**

**Calculate the cost of utilities, services, maintenance, and other housing expenses involved in independent living.**

**Definition**

Calculation should include

- utility and related expenses (e.g., installation, deposit, taxes, maintenance, and repairs related to electricity, gas, oil, water, cable, Internet, and telephone)
• furniture and appliances (e.g., costs of purchased vs. rental items; hidden costs of “free” items acquired from relatives or friends, such as cleaning/painting, upholstering, transporting, repairing, installing, upgrading plumbing and electrical services, and maintaining without a warranty)
• property insurance (renters/homeowners)
• other expenses, such as painting, carpet cleaning/repair, plumbing, basic home linen, equipment, and supplies.

Economics and Personal Finance Standards of Learning

EPF.11
The student will demonstrate knowledge of planning for living and leisure expenses by

a. comparing the costs and benefits of purchasing vs. leasing a vehicle;
b. comparing the advantages and disadvantages of renting vs. purchasing a home;
c. describing the process of renting housing;
d. describing the process of purchasing a home;
e. calculating the cost of utilities, services, maintenance, and other housing expenses; and
f. evaluating discretionary spending decisions.

FBLA Competitive Events and Activities Areas

Business Calculations
Business Math
Economics
Introduction to Business
Personal Finance

Task Number 57

Evaluate discretionary spending decisions.

Definition

Evaluation should include decisions about spending for things such as entertainment, recreational activities, dining out, clothing, charitable donations, and vacations.

Economics and Personal Finance Standards of Learning
The student will demonstrate knowledge of planning for living and leisure expenses by

a. comparing the costs and benefits of purchasing vs. leasing a vehicle;
b. comparing the advantages and disadvantages of renting vs. purchasing a home;
c. describing the process of renting housing;
d. describing the process of purchasing a home;
e. calculating the cost of utilities, services, maintenance, and other housing expenses; and
f. evaluating discretionary spending decisions.

FBLA Competitive Events and Activities Areas

Business Calculations

Business Math

Economics

Introduction to Business

Personal Finance

Demonstrating Knowledge of Banking Transactions

Task Number 58

Describe the types of financial institutions.

Definition

Description should include credit unions and insuring agencies, commercial banks and insuring agencies, finance companies, savings and loan companies and insuring agencies, online-only financial institutions, and nonbank institutions (e.g., check-cashing services, payday loan services, title lenders, open-end lines of credit).
Economics and Personal Finance Standards of Learning

EPF.12
The student will demonstrate knowledge of banking transactions by

a. comparing the types of financial institutions;
b. examining how financial institutions affect personal financial planning;
c. evaluating services and related costs associated with personal banking;
d. differentiating among types of electronic monetary transactions;
e. preparing all forms necessary for opening and maintaining a checking and a savings account;
f. reconciling bank statements;
g. comparing costs and benefits of online and traditional banking; and
h. explaining how certain historical events have influenced the banking system and other financial institutions.

FBLA Competitive Events and Activities Areas

Accounting I
Accounting II
Banking and Financial Systems
Economics
Entrepreneurship
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.
Introduction to Business
Personal Finance

Task Number 59

Examine how financial institutions affect personal financial planning.

Definition

Examination should include an analysis of the impact of each of the following practices:
Banks often offer their depositors discount brokerage services.
Credit unions and brokerage services may offer checking services to their customers.
Financial institutions serve communities by employing people, lending money to build homes and start new businesses, and otherwise helping to improve quality of life. Individuals, as well as entire communities, may prosper partly as a result of the collective services offered by a variety of financial institutions.

Examination should also include the concept of the circular flow of money, as well as factors such as discount rate, federal open market, and interest rates. (Note to teacher: See www.newyorkfed.org for information.)

Economics and Personal Finance Standards of Learning

EPF.12
The student will demonstrate knowledge of banking transactions by

a. comparing the types of financial institutions;
b. examining how financial institutions affect personal financial planning;
c. evaluating services and related costs associated with personal banking;
d. differentiating among types of electronic monetary transactions;
e. preparing all forms necessary for opening and maintaining a checking and a savings account;
f. reconciling bank statements;
g. comparing costs and benefits of online and traditional banking; and
h. explaining how certain historical events have influenced the banking system and other financial institutions.

FBLA Competitive Events and Activities Areas

Banking and Financial Systems

Economics

Introduction to Business

Personal Finance

Task Number 60

Evaluate services and related costs associated with personal banking.
Definition

Evaluation should include use of a decision-making model to compare services and costs provided by financial institutions, such as checking and savings accounts and associated interest rates, CDs, money market accounts, loans and trusts, money orders, safe deposit boxes, discount brokerage services, automated teller machines (ATMs), bank credit cards, customer relations, fees (e.g., overdraft, monthly maintenance, stop-payment), and disclosure statements.

Economics and Personal Finance Standards of Learning

EPF.12
The student will demonstrate knowledge of banking transactions by

a. comparing the types of financial institutions;
b. examining how financial institutions affect personal financial planning;
c. evaluating services and related costs associated with personal banking;
d. differentiating among types of electronic monetary transactions;
e. preparing all forms necessary for opening and maintaining a checking and a savings account;
f. reconciling bank statements;
g. comparing costs and benefits of online and traditional banking; and
h. explaining how certain historical events have influenced the banking system and other financial institutions.

FBLA Competitive Events and Activities Areas

Banking and Financial Systems

Economics

Introduction to Business

Personal Finance

Task Number 61

Differentiate among types and regulations of electronic monetary transactions.

Definition
Differentiation should include direct deposit, check cards and debit cards, ATM banking, online and mobile banking and bill-paying, online investing, wiring of funds, Automated Clearing House (ACH), the legal ramifications of Check 21, and government banking regulations (e.g., Regulations D, G, and Z).

**Economics and Personal Finance Standards of Learning**

**EPF.12**
The student will demonstrate knowledge of banking transactions by

a. comparing the types of financial institutions;
b. examining how financial institutions affect personal financial planning;
c. evaluating services and related costs associated with personal banking;
d. differentiating among types of electronic monetary transactions;
e. preparing all forms necessary for opening and maintaining a checking and a savings account;
f. reconciling bank statements;
g. comparing costs and benefits of online and traditional banking; and
h. explaining how certain historical events have influenced the banking system and other financial institutions.

**FBLA Competitive Events and Activities Areas**

**Accounting I**

**Accounting II**

**Banking and Financial Systems**

**Economics**

**Introduction to Business**

**Personal Finance**

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**Task Number 62**

**Prepare all forms necessary for opening and maintaining a checking and a savings account.**

**Definition**
Preparation should include

- completing required application documents
- presenting approved identification documents
- writing/maintaining checks, electronic transactions, stubs, and check register
- demonstrating types of endorsements
- completing deposit and withdrawal documents.

Economics and Personal Finance Standards of Learning

EPF.12
The student will demonstrate knowledge of banking transactions by

a. comparing the types of financial institutions;
b. examining how financial institutions affect personal financial planning;
c. evaluating services and related costs associated with personal banking;
d. differentiating among types of electronic monetary transactions;
e. preparing all forms necessary for opening and maintaining a checking and a savings account;
f. reconciling bank statements;
g. comparing costs and benefits of online and traditional banking; and
h. explaining how certain historical events have influenced the banking system and other financial institutions.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems

Economics

Introduction to Business

Personal Finance

Task Number 63

Reconcile bank statements.

Definition
Reconciling bank statements should include matching checkbook register with the bank statement and online account data. Proper procedures should be followed to locate and correct any identified differences.

**Economics and Personal Finance Standards of Learning**

**EPF.12**
The student will demonstrate knowledge of banking transactions by

a. comparing the types of financial institutions;
b. examining how financial institutions affect personal financial planning;
c. evaluating services and related costs associated with personal banking;
d. differentiating among types of electronic monetary transactions;
e. preparing all forms necessary for opening and maintaining a checking and a savings account;
f. reconciling bank statements;
g. comparing costs and benefits of online and traditional banking; and
h. explaining how certain historical events have influenced the banking system and other financial institutions.

**FBLA Competitive Events and Activities Areas**

Accounting I

Accounting II

Banking and Financial Systems

Economics

Introduction to Business

Personal Finance

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**Task Number 64**

**Compare costs and benefits of online, mobile, and traditional banking.**

**Definition**

Comparison should include cost and benefit considerations, such as
• account fees
• convenience
• availability
• hours
• ease of updating transaction records
• privacy and security
• availability of expert advice and customer service.

**Economics and Personal Finance Standards of Learning**

**EPF.12**
The student will demonstrate knowledge of banking transactions by

a. comparing the types of financial institutions;
b. examining how financial institutions affect personal financial planning;
c. evaluating services and related costs associated with personal banking;
d. differentiating among types of electronic monetary transactions;
e. preparing all forms necessary for opening and maintaining a checking and a savings account;
f. reconciling bank statements;
g. comparing costs and benefits of online and traditional banking; and
h. explaining how certain historical events have influenced the banking system and other financial institutions.

**FBLA Competitive Events and Activities Areas**

**Accounting I**

**Accounting II**

**Banking and Financial Systems**

**Economics**

**Introduction to Business**

**Personal Finance**

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**Task Number 65**

**Explain how certain historical events have influenced the banking system and other financial institutions.**
Definition

Explanation should include historical events including the following:

- **1690-1776: Colonial Money and Banking**
  Shift from using European coins, barter, and commodity money to colonies minting coins and issuing paper money backed by land or precious metals; credit provided by merchants and individuals, not banks.

- **1791-1836: Early Central Banking**
  After War of Independence, controversial efforts to create a federal bank to provide credit to government and businesses, and to establish a national currency; First Bank of the United States (1791-1811) and Second Bank of the United States (1816-1836) were created, but each was not re-chartered.

- **1837-1863: Free Banking Era**
  American banking consisted of state-chartered banks without federal regulation (by 1860, an estimated 8,000 state banks issuing own notes); National Banking Act of 1863 ended Free Banking Era by establishing a national banking system and a uniform national currency backed by federal government bonds.

- **1873-1913: Financial Panics and the Creation of the Federal Reserve**
  Country still plagued by bank panics even after a national currency and banking system was established; Federal Reserve System created in 1913 as nation’s central bank to provide a flexible supply of currency to meet changing demand.

- **1929-1941: Great Depression**
  Longest and deepest economic downturn in U.S. history and a collapse of the banking system; banking reform established deposit insurance and created the FDIC and created the modern structure of the Federal Reserve’s monetary policymaking body.

- **1965-1982: Great Inflation**
  Persistently high inflation rates caused major U.S. economic disruption; reforms to the Federal Reserve made price stability an explicit national policy goal.

- **1982-2007: Great Moderation**
  Period of low, stable inflation and long economic expansion; financial system changes included consolidation in the banking industry and integration of financial services; technological advances in methods of payments.

- **2007-present: Great Recession and Aftermath**
  Significant economic downturn precipitated by severe financial crisis; subsequent wide-ranging financial reform (Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010) aimed at increasing the stability of the financial system.

Economics and Personal Finance Standards of Learning

**EPF.12**

The student will demonstrate knowledge of banking transactions by

- a. comparing the types of financial institutions;
- b. examining how financial institutions affect personal financial planning;
- c. evaluating services and related costs associated with personal banking;
d. differentiating among types of electronic monetary transactions;
e. preparing all forms necessary for opening and maintaining a checking and a savings account;
f. reconciling bank statements;
g. comparing costs and benefits of online and traditional banking; and
h. explaining how certain historical events have influenced the banking system and other financial institutions.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems

Economics

Global Business
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Introduction to Business

Personal Finance

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Task Number 66

Compare the U.S. monetary system with the international monetary system.

Definition

Comparison should include the examination of concepts such as

- international currency
- foreign exchange market
- mediums of exchange
- exchange rates.

Economics and Personal Finance Standards of Learning

EPF.12
The student will demonstrate knowledge of banking transactions by

a. comparing the types of financial institutions;
b. examining how financial institutions affect personal financial planning;
c. evaluating services and related costs associated with personal banking;
d. differentiating among types of electronic monetary transactions;
e. preparing all forms necessary for opening and maintaining a checking and a savings account;
f. reconciling bank statements;
g. comparing costs and benefits of online and traditional banking; and
h. explaining how certain historical events have influenced the banking system and other financial institutions.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems

Economics

Introduction to Business

Personal Finance

Demonstrating Knowledge of Credit and Loan Functions

Task Number 67

Evaluate the various methods of financing a purchase.

Definition
Evaluating the various methods of financing a purchase (e.g., loan, installment plan, layaway, credit card) should include use of a decision-making model, as well as the following steps:

- Defining terms used to describe credit
- Examining the opportunity cost of credit
- Weighing risks involved in no-payment/no-interest financing
- Explaining the types of credit (open- and closed-end, service credit, layaway plans, secured and unsecured loans)
- Describing sources of credit (retail stores, banks and credit unions, finance companies, pawn shops, payday loans, title loans, private lenders)
- Determining the best type and source of credit for sample purchases
- Verifying the credibility of online lenders

Source: SCC Bureau of Financial Institutions

**Economics and Personal Finance Standards of Learning**

**EPF.13**
The student will demonstrate knowledge of credit and loan functions by

a. evaluating the various methods of financing a purchase;
b. analyzing credit card features and their impact on personal financial planning;
c. identifying qualifications needed to obtain credit;
d. identifying basic provisions of credit and loan laws;
e. comparing terms and conditions of various sources of consumer credit;
f. identifying strategies for effective debt management, including sources of assistance;
g. explaining the need for a good credit rating;
h. comparing the costs and conditions of secured and unsecured loans; and
i. comparing the types of voluntary and involuntary bankruptcy and the implications of each.

**FBLA Competitive Events and Activities Areas**

**Accounting I**

**Accounting II**

**Banking and Financial Systems**

**Business Calculations**

**Business Math**

**Introduction to Business**
Task Number 68

Analyze credit card features and their impact on personal financial planning.

Definition

Analysis should include the impact of features such as annual percentage rate (APR), annual fees, compound interest, penalty charges, credit line, promotional incentives, account disclosure statement, and minimum payments on personal financial planning. Analysis should also include calculating costs such as APR, annual fees, compound interest, and penalty charges.

Economics and Personal Finance Standards of Learning

EPF.13
The student will demonstrate knowledge of credit and loan functions by

a. evaluating the various methods of financing a purchase;
b. analyzing credit card features and their impact on personal financial planning;
c. identifying qualifications needed to obtain credit;
d. identifying basic provisions of credit and loan laws;
e. comparing terms and conditions of various sources of consumer credit;
f. identifying strategies for effective debt management, including sources of assistance;
g. explaining the need for a good credit rating;
h. comparing the costs and conditions of secured and unsecured loans; and
i. comparing the types of voluntary and involuntary bankruptcy and the implications of each.

FBLA Competitive Events and Activities Areas

Accounting I

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Task Number 69

Identify qualifications needed to obtain credit.

Definition

Identification should include the following factors:

- Character, which refers to a borrower's history of paying obligations.
- Capacity, which refers to a borrower's ability to repay and is usually measured by current income and level of outstanding debt.
- Capital, which refers to savings and other assets one can use to repay.
- Collateral, which refers to assets the borrower has that could be taken by the lender if the borrower fails to repay.

Economics and Personal Finance Standards of Learning

EPF.13
The student will demonstrate knowledge of credit and loan functions by

a. evaluating the various methods of financing a purchase;
b. analyzing credit card features and their impact on personal financial planning;
c. identifying qualifications needed to obtain credit;
d. identifying basic provisions of credit and loan laws;
e. comparing terms and conditions of various sources of consumer credit;
f. identifying strategies for effective debt management, including sources of assistance;
g. explaining the need for a good credit rating;
h. comparing the costs and conditions of secured and unsecured loans; and
i. comparing the types of voluntary and involuntary bankruptcy and the implications of each.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II
Task Number 70

Identify basic provisions of credit and loan laws.

Definition

Identification should include a description of the basic laws to protect consumers from unfair credit practices and the standards that specify how consumers are to be treated (e.g., Consumer Credit Protection Act, Fair Credit Reporting Act, Fair Credit Billing Act, Equal Credit Opportunity Act, Fair Debt Collection Practices Act, and any recent legislation).

Economics and Personal Finance Standards of Learning

EPF.13
The student will demonstrate knowledge of credit and loan functions by

a. evaluating the various methods of financing a purchase;
b. analyzing credit card features and their impact on personal financial planning;
c. identifying qualifications needed to obtain credit;
d. identifying basic provisions of credit and loan laws;
e. comparing terms and conditions of various sources of consumer credit;
f. identifying strategies for effective debt management, including sources of assistance;
g. explaining the need for a good credit rating;
h. comparing the costs and conditions of secured and unsecured loans; and
i. comparing the types of voluntary and involuntary bankruptcy and the implications of each.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II
Task Number 71

Compare terms and conditions of various sources of consumer credit.

Definition

Comparison should include

- defining the terms *percentage rates, annual fees, transaction fees, risk-based lending,* and *finance charge*
- identifying credit sources such as retailers, banks, credit unions, finance companies, payday loan services, title loan services, and pawnbrokers
- enumerating advantages and disadvantages of the various credit sources (e.g., risk-based lending).

Economics and Personal Finance Standards of Learning

EPF.13
The student will demonstrate knowledge of credit and loan functions by

a. evaluating the various methods of financing a purchase;
b. analyzing credit card features and their impact on personal financial planning;
c. identifying qualifications needed to obtain credit;
d. identifying basic provisions of credit and loan laws;
e. comparing terms and conditions of various sources of consumer credit;
f. identifying strategies for effective debt management, including sources of assistance;
g. explaining the need for a good credit rating;
h. comparing the costs and conditions of secured and unsecured loans; and
i. comparing the types of voluntary and involuntary bankruptcy and the implications of each.

FBLA Competitive Events and Activities Areas

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Task Number 72

Identify strategies for effective debt management, including sources of assistance.

Definition

Identification should include strategies such as

- maintaining a record-keeping system
- avoiding penalties
- using early payoff, if advantageous
- ensuring against identity theft
- avoiding debt problems (e.g., liens, foreclosures, garnishments, repossessions, evictions).

Identification should include sources of assistance such as

- guidelines distinguishing between legitimate credit denial vs. discrimination
- the right to appeal a credit denial
- laws that can protect consumers who have credit problems
- ramifications of bankruptcy laws
- telephone directory listings and Internet sites for credit counseling services and commercial debt-adjustment firms that can help clients address credit problems, manage debt, and rebuild credit.
Economics and Personal Finance Standards of Learning

EPF.13
The student will demonstrate knowledge of credit and loan functions by

a. evaluating the various methods of financing a purchase;
b. analyzing credit card features and their impact on personal financial planning;
c. identifying qualifications needed to obtain credit;
d. identifying basic provisions of credit and loan laws;
e. comparing terms and conditions of various sources of consumer credit;
f. identifying strategies for effective debt management, including sources of assistance;
g. explaining the need for a good credit rating;
h. comparing the costs and conditions of secured and unsecured loans; and
i. comparing the types of voluntary and involuntary bankruptcy and the implications of each.

FBLA Competitive Events and Activities Areas

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Task Number 73

Explain credit rating and credit report.

Definition
Explanation should consist of

- identifying the advantages of establishing credit
- describing the way credit is rated (point system) and the contents of a credit report
- identifying what information is included in a person’s credit record or history (e.g., income, payment records, employment record, other personal factors)
- reviewing credit rating scores and describing their implications
- describing the factors that make up a credit score
- describing ways to build credit as an authorized user on an account
- explaining how a customer’s credit rating affects eligibility for credit and employment
- explaining how to access one’s personal credit record before applying for credit, or, if denied credit, identifying reasons for a credit check
- describing steps for correcting errors in one’s credit report.

**Economics and Personal Finance Standards of Learning**

**EPF.13**
The student will demonstrate knowledge of credit and loan functions by

a. evaluating the various methods of financing a purchase;
b. analyzing credit card features and their impact on personal financial planning;
c. identifying qualifications needed to obtain credit;
d. identifying basic provisions of credit and loan laws;
e. comparing terms and conditions of various sources of consumer credit;
f. identifying strategies for effective debt management, including sources of assistance;
g. explaining the need for a good credit rating;
h. comparing the costs and conditions of secured and unsecured loans; and
i. comparing the types of voluntary and involuntary bankruptcy and the implications of each.

**FBLA Competitive Events and Activities Areas**

**Accounting I**

**Accounting II**

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**Business Calculations**

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**Introduction to Business**

**Personal Finance**
Task Number 74

Compare the costs and conditions of secured and unsecured loans.

Definition

Comparison should include analysis of various types of loans (e.g., student, automobile, home equity) with regard to conditions and costs, such as

- annual percentage rates
- finance charges
- monthly payments
- annual fees
- transaction fees
- installments or length of loan (time to repay).

Economics and Personal Finance Standards of Learning

EPF.13
The student will demonstrate knowledge of credit and loan functions by

a. evaluating the various methods of financing a purchase;
b. analyzing credit card features and their impact on personal financial planning;
c. identifying qualifications needed to obtain credit;
d. identifying basic provisions of credit and loan laws;
e. comparing terms and conditions of various sources of consumer credit;
f. identifying strategies for effective debt management, including sources of assistance;
g. explaining the need for a good credit rating;
h. comparing the costs and conditions of secured and unsecured loans; and
i. comparing the types of voluntary and involuntary bankruptcy and the implications of each.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems
Task Number 75

Compare the types of voluntary and involuntary bankruptcy and the implications of each.

Definition

Comparison should include

- the major causes of personal bankruptcy, such as small-business failure, impulse or emotional spending, failure to plan and budget, and illness/injury
- evaluation of the terms of voluntary and involuntary bankruptcy and the effect each has on an individual’s financial future
- explanation of the advantages and disadvantages of bankruptcy
- assessment of the need for legal advice in bankruptcy cases

Economics and Personal Finance Standards of Learning

EPF.13
The student will demonstrate knowledge of credit and loan functions by

a. evaluating the various methods of financing a purchase;
b. analyzing credit card features and their impact on personal financial planning;
c. identifying qualifications needed to obtain credit;
d. identifying basic provisions of credit and loan laws;
e. comparing terms and conditions of various sources of consumer credit;
f. identifying strategies for effective debt management, including sources of assistance;
g. explaining the need for a good credit rating;
h. comparing the costs and conditions of secured and unsecured loans; and
i. comparing the types of voluntary and involuntary bankruptcy and the implications of each.

FBLA Competitive Events and Activities Areas

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Task Number 76

Calculate payment schedules for a loan, using spreadsheets, calculators, and/or online tools.

Definition

Calculation should include using the simple interest formula (Interest = Principal x Rate x Time) and explaining how the amount of the principal, the period of the loan, and the interest rate affect the amount of interest charged.

Economics and Personal Finance Standards of Learning

EPF.13
The student will demonstrate knowledge of credit and loan functions by

a. evaluating the various methods of financing a purchase;
b. analyzing credit card features and their impact on personal financial planning;
c. identifying qualifications needed to obtain credit;
d. identifying basic provisions of credit and loan laws;
e. comparing terms and conditions of various sources of consumer credit;
f. identifying strategies for effective debt management, including sources of assistance;
g. explaining the need for a good credit rating;
h. comparing the costs and conditions of secured and unsecured loans; and
i. comparing the types of voluntary and involuntary bankruptcy and the implications of each.

FBLA Competitive Events and Activities Areas

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Task Number 77

Complete a sample credit application.

Definition

Completion of a credit application should include

- explaining the types of data required and the reasons they are required
- supplying requested information regarding income, previous credit accounts, employment record, and personal factors
- presenting data legibly and accurately
- explaining issues surrounding an application for credit (e.g., importance of confidentiality, potential consequences of releasing personal data to a company).
Demonstrating Knowledge of the Role of Insurance in Risk Management

Task Number 78

Evaluate insurance as a risk-management strategy.

Definition

Evaluation should include a definition of the term risk management, an explanation of the ways insurance can reduce financial risk, and an analysis of the pros and cons of insurance as a risk-management strategy in financial planning.

Economics and Personal Finance Standards of Learning

EPF.14
The student will demonstrate knowledge of the role of insurance in risk management by

a. evaluating insurance as a risk management strategy;
b. distinguishing among the types, costs, and benefits of insurance coverage, including automobile, life, property, health, and professional liability; and
c. explaining the roles of insurance in financial planning.
FBLA Competitive Events and Activities Areas

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Task Number 79

Distinguish among the types, costs, and benefits of automobile insurance coverage.

Definition

Distinguishing among the types, costs, and benefits of automobile insurance should consist of the basic types of coverage, to include

- collision
- comprehensive
- liability
- personal injury protection
- no-fault
- uninsured/underinsured motorist
- assigned risk.
It should also include comparing the costs and benefits of additional coverage and using a decision model to compare policies offered by different companies.

**Economics and Personal Finance Standards of Learning**

**EPF.14**
The student will demonstrate knowledge of the role of insurance in risk management by

a. evaluating insurance as a risk management strategy;
b. distinguishing among the types, costs, and benefits of insurance coverage, including automobile, life, property, health, and professional liability; and
c. explaining the roles of insurance in financial planning.

**FBLA Competitive Events and Activities Areas**

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**Task Number 80**

Distinguish among the types, costs, and benefits of life insurance.
**Definition**

Distinguishing among the major types, costs, and benefits of life insurance coverage should include

- an explanation of temporary insurance (term, decreasing term, level term, and credit life)
- an explanation of permanent insurance (straight life, limited-pay, universal, and variable).

It should also include comparing the costs and benefits of additional coverage and using a decision model to compare policies offered by different companies.

**Economics and Personal Finance Standards of Learning**

**EPF.14**
The student will demonstrate knowledge of the role of insurance in risk management by

a. evaluating insurance as a risk management strategy;
b. distinguishing among the types, costs, and benefits of insurance coverage, including automobile, life, property, health, and professional liability; and
c. explaining the roles of insurance in financial planning.

**FBLA Competitive Events and Activities Areas**

**Accounting I**

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**Insurance and Risk Management**

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**Personal Finance**
Task Number 81

Distinguish among the types, costs, and benefits of property insurance.

Definition

Distinguishing among the types, costs, and benefits of property insurance coverage should include

- an explanation of the function of property coverage (i.e., protecting a person from losses due to damage, theft, and liability)
- a description of the wide variety of coverage available from basic to broad (e.g., basic coverage, broad form, special form, renter, comprehensive, condominium owner)
- an explanation of the purpose of insurance floaters (i.e., providing for personal property when value exceeds standard amounts)
- an explanation of the purpose of endorsements (i.e., providing extended coverage for disasters or events not covered in a basic insurance policy)
- an explanation of the disadvantages of under-insuring and over-insuring.

It should also include comparing the costs and benefits of additional coverage and using a decision model to compare policies offered by different companies.

Economics and Personal Finance Standards of Learning

EPF.14
The student will demonstrate knowledge of the role of insurance in risk management by

a. evaluating insurance as a risk management strategy;
b. distinguishing among the types, costs, and benefits of insurance coverage, including automobile, life, property, health, and professional liability; and
c. explaining the roles of insurance in financial planning.

FBLA Competitive Events and Activities Areas

Accounting I

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Task Number 82

Distinguish among the types, costs, and benefits of health insurance.

Definition

Distinguishing among the types, costs, and benefits of health insurance coverage should include an explanation of

- basic health insurance, which includes doctor visits and routine service, hospital, and surgical expenses
- major medical insurance, which protects a person from large and catastrophic expenses resulting from injury or illness
- dental insurance, which provides reimbursement for the expenses of dental services and supplies and encourages preventive dental care
- vision insurance, which is a part of many group health plans
- disability insurance, which includes short-term and long-term income protection when the insured is unable to work due to an injury or illness
- the advantages and disadvantages of managed and unmanaged health insurance plans
- the impact of the Affordable Care Act on types of coverage
- the impact of the government-sponsored health care opportunities on the insurance market.

It should also include using a decision model to compare policies offered by different companies.

Economics and Personal Finance Standards of Learning

EPF.14
The student will demonstrate knowledge of the role of insurance in risk management by
a. evaluating insurance as a risk management strategy;
b. distinguishing among the types, costs, and benefits of insurance coverage, including automobile, life, property, health, and professional liability; and
c. explaining the roles of insurance in financial planning.

**FBLA Competitive Events and Activities Areas**

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- Business Plan
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**Task Number 83**

**Explain the roles of insurance in financial planning.**

**Definition**

Explanation should include the following insurance roles:

- Protection against the risk of financial loss due to disability, unemployment, long-term care, death, or other occurrences
- Provision for retirement income
- Accumulation of savings (e.g., for family expenses)
- Provision of cash value that can be borrowed
Explanation should also emphasize the need for periodic reviews of insurance coverage to reflect life changes.

**Economics and Personal Finance Standards of Learning**

**EPF.14**
The student will demonstrate knowledge of the role of insurance in risk management by

a. evaluating insurance as a risk management strategy;
b. distinguishing among the types, costs, and benefits of insurance coverage, including automobile, life, property, health, and professional liability; and
c. explaining the roles of insurance in financial planning.

**FBLA Competitive Events and Activities Areas**

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**Task Number 84**

**Distinguish among the types of professional liability insurance.**
Definition

Distinguishing among the types of professional liability insurance should take into consideration a variety of professional fields (e.g., medicine, accounting, engineering, architecture, law, education) and associated liabilities (e.g., errors, omissions, malpractice, discrimination, other litigable offenses), with emphasis on the differences in insurance needs from one professional field to another.

FBLA Competitive Events and Activities Areas

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Demonstrating Knowledge of Income Earning and Reporting

Task Number 85
Examine how personal choices about education, training, skill development, and careers impact earnings.

Definition

Examination should include local and national research on how education, training, skill development, and career choice affect personal earnings.

Economics and Personal Finance Standards of Learning

EPF.15
The student will demonstrate knowledge of income earning and reporting by

a. examining how personal choices about education, training, skill development, and careers impact earnings;
b. differentiating among sources of income;
c. calculating net pay;
d. investigating employee benefits and incentives; and
e. completing a standard W-4 form.

FBLA Competitive Events and Activities Areas

Economics

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Task Number 86

Differentiate among sources of income.

Definition

Differentiation should include salaries, hourly wages, overtime pay, tips, commissions, bonuses, and piece rate pay, as well as earned vs. unearned income.

Economics and Personal Finance Standards of Learning

EPF.15
The student will demonstrate knowledge of income earning and reporting by

- examining how personal choices about education, training, skill development, and careers impact earnings;
- differentiating among sources of income;
- calculating net pay;
- investigating employee benefits and incentives; and
- completing a standard W-4 form.

**FBLA Competitive Events and Activities Areas**

**Economics**

**Introduction to Business**

**Job Interview**

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**Task Number 87**

**Calculate net pay.**

**Definition**

Calculation of net pay should take into account gross pay, as well as voluntary and required deductions (e.g., FICA, state and federal taxes, insurance, savings).

**Economics and Personal Finance Standards of Learning**

**EPF.15**

The student will demonstrate knowledge of income earning and reporting by

- examining how personal choices about education, training, skill development, and careers impact earnings;
- differentiating among sources of income;
- calculating net pay;
- investigating employee benefits and incentives; and
- completing a standard W-4 form.

**FBLA Competitive Events and Activities Areas**

**Business Calculations**
Task Number 88

Investigate employee benefits and incentives.

Definition

Investigation should include benefits and incentives such as 401(k) and 403(b) retirement plans, other savings plans, parking, health insurance, child care, elder care, paid vacation, paid sick days, job sharing, flex time, and profit sharing.

Economics and Personal Finance Standards of Learning

EPF.15
The student will demonstrate knowledge of income earning and reporting by

a. examining how personal choices about education, training, skill development, and careers impact earnings;
b. differentiating among sources of income;
c. calculating net pay;
d. investigating employee benefits and incentives; and
e. completing a standard W-4 form.

FBLA Competitive Events and Activities Areas

Economics

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Task Number 89

Complete standard federal employment tax forms.

Definition

Completion of standard forms should include

- use of the actual forms to determine options
- legible and accurate recording of data, according to the instructions on the form.

Economics and Personal Finance Standards of Learning

EPF.15
The student will demonstrate knowledge of income earning and reporting by

a. examining how personal choices about education, training, skill development, and careers impact earnings;
b. differentiating among sources of income;
c. calculating net pay;
d. investigating employee benefits and incentives; and
e. completing a standard W-4 form.

FBLA Competitive Events and Activities Areas

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Demonstrating Knowledge of Taxes
Task Number 90

Describe the types and purposes of local, state, and federal taxes and the way each is levied and used.

Definition

Description should incorporate the basic types and purposes of taxes, including

- income
- estate
- excise
- FICA
- flat
- gift
- inheritance
- luxury
- progressive
- property
- proportional
- real estate
- regressive
- sales
- Social Security

Description should also include the ways taxes are levied and the ways the resources are used by all levels of government (e.g., for local, state, and federal services, such as defense, education, transportation, public safety).

Economics and Personal Finance Standards of Learning

EPF.16
The student will demonstrate knowledge of taxes by

a. describing the types and purposes of local, state, and federal taxes and the way each is levied and used;
b. exploring how tax structures affect consumers, producers, and business owners differently;
c. computing local taxes on products and services;
d. examining potential tax deductions and credits on a tax return;
e. explaining the content and purpose of a standard W-2 form; and
f. explaining the similarities and differences between state and federal taxation of inheritances.
FBLA Competitive Events and Activities Areas

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Task Number 91

Explore how tax structures affect consumers, producers, and business owners differently.

Definition

Exploration should include comparing tax structures (e.g., progressive, regressive, flat tax) and the effects of the different structures on consumers, producers, and business owners.

Economics and Personal Finance Standards of Learning

EPF.16
The student will demonstrate knowledge of taxes by

a. describing the types and purposes of local, state, and federal taxes and the way each is levied and used;
b. exploring how tax structures affect consumers, producers, and business owners differently;
c. computing local taxes on products and services;
d. examining potential tax deductions and credits on a tax return;
e. explaining the content and purpose of a standard W-2 form; and
f. explaining the similarities and differences between state and federal taxation of inheritances.

FBLA Competitive Events and Activities Areas

Accounting I
Task Number 92

Compute local taxes on products and services.

Definition

Computation should include calculation of sales tax on sample products such as groceries, prepared food, clothing, entertainment, lodging, automobiles, and on sample services.

Economics and Personal Finance Standards of Learning

EPF.16
The student will demonstrate knowledge of taxes by

a. describing the types and purposes of local, state, and federal taxes and the way each is levied and used;
b. exploring how tax structures affect consumers, producers, and business owners differently;
c. computing local taxes on products and services;
d. examining potential tax deductions and credits on a tax return;
e. explaining the content and purpose of a standard W-2 form; and
f. explaining the similarities and differences between state and federal taxation of inheritances.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II
Task Number 93

Examine potential tax deductions and credits on a tax return.

Definition

Examination should include an explanation of the difference between a tax deduction and a tax credit and should identify potential tax deductions and credits on a tax return. Examples of deductions may include local taxes paid, interest on student loans, and charitable contributions. Possible tax credits may include the costs of energy-saving vehicles or home improvements.

Economics and Personal Finance Standards of Learning

EPF.16
The student will demonstrate knowledge of taxes by

a. describing the types and purposes of local, state, and federal taxes and the way each is levied and used;
b. exploring how tax structures affect consumers, producers, and business owners differently;
c. computing local taxes on products and services;
d. examining potential tax deductions and credits on a tax return;
e. explaining the content and purpose of a standard W-2 form; and
f. explaining the similarities and differences between state and federal taxation of inheritances.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II
Task Number 84

**Explain the content and purpose of a standard W-2 and 1099 form.**

**Definition**

Explanation should include

- a review and explanation of each part of the Wage and Tax Statement (W-2) and 1099 forms
- an identification of items transferred to income tax forms.

**Economics and Personal Finance Standards of Learning**

**EPF.16**

The student will demonstrate knowledge of taxes by

a. describing the types and purposes of local, state, and federal taxes and the way each is levied and used;
b. exploring how tax structures affect consumers, producers, and business owners differently;c. computing local taxes on products and services;d. examining potential tax deductions and credits on a tax return;e. explaining the content and purpose of a standard W-2 form; andf. explaining the similarities and differences between state and federal taxation of inheritances.

**FBLA Competitive Events and Activities Areas**

**Accounting I**
Task Number 95

Explain the similarities and differences between state and federal taxation of inheritances.

Definition

Explanation should distinguish between an inheritance tax and an estate tax. It should also include a comparison/contrast between current state and federal taxes that must be considered when planning an estate (e.g., estate taxes, inheritance taxes, death taxes, gift taxes, federal/state income taxes) and any deductions and exemptions that apply to such taxes.

Economics and Personal Finance Standards of Learning

EPF.16
The student will demonstrate knowledge of taxes by

a. describing the types and purposes of local, state, and federal taxes and the way each is levied and used;
b. exploring how tax structures affect consumers, producers, and business owners differently;
c. computing local taxes on products and services;
d. examining potential tax deductions and credits on a tax return;
e. explaining the content and purpose of a standard W-2 form; and
f. explaining the similarities and differences between state and federal taxation of inheritances.

FBLA Competitive Events and Activities Areas
Task Number 96

Define the terminology associated with inheritance.

Definition

Definition should include terminology such as *fiduciary, beneficiary, right of survivorship, will, intestate, executor/executrix, trust, joint tenancy*, and *probate*.

FBLA Competitive Events and Activities Areas

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Personal Finance
Task Number 97

Compare investment options for a monetary inheritance.

Definition

Comparison should include an examination of mutual funds, the stock market, CDs, IRAs, real estate, a trust, life insurance, and annuities.

FBLA Competitive Events and Activities Areas

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Task Number 98

Examine types and purposes of estate planning.

Definition

Examination should include types of estate planning such as wills, trusts, and joint tenancy, as well as the following purposes of estate planning:

- To state how a person wants his or her estate distributed after death
- To appoint the person who should distribute the estate
• To record other information, such as one's wishes regarding care of minor children
• To avoid probate, or to reduce taxes or other costs

Examination should also include other considerations regarding wills, including the ramifications of

• dying without a will
• failing to keep a will current
• revoking a will.

FBLA Competitive Events and Activities Areas

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Task Number 99

Complete a state income tax form, including electronic formats.

Definition

Completing a state income tax form should include both print and electronic formats. It should also include researching additional information, services, and helpful resources regarding preparation of state tax forms.

FBLA Competitive Events and Activities Areas

Accounting I
Accounting II
Task Number 100

Complete short and itemized federal income tax forms, including electronic formats.

Definition

Completion should include entering data and calculating taxes on both short and itemized forms in print and electronic formats. It should also include researching additional information, services, and resources regarding preparation of federal tax returns.

FBLA Competitive Events and Activities Areas

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Demonstrating Knowledge of Personal Financial Planning

Task Number 101

Identify short-term and long-term personal financial goals.

Definition

Identification should include

- a definition of short-term financial goals, which require money beyond what is normally allowed by a budget (e.g., for emergencies, vacations, social events, major purchases, gifts, celebrations)
- a definition of long-term financial goals, which are usually anticipated major purchases that require saving (e.g., for home ownership, education, retirement, investments)
- a statement of personal short-term and long-term financial goals and ways to accomplish them.

Economics and Personal Finance Standards of Learning

EPF.17
The student will demonstrate knowledge of personal financial planning by

a. identifying short-term and long-term personal financial goals;
b. identifying anticipated and unanticipated income and expenses;
c. examining components and purposes of a personal net worth statement;
d. developing a personal budget;
e. investigating the effects of government actions and economic conditions on personal financial planning; and
f. explaining how economics influences a personal financial plan.

FBLA Competitive Events and Activities Areas

Economics

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Task Number 102

Identify anticipated and unanticipated income and expenses.

Definition

Identification should include sources of anticipated income, such as salary, allowance, wages, and educational grants or scholarships, and anticipated expenses, such as

- fixed expenses, which are constant and obligatory, such as monthly rent or a house payment
- variable expenses, which fluctuate according to changes in lifestyle, such as food and entertainment costs (e.g., video rentals, movies, sports activities, gym membership, books and music, Internet service).

Identification should also include unanticipated income (e.g., gifts, bonuses, inheritances, windfalls) and unanticipated expenses (e.g., car repairs, medical bills, replacement of losses from natural disasters or theft).

A statement of the student’s current and anticipated expenses should be included.

Economics and Personal Finance Standards of Learning

EPF.17
The student will demonstrate knowledge of personal financial planning by

a. identifying short-term and long-term personal financial goals;
b. identifying anticipated and unanticipated income and expenses;
c. examining components and purposes of a personal net worth statement;
d. developing a personal budget;
e. investigating the effects of government actions and economic conditions on personal financial planning; and
f. explaining how economics influences a personal financial plan.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems

Economics
Introduction to Business

Personal Finance

Task Number 103

Examine components and purposes of a personal net worth statement.

Definition

Examination should include

- definition of *net worth statement* and identification of its components (a statement showing one’s financial position, calculated as follows: assets − liabilities = net worth)
- discussion of the purposes of a net worth statement (usefulness as an analytical tool; usefulness to creditors, investors, lenders, financial advisers)
- identification of assets (e.g., checking and savings account balances, car value, personal property value)
- identification of liabilities (e.g., car loan, mortgage loan, bank loan, credit card balances).

Examination should also incorporate the concept of a personal property inventory, to include

- definition of *personal property inventory* (a list of all one’s personal property)
- discussion of the purpose of a personal property inventory (usefulness in the event of fire, theft, or property damage; a record of personal property value, useful in preparing a personal net worth statement)
- identification of components of a personal property inventory (digital photographs or videos of personal property, along with an electronic database inventory)
- description of safe storage of the inventory records.

Economics and Personal Finance Standards of Learning

EPF.17

The student will demonstrate knowledge of personal financial planning by

a. identifying short-term and long-term personal financial goals;
b. identifying anticipated and unanticipated income and expenses;
c. examining components and purposes of a personal net worth statement;
d. developing a personal budget;
e. investigating the effects of government actions and economic conditions on personal financial planning; and
f. explaining how economics influences a personal financial plan.

FBLA Competitive Events and Activities Areas

Business Calculations

Business Law

Business Math

Economics

Introduction to Business

Personal Finance

Task Number 104

Develop a personal budget.

Definition

Development of a personal budget should include

- paying yourself first
- writing a statement of short- and long-term financial goals
- creating a plan for managing one’s money over a short period of time
- outlining a long-term plan for managing money
- creating an emergency fund.

Budget should allow for discretionary income (e.g., what is available after paying for essentials) and take into account the impact of cost-of-living increases and inflation.

FBLA Competitive Events and Activities Areas

Economics

Introduction to Business

Personal Finance
Task Number 105

Investigate the effects of government actions and economic conditions on personal financial planning.

Definition

Investigation should include a description of the major roles of government:

- To provide services for citizens
- To protect consumers, businesses, and workers
- To regulate utilities while promoting competition
- To provide information and assistance to businesses
- To purchase goods and services
- To hire and manage public employees
- To raise revenue

It should also include the direct or indirect impact that these roles have on business expansion, consumer affairs, and economic growth in our economy and on personal financial planning (e.g., market influence, income tax, FICA, insurance, Social Security).

Investigation should include the effects of supply and demand and other basic economic concepts on spending power, unemployment, and inflation/deflation and the potential impact of these economic factors on a personal financial plan.

Investigation should include that government tax policies, including which expenses are tax-deductible, influence financial planning and that policies may shift over time.

Economics and Personal Finance Standards of Learning

EPF.17
The student will demonstrate knowledge of personal financial planning by

a. identifying short-term and long-term personal financial goals;
b. identifying anticipated and unanticipated income and expenses;
c. examining components and purposes of a personal net worth statement;
d. developing a personal budget;
e. investigating the effects of government actions and economic conditions on personal financial planning; and
f. explaining how economics influences a personal financial plan.

FBLA Competitive Events and Activities Areas

Economics
Task Number 106

Explain how economics influences a personal financial plan.

Definition

Explanation should include

- describing how the key economics principles influence personal financial planning—i.e., that applying the principles affects the decisions made by individuals
- describing how changing economic conditions can influence a personal financial plan
- describing how fiscal policy actions can affect an individual’s current and future income.

Economics and Personal Finance Standards of Learning

EPF.17
The student will demonstrate knowledge of personal financial planning by

- identifying short-term and long-term personal financial goals;
- identifying anticipated and unanticipated income and expenses;
- examining components and purposes of a personal net worth statement;
- developing a personal budget;
- investigating the effects of government actions and economic conditions on personal financial planning; and
- explaining how economics influences a personal financial plan.

FBLA Competitive Events and Activities Areas

Economics

Introduction to Business

Personal Finance
Demonstrating Knowledge of Investment and Savings Planning

Task Number 107

Compare the impact of simple interest vs. compound interest on savings.

Definition

Comparison should include calculating simple interest for a given amount, and calculating compound interest for the same amount on a daily, monthly, quarterly, and annual basis. It should also include an explanation of the role of compound interest in building wealth, including the Rule of 72 and the time value of money.

Economics and Personal Finance Standards of Learning

EPF.18
The student will demonstrate knowledge of investment and savings planning by

a. comparing the impact of simple interest vs. compound interest on savings;
b. comparing and contrasting investment and savings options;
c. explaining costs and income sources for investments;
d. examining the fundamental workings of Social Security and the system's effects on retirement planning;
e. contrasting alternative retirement plans; and
f. describing how the stock market works.

FBLA Competitive Events and Activities Areas

Accounting I
Accounting II
Business Calculations
Business Math
Economics
Introduction to Business

Personal Finance

Task Number 108

Compare investment and savings options.

Definition

Comparison should explain the concept of present value/future value as it applies to investment and savings options. It should also include the following characteristics of each option, as well as the risks vs. potential return of each option:

- Savings options (including regular savings accounts, certificates of deposit, and money market funds or accounts) are available from commercial banks, savings banks, savings and loan associations, credit unions, and brokerage firms securities.
- Investment options (including stocks and bonds, government savings bonds, treasury securities, mutual funds, real estate, trusts, annuities, and retirement plans) are available from commercial banks, brokerage firms, and employer-related systems.

In addition, comparison should address factors used to compare savings and/or investment options (i.e., risk, potential reward, convenience, liquidity).

Economics and Personal Finance Standards of Learning

EPF.18
The student will demonstrate knowledge of investment and savings planning by

a. comparing the impact of simple interest vs. compound interest on savings;
b. comparing and contrasting investment and savings options;
c. explaining costs and income sources for investments;
d. examining the fundamental workings of Social Security and the system's effects on retirement planning;
e. contrasting alternative retirement plans; and
f. describing how the stock market works.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II
Task Number 109

Explain costs and income sources for investments.

Definition

Costs include finance charges, annual percentage rates, broker/investment advisor fees and commissions, mutual fund fees, transaction fees, and market losses. Income sources for investments could include savings, gifts, inheritances, and market gains.

Economics and Personal Finance Standards of Learning

EPF.18
The student will demonstrate knowledge of investment and savings planning by

a. comparing the impact of simple interest vs. compound interest on savings;
b. comparing and contrasting investment and savings options;
c. explaining costs and income sources for investments;
d. examining the fundamental workings of Social Security and the system's effects on retirement planning;
e. contrasting alternative retirement plans; and
f. describing how the stock market works.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems

Business Calculations
Business Math

Economics

Introduction to Business

Personal Finance

Securities and Investments

Task Number 110

Examine the fundamental workings of the Social Security System and the system’s effects on retirement planning.

Definition

Examination should include

- the purpose of Social Security
- factors affecting benefits (amount of contributions made to the system, age of recipient)
- types of benefits (“old parent benefit,” disability, survivor, retirement, hospital, and medical).

Examination should consider Social Security’s effects on retirement planning, to include a determination of

- which jobs provide Social Security benefits, which jobs require payment into the system when income tax is paid, and which jobs do not have Social Security benefits
- when retirement will occur and whether there is an interim period that is not covered by Social Security
- what potential benefits may be received and whether the recipient’s lifestyle will require a supplemental retirement plan.

Economics and Personal Finance Standards of Learning

EPF.18
The student will demonstrate knowledge of investment and savings planning by

a. comparing the impact of simple interest vs. compound interest on savings;
b. comparing and contrasting investment and savings options;
c. explaining costs and income sources for investments;
d. examining the fundamental workings of Social Security and the system's effects on retirement planning;
e. contrasting alternative retirement plans; and
f. describing how the stock market works.

FBLA Competitive Events and Activities Areas

Economics

Introduction to Business

Personal Finance

Task Number 111

Contrast alternative retirement plans.

Definition

Contrast should explain the costs, advantages, and disadvantages of retirement plan options including the following:

- Individual retirement account (traditional, Roth IRA)
- Tax-sheltered annuity (TSA)
- Keogh plan
- Annuity
- Employer retirement plan (e.g., 401[k])
- Public pension plan (e.g., 403[b])

Economics and Personal Finance Standards of Learning

EPF.18
The student will demonstrate knowledge of investment and savings planning by

a. comparing the impact of simple interest vs. compound interest on savings;
b. comparing and contrasting investment and savings options;
c. explaining costs and income sources for investments;
d. examining the fundamental workings of Social Security and the system's effects on retirement planning;
e. contrasting alternative retirement plans; and
f. describing how the stock market works.

FBLA Competitive Events and Activities Areas
Task Number 112

Explore how the stock and bond markets work.

Definition

Exploration should include planning, investing in, and evaluating investment choices, using a teacher-provided or teacher-recommended market simulation.

Exploration should also address

- how and why stocks and bonds are issued
- why investors buy stocks
- how social, physical, and economic factors impact stock prices
- regulation of the market through the SEC.

Economics and Personal Finance Standards of Learning

EPF.18
The student will demonstrate knowledge of investment and savings planning by

a. comparing the impact of simple interest vs. compound interest on savings;
b. comparing and contrasting investment and savings options;
c. explaining costs and income sources for investments;
d. examining the fundamental workings of Social Security and the system's effects on retirement planning;
e. contrasting alternative retirement plans; and
f. describing how the stock market works.

FBLA Competitive Events and Activities Areas

Economics

Introduction to Business

Personal Finance
Financing Education after High School

Task Number 113

Identify sources of financial aid.

Definition

Identification should include

- federal government
- state of residence
- the college a student wants to attend
- nonprofit or private organizations.

FBLA Competitive Events and Activities Areas

Banking and Financial Systems

Economics

Introduction to Business

Personal Finance

Task Number 114

Examine types of student loans.

Definition

Examination should include
• subsidized vs. unsubsidized loans  
• Stafford: federal loan, can be subsidized or unsubsidized  
• Perkins: low-interest federal loan; administered by the school; intended for students with exceptional financial need  
• PLUS: loan taken out by a student’s parents or guardian to cover expenses not met by other types of federal financial aid  
• Institutional: non-federal aid provided by schools  
• Private or state: non-federal aid that helps students who are ineligible for federal aid or need further financial assistance

Examination should also include using the Free Application for Federal Student Aid to determine eligibility for loans and to determine whether you qualify for other aid (e.g., state, school).

FBLA Competitive Events and Activities Areas

Banking and Financial Systems

Economics

Introduction to Business

Personal Finance

Task Number 115

Explain the repayment process for student loans.

Definition

Explanation should include the following:

• Understanding that these loans cannot be canceled  
• Understanding that loans can be consolidated into one loan with a single interest rate and repayment plan  
• Understanding that most loans have a grace period before you must begin repayment  
• Understanding that loan payments begin after you leave college or drop below half-time enrollment  
• Understanding that repayment of PLUS loans begins with disbursement of the funds  
• Understanding that the repayment amount is based on the  
  o type of loan  
  o amount borrowed  
  o interest rate  
  o repayment plan
• Understanding the options for borrowers when they cannot pay (e.g., deferment, forbearance, loan consolidation)
• Understanding that certain situations may result in cancellation, discharge, or forgiveness of a loan

FBLA Competitive Events and Activities Areas

Banking and Financial Systems

Economics

Introduction to Business

Personal Finance

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Task Number 116

Describe types of student grants.

Definition

Description should state that federal grants are awarded to students based on need and exceptional circumstances, do not need to be repaid, and include

- Pell: up to $5,500 annual limit
- TEACH: comes with commitment to teach in a high-need field
- military service: awarded to students of a parent who died during military service.

FBLA Competitive Events and Activities Areas

Banking and Financial Systems

Economics

Introduction to Business

Personal Finance

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Task Number 117
Describe types of scholarships.

Definition

Description should include

- defining the term *scholarship* (money awarded to students based on academic or other achievements to help pay for education expenses. Scholarships generally do not have to be repaid.)
- defining the two primary types:
  - Community: sponsored by local and national businesses, community organizations, and professional groups
  - School: offered by high schools and colleges
- identifying sources of information on scholarships (e.g., school counselor, the college you plan to attend, federal scholarship search)

FBLA Competitive Events and Activities Areas

Banking and Financial Systems

Economics

Introduction to Business

Personal Finance

Task Number 118

Describe investment options to pay for college costs.

Definition

Description should include 529 plans (i.e., prepaid tuition and college savings, direct-sold and broker-sold), a comparison of the types of 529 plans and their benefits, eligibility requirements, and the tax implications of each.

FBLA Competitive Events and Activities Areas

Banking and Financial Systems

Economics
Task Number 119

Identify ways to make the cost of postsecondary education affordable.

Definition

Identification should include

- setting a budget for postsecondary education
- researching all schools that may meet a student’s academic and financial needs
- attending a two-year institution, then transferring to a four-year institution
- identifying courses in high school that can be used to “test out” of college-level courses
- seeking tuition discounts (e.g., parent went to the school, another sibling attends the same school)
- reducing housing costs
- working part time to pay for school
- buying used books or renting books
- identifying tax credits.

FBLA Competitive Events and Activities Areas

Banking and Financial Systems

Economics

Introduction to Business

Personal Finance

Preparing for Industry Certification
Task Number 120

Describe the process and requirements for obtaining industry certifications related to the Economics and Personal Finance course.

Definition

The description should include a list of industry certifications related to the Economics and Personal Finance course and the process/requirements for obtaining the certifications from

- official websites of the testing organization/vendor
- materials from publishers that have developed practice materials and tests based on information from the testing organization/vendor
- information from certified instructors or industry-certified professionals
- information in the “Course Description” section of this document.

FBLA Competitive Events and Activities Areas

Job Interview

Task Number 121

Identify testing skills/strategies for a certification examination.

Definition

The identification of testing skills and strategies should be undertaken by

- conducting an Internet research project
- reviewing materials from publishers
- interviewing certified instructors and/or industry-certified professionals.

FBLA Competitive Events and Activities Areas

Job Interview
Task Number 122

Demonstrate the ability to successfully complete selected practice examinations (e.g., practice questions similar to those on certification exams).

Definition

The demonstration should include obtaining and successfully completing practice examinations for selected certifications related to the course obtained from vendor sites and/or materials from publishers.

FBLA Competitive Events and Activities Areas

Job Interview

Task Number 123

Successfully complete an industry certification examination representative of skills learned in this course (e.g., W!SE Financial Literacy Examination).

Definition

The successful completion of an industry certification examination will be achieved when the student applicant earns an examination score deemed “passing” by the testing organization. Qualifying examinations are those currently approved at the state level as representative of Economics and Personal Finance skills.

Students should be encouraged to attain industry certification as evidence of their computer application skill level and general employability.

Developing Career Exploration and Employability Skills
Task Number 124

Investigate career opportunities.

Definition

Investigation should incorporate research in a variety of career options, including domestic, military, and international careers. Investigation should also include the components of a career plan, such as training, education, experience, skills needed, certification/licensure requirements, income, continuing education opportunities, and current trends for each career option.

FBLA Competitive Events and Activities Areas
Electronic Career Portfolio

Task Number 125

Identify personal interests, aptitudes, and attitudes related to the characteristics found in successful workers.

Definition

Identification should include

- conducting a self-inventory of interests, aptitudes, and attitudes
- using a credible personality model (e.g., Myers-Briggs typological approach)
- matching personality traits to those sought by employers.


FBLA Competitive Events and Activities Areas

Electronic Career Portfolio

Job Interview
Task Number 126

Prepare a professional portfolio.

Definition

Preparation involves writing and gathering materials that may include

- an introduction, listing the contents of the portfolio and summarizing the student's experience
- a career development package, including résumé, letters of recommendation, college or employment application, letter of application
- work samples demonstrating the student's skills
- documentation of the student’s practical or work experience

FBLA Competitive Events and Activities Areas

Electronic Career Portfolio

Job Interview

Task Number 127

Research a company in preparation for a job interview.

Definition

Research should include locating web resources on a company (e.g., news articles, annual reports, company home page) and studying information that may aid in preparation for the job interview.

FBLA Competitive Events and Activities Areas

Electronic Career Portfolio

Job Interview
Task Number 128

Participate in mock interviews to refine interviewing techniques.

Definition

Participation should include playing a variety of roles to illustrate interview behaviors both desirable (e.g., maintaining eye contact, asking informed questions) and undesirable (e.g., speaking too softly, failing to answer questions completely).

FBLA Competitive Events and Activities Areas

D. J. Howard/Walker/Shell/Campbell/VBEA Scholarship/S.L.T. Award of Excellence

Future Business Leader

Job Interview

L. Marguerite Crumley/Frank Manning Peele Foundation's Sarah Lowe Thompson Scholarships

Task Number 129

Prepare employment-related correspondence.

Definition

Preparation of employment-related correspondence should include letters for applying for a position, accepting a position, applying for a promotion, withdrawing from employment consideration, and resigning from a position.

FBLA Competitive Events and Activities Areas

Business Procedures

Future Business Leader

Job Interview
## SOL Correlation by Task

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Literature References</th>
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</table>
| 39   | Examine basic economic concepts and their relation to product prices and consumer spending. | History and Social Science: GOVT.1  
Mathematics: A.9, AII.9 |
| 40   | Examine the effect of supply and demand on wages and prices. | History and Social Science: GOVT.1 |
| 41   | Describe the steps for making a purchase decision. | English: 10.5, 11.5, 12.5  
Mathematics: A.7, A.9, AII.9 |
| 42   | Describe common types of contracts and the implications of each. | English: 10.5, 10.6, 10.7, 11.5, 11.6, 11.7, 12.5, 12.6, 12.7  
History and Social Science: GOVT.1 |
| 43   | Demonstrate comparison-shopping skills. | English: 10.5, 11.5, 12.5 |
| 44   | Maintain a filing system for personal financial records. | |
| 45   | Examine the impact of advertising and marketing on consumer demand and decision making in the global marketplace. | History and Social Science: GOVT.1 |
| 46   | Access reliable financial information from a variety of sources. | English: 10.5, 11.5, 12.5 |
| 47   | Explain consumer rights, responsibilities, remedies, and the importance of consumer vigilance. | English: 10.5, 11.5, 12.5  
History and Social Science: GOVT.1, GOVT.9 |
| 48   | Examine precautions for protecting identity and other personal information. | English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8 |
| 49   | Interact effectively with salespersons and merchants. | History and Social Science: GOVT.1 |
| 50   | Describe consumer protection regulations. | English: 10.5, 11.5, 12.5  
History and Social Science: GOVT.1, GOVT.9 |
| 51   | Describe the role of consumer assistance agencies. | History and Social Science: GOVT.1, GOVT.9 |
| 52   | Compare the costs and benefits of purchasing vs. leasing a vehicle. | English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8 |
| 53   | Compare the advantages and disadvantages of renting vs. purchasing a home. | English: 10.5, 11.5, 12.5  
Mathematics: A.4, A.9, AII.9 |
| 54   | Describe the process of renting housing. | English: 10.5, 11.5, 12.5 |
| 55   | Describe the process of purchasing a home. | |
| 56 | Calculate the cost of utilities, services, maintenance, and other housing expenses involved in independent living. | Mathematics: A.7 |
| 57 | Evaluate discretionary spending decisions. | English: 10.8, 11.8, 12.8 |
| 58 | Describe the types of financial institutions. | English: 10.5, 11.5, 12.5 |
| 59 | Examine how financial institutions affect personal financial planning. | English: 10.5, 11.5, 12.5 |
| 60 | Evaluate services and related costs associated with personal banking. | English: 10.5, 11.5, 12.5 |
| 61 | Differentiate among types and regulations of electronic monetary transactions. | English: 10.5, 11.5, 12.5 |
| 62 | Prepare all forms necessary for opening and maintaining a checking and a savings account. | English: 10.5, 11.5, 12.5 |
| 63 | Reconcile bank statements. | English: 10.5, 11.5, 12.5 |
| 64 | Compare costs and benefits of online, mobile, and traditional banking. | English: 10.5, 11.5, 12.5 |
| 65 | Explain how certain historical events have influenced the banking system and other financial institutions. | History and Social Science: GOVT.1, GOVT.9, VUS.3, VUS.4, VUS.5, VUS.6, VUS.10, VUS.11, VUS.12, VUS.13, VUS.14 |
| 66 | Compare the U.S. monetary system with the international monetary system. | English: 10.5, 11.5, 12.5 |
| 67 | Evaluate the various methods of financing a purchase. | English: 10.3, 10.5, 11.3, 11.5, 12.3 |
| 68 | Analyze credit card features and their impact on personal financial planning. | English: 10.5, 11.5 |
| 69 | Identify qualifications needed to obtain credit. | Mathematics: A.4, A.9, AII.9 |
| 70 | Identify basic provisions of credit and loan laws. | Mathematics: A.4, A.9, AII.9 |
| 71 | Compare terms and conditions of various sources of consumer credit. | English: 10.3, 10.5, 11.3, 11.5, 12.3 |
| 72 | Identify strategies for effective debt management, including sources of assistance. | English: 10.5, 11.5 |
| 73 | Explain credit rating and credit report. | Mathematics: A.1, A.9, AII.9 |
| 74 | Compare the costs and conditions of secured and unsecured loans. | Mathematics: A.4, A.9, AII.9 |
| 75 | Compare the types of voluntary and involuntary bankruptcy and the implications of each. | English: 10.5, 11.5 |
| 76 | Calculate payment schedules for a loan, using spreadsheets, calculators, and/or online tools. | Mathematics: A.4, A.9, AII.9 |
| 77 | Complete a sample credit application. | English: 10.5, 11.5 |
| 78 | Evaluate insurance as a risk-management strategy. | English: 10.5, 11.5 |
| 79 | Distinguish among the types, costs, and benefits of automobile insurance coverage. | English: 10.5, 11.5, 12.5 |
| 80 | Distinguish among the types, costs, and benefits of life insurance. | English: 10.5, 11.5, 12.5 |
| 81 | Distinguish among the types, costs, and benefits of property insurance. | English: 10.5, 11.5, 12.5 |
| 82 | Distinguish among the types, costs, and benefits of health insurance. | English: 10.5, 11.5, 12.5 |
| 83 | Explain the roles of insurance in financial planning. | |
| 84 | Distinguish among the types of professional liability insurance. | |
| 85 | Examine how personal choices about education, training, skill development, and careers impact earnings. | English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8 |
| 86 | Differentiate among sources of income. | English: 10.5, 11.5 |
| 87 | Calculate net pay. | |
| 88 | Investigate employee benefits and incentives. | English: 10.5, 11.5, 12.5 |
| 89 | Complete standard federal employment tax forms. | English: 10.5, 10.6, 10.7, 11.5, 11.6, 11.7, 12.5, 12.6, 12.7 History and Social Science: GOVT.1 |
| 90 | Describe the types and purposes of local, state, and federal taxes and the way each is levied and used. | English: 10.5, 11.5, 12.5 History and Social Science: GOVT.1 |
| 91 | Explore how tax structures affect consumers, producers, and business owners differently. | History and Social Science: GOVT.1 |
| 92 | Compute local taxes on products and services. | |
| 93 | Examine potential tax deductions and credits on a tax return. | |
| 94 | Explain the content and purpose of a standard W-2 and 1099 form. | |
| 95 | Explain the similarities and differences between state and federal taxation of inheritances. | English: 10.5, 11.5, 12.5 |
| 96 | Define the terminology associated with inheritance. | |
| 97 | Compare investment options for a monetary inheritance. | English: 10.5, 11.5, 12.5 Mathematics: A.9, AII.9, MA.11 |
| 98 | Examine types and purposes of estate planning. | English: 10.5, 10.6, 10.7, 11.5, 11.6, 11.7, 12.5, 12.6, 12.7 |
| 99 | Complete a state income tax form, including electronic formats. | English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8  
History and Social Science: GOVT.1 |
|----|---------------------------------------------------------------|-------------------------------------------------------------------|
| 100| Complete short and itemized federal income tax forms, including electronic formats. | English: 10.5, 11.5, 12.5  
History and Social Science: GOVT.1 |
| 101| Identify short-term and long-term personal financial goals. |  |
| 102| Identify anticipated and unanticipated income and expenses. |  |
| 104| Develop a personal budget. |  |
| 105| Investigate the effects of government actions and economic conditions on personal financial planning. | English: 10.5, 11.5, 12.5  
History and Social Science: GOVT.1, GOVT.9 |
| 106| Explain how economics influences a personal financial plan. | History and Social Science: GOVT.1, GOVT.14 |
| 107| Compare the impact of simple interest vs. compound interest on savings. | Mathematics: A.4, A.9, AII.9 |
| 108| Compare investment and savings options. | English: 10.5, 11.5, 12.5  
Mathematics: A.4, A.9, AII.9 |
| 109| Explain costs and income sources for investments. |  |
| 110| Examine the fundamental workings of the Social Security System and the system’s effects on retirement planning. | English: 10.5, 11.5, 12.5  
History and Social Science: GOVT.1 |
| 111| Contrast alternative retirement plans. | English: 10.5, 11.5, 12.5  
Mathematics: A.4 |
| 112| Explore how the stock and bond markets work. | English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8 |
| 113| Identify sources of financial aid. |  |
| 114| Examine types of student loans. |  |
| 115| Explain the repayment process for student loans. |  |
| 116| Describe types of student grants. |  |
| 117| Describe types of scholarships. |  |
| 118| Describe investment options to pay for college costs. |  |
| 119| Identify ways to make the cost of postsecondary education affordable. |  |
Describe the process and requirements for obtaining industry certifications related to the Economics and Personal Finance course.

Identify testing skills/strategies for a certification examination.

Demonstrate the ability to successfully complete selected practice examinations (e.g., practice questions similar to those on certification exams).

Successfully complete an industry certification examination representative of skills learned in this course (e.g., W!SE Financial Literacy Examination).

Investigate career opportunities.

Identify personal interests, aptitudes, and attitudes related to the characteristics found in successful workers.

Prepare a professional portfolio.

Research a company in preparation for a job interview.

Participate in mock interviews to refine interviewing techniques.

Prepare employment-related correspondence.

Teacher Resources

Instructional Scenarios

Insuring Your Future

**Duty/Concept Area:** Demonstrating Knowledge of the Role of Insurance in Risk Management

**Scenario**
Congratulations. You have been hired for your first full-time job, which will enable you to become financially independent. It’s time to consider insurance options that can help you reduce personal financial risk as well as contribute to your long-term financial security. Your employer offers several health and dental insurance plans, as well as short-term and long-term disability insurance, and life insurance coverage. The employer covers a portion of the health insurance costs and provides a basic life insurance policy—as long as you're employed at the company. However, the disability insurance and more extensive life insurance coverage comes with an additional cost to you. You realize that insurance can be a valuable asset and a security net, but you’re really not sure how to get started with the decision process.
Big Question
How do you evaluate the benefits and costs of insurance options?

Focused Questions

1. What is the difference between short-term and long-term disability insurance?
2. What are the pros and cons of choosing a medical insurance plan with a high deductible?
3. What are the differences among term, whole, and universal life insurance?
4. How can an annuity life insurance program be used in retirement planning?
5. If you leave your employer, can a life insurance policy be converted to an individual policy? Explain.
6. What are the advantages of acquiring insurance at an early age?
7. What is the role of a personal financial planner vs. an insurance agent?

Project-Based Assessment

- Have students create a table comparing the primary benefits and requirements of term, whole, and universal life insurance.
- Have students develop a written report summarizing key points shared by a guest speaker (e.g., financial planner, insurance agent)
- Have students estimate retirement income needs using an online calculator.

Resources

- Insurance information Institute (see Life Stages)  
  http://www.iii.org
- About: Personal insurance  
- Virginia State Corporation Commission Bureau of Insurance  
  https://www.scc.virginia.gov/pages/Insurance
- Virginia State Corporation Commission (consumer publications)  

Related Standards of Learning

- English: 10.4, 11.4, 12.4
- Mathematics: A.4

Turning an Inheritance into an Investment

Duty/Concept Area: Demonstrating Knowledge of Taxes

Scenario

Your favorite aunt, age 89, passed away six weeks ago. Her husband predeceased her, and they had no children. Because you were always close to your aunt and spent time with her up until her death, you're not too surprised when a letter arrives from your aunt’s attorney informing you that
you are named in her will. Knowing that your aunt had relatively modest means, you are amazed to learn that a check for $50,000 will be sent to you within a few weeks. You've never received a cash inheritance, and although it's tempting to think about a big vacation or a new car, you begin to think about how best to put the money to work for your future financial security.

**Big Question**

What are the financial implications of an inheritance?

**Focused Questions**

1. At what dollar level do inheritance taxes become applicable?
2. How do federal and state laws apply to inheritances?
3. If you wish to earn a maximum return and do not plan to use the money until you retire, what are some wise investment options?
4. If you wish to invest the money short-term, and then use a portion of it for a down payment on a house, for example, what are some wise investment options?
5. When investing your inheritance, why should you consider future tax implications?
6. Why is it important to have a will and keep it up to date?
7. How can you set up a will and manage your financial affairs to avoid the probate process for your heirs?

**Project-Based Assessment**

- Have students create a table listing five principal investment options (e.g., mutual funds, stocks, CDs, IRAs, real estate, life insurance, annuities) and the pros and cons of each.
- Have students prepare a research report or presentation summarizing Virginia laws governing wills: Students should summarize findings in a written report or presentation.
- Have students prepare a research report or presentation about holistic wills and create a basic handwritten will, including all legally required components.
- Have students write a summary report on an online service for will creation, including services offered and fees charged.
- Have students prepare a summary of an interview with a local clerk of court regarding his or her job responsibilities with regard to wills and probate.

**Resources**

- IRS: Estate and Gift Tax
- Virginia Department of Taxation (probate)
- Virginia Department of Taxation (estate)
- Virginia Estate Law (commercial site)
  [http://www.virginiaestatelaw.com](http://www.virginiaestatelaw.com)
Saving for a Sunny Retirement

Duty/Concept Area: Demonstrating Knowledge of Investment and Savings Planning

Scenario

Albert Einstein once said that the Rule of 72 governing compound interest is the greatest mathematical discovery of all time. His point was that when modest savings start at an early age, interest compounds over time, resulting in an amazingly large sum of money at retirement age.

Once you start working and earning money on a regular basis, you will want to pay closer attention to Einstein’s observation. He was a genius, after all.

Let’s say your first job provides you with a take-home pay of $1,200 per month, and you’ve decided to investigate the best ways to save and invest a portion of your salary. How will you get started paying yourself?

Big Question

What are the financial benefits of starting an investment and savings plan as soon as you become employed?

Focused Questions

1. What is the Rule of 72?
2. What percentage of your $1,200 monthly income should you devote to savings and investments? As you age, how should that contribution change?
3. What are tax-deferred savings accounts, and how can you take advantage of these options?
4. How can an investor purchase stock in a public company?
5. What is e-trading, and how much expertise does stock trading require?
6. What are company stock options?
7. What is a mutual fund?

Project-Based Assessment
• Have students use the Rule of 72 to estimate an investment's doubling time using a simple monetary amount and the current rate of interest. Then have them prepare a written report that shows their calculations and discusses their findings.
• Have students work in teams to prepare a class presentation on a favorite public company (e.g., Apple Computer, McDonald's, Barnes and Noble). Note the 52-week high and low and current stock trading price. In their presentations, students should make a case as to whether the stock is or is not a good investment.
• Have students identify two other investment options (e.g., real estate, life insurance, art, antiques, classic automobile) and a write a description comparing their opportunities and risks.

Resources

• Learn about Mutual Funds
• The Financial Planning Association
  https://www.plannersearch.org/
• The Rule of 72
  http://www.investopedia.com/ask/answers/04/040104.asp

Related Standards of Learning

• English: 10.4, 11.4, 12.4
• Mathematics: A.1, A.4, A.5, DM.10

Other Resources

• Virginia Department of Education: Economics and Personal Finance, Resources
• EverFi: EverFi focuses on critical skills that life demands. EverFi’s web-based resources are offered to Virginia schools at no cost through corporations, family foundations, and organizations. Topics include personal finance. www.everfi.com/everfi
• State Corporation Commission Bureau of Insurance: Information for consumers, producers, and companies, including research, guides, and shopping tips.
• State Corporation Commission Bureau of Financial Institutions: Information for consumers about financial institutions and whether they are properly licensed.
• State Corporation Commission Division of Securities & Retail Financing: Responsible for regulation of securities, broker/dealers, broker/dealer agents, and investment advisers. Includes investor education links.
• Next Gen Personal Finance: Free lesson guides featuring text and video resources; created and shared by teachers. http://nextgenpersonalfinance.org/
• **Teaching Money Virginia:** Database of educational resources for economics and personal finance; can be searched by EPF SOL, lesson plan, speaker, classroom extension, or keyword. [http://teachingmoneyva.org/](http://teachingmoneyva.org/)

• **EconEdLink:** Internet-based economics and personal finance lessons for K-12 teachers and students. [www.econedlink.org/](http://www.econedlink.org/)

• **Junior Achievement of Central Virginia:** JA brings quality volunteers from the community into your classroom to deliver proven, hands-on programming on financial literacy, work readiness, and entrepreneurship. [www.JAtoday.org](http://www.JAtoday.org)

**Entrepreneurship Infusion Units**

Entrepreneurship Infusion Units may be used to help students achieve additional, focused competencies and enhance the validated tasks/competencies related to identifying and starting a new business venture. Because the unit is a complement to certain designated courses and is not mandatory, all tasks/competencies are marked “optional.”
Appendix: Credentials and Career Cluster Information

Industry Credentials: Only apply to 36-week courses

- National Career Readiness Certificate Assessment
- W!SE Financial Literacy Certification Test
- Workplace Readiness Skills for the Commonwealth Examination

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<th>Career Cluster: Business Management and Administration</th>
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<td>Administrative Support</td>
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### Career Cluster: Finance

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<td>Accounting</td>
<td>Accountant&lt;br&gt;Accounting Clerk&lt;br&gt;Controller&lt;br&gt;Cost Analyst&lt;br&gt;Personal Financial Advisor&lt;br&gt;Revenue Agent</td>
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<td>Banking Services</td>
<td>Bill and Account Collector&lt;br&gt;Branch Manager&lt;br&gt;Compliance Officer&lt;br&gt;Credit Analyst&lt;br&gt;Debt Counselor&lt;br&gt;Financial Manager&lt;br&gt;Loan Officer</td>
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<tr>
<td>Business Finance</td>
<td>Accountant&lt;br&gt;Controller&lt;br&gt;Cost Analyst&lt;br&gt;Economist&lt;br&gt;Project Manager&lt;br&gt;Revenue Agent</td>
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<td>Insurance</td>
<td>Claims Adjuster&lt;br&gt;Claims Examiner&lt;br&gt;Compliance Officer&lt;br&gt;Insurance Processing Clerk</td>
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<tr>
<td>Securities and Investments</td>
<td>Personal Financial Advisor&lt;br&gt;Securities and Commodities Sales Agent&lt;br&gt;Tax Preparer</td>
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### Career Cluster: Government and Public Administration

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<th>Pathway</th>
<th>Occupations</th>
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<tr>
<td>Foreign Service</td>
<td>Diplomatic Courier&lt;br&gt;Foreign Service Worker&lt;br&gt;Interpreter/Translator</td>
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<td>Governance</td>
<td>Legislative Aide&lt;br&gt;Legislator&lt;br&gt;Lobbyist</td>
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<td>National Security</td>
<td>Combat Specialty Officer&lt;br&gt;Military Enlisted Personnel&lt;br&gt;Military Intelligence Specialist&lt;br&gt;Military Officer&lt;br&gt;Special Forces Personnel</td>
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<td>Planning</td>
<td>Actuarial Analyst&lt;br&gt;Economic Development Coordinator&lt;br&gt;Economist&lt;br&gt;Interviewer&lt;br&gt;Urban and Regional Planner</td>
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<td>Public Management and Administration</td>
<td>Court Clerk&lt;br&gt;Eligibility Specialist&lt;br&gt;Government Accountant/Auditor</td>
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<td>Career Cluster: Government and Public Administration</td>
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<td>Compliance Officer</td>
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<td>Financial Analyst</td>
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<td>Financial Manager</td>
<td>Private Detective, Investigator</td>
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<td>Transit Vehicle Inspector</td>
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<tr>
<td>Regulation</td>
<td>Revenue and Taxation</td>
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<td>Compliance Officer</td>
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<td>Financial Manager</td>
<td>Real Estate Appraiser</td>
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