



Mr. Remsen's
Financial Tech Syllabus

Room 210 , 268-6375 or randy_remsen@gfps.k12.mt.us

Classroom Rules:

1. Be in room and ready to go on time. 2. Follow all School Rules 3. Be respectful to all 4. Complete all work on time

Discipline :

1. First offense is a warning 2. Second offense is 15 min. detention 3. Third offense is 30 min. detention & a phone call home 4. Forth offense is a PAR 5. Any serious offense is sent to the AP office immediately

Week 1-4 **Microtype 3**, typing program. This is a self-pace typing program.

Week 5 **Microsoft Word Application and Vocabulary**

Week 6 **Career Exploration:** Choosing what you would like to do as a career can be very difficult. Effective career research requires learning about your interests, values and abilities. Use the following activities to help match those interests, values and abilities to possible career choices. Read everything on the screens to ensure your success with this Module.

Access the Montana Career Information System website at <http://mtcis.intocareers.org/>. You can log into MCIS through your Power School log in. Do the Interest Profiler and the Career Cluster Inventory. Print off each one of these. Using both websites from above, perform research about your selected career by clicking the links available on those sites. Take notes (preferably in two-column notes) about the bulleted information below that applies to your career choice. You will be using this information in the next module to create a presentation.

Week 7 **Career PowerPoint:** Watch the short movie, review the PowerPoint tips, and follow the instructions that are linked below as Module PowerPoint.

Week 8 **Personal Budget:** You will use Excel to develop a personal budget which consists of basic budgetary items used by most people/families. Within each of 4 worksheets in your workbook, you will be given an actual monthly salary based on how much education you've obtained.

Week 9-10 **College Budget/Newsletter:** You will research a college or a specific branch of the military. Using word you will create a newsletter. Your newsletter will include covering fancy font, text wrap, continuous page break, columns, text box, clipart/picture, drop cap, and table using Microsoft Word.

Week 11-12 **Microsoft Access:** Microsoft Access is a database program. Databases can be used to store information, much like a file cabinet. However, the information stored in a database can be sorted and filtered so that it is much more meaningful. In this lesson you will create three different Databases. They are Friends database, Native American database, and a Product database.

Week 13 **Netiquette, Sexting & Cyberbullying-** We will read and watch video's covering all three areas, netiquette, sexting, and cyberbullying. You will do a word assignment as well as fill in several questionnaires on the subject.

Week 14-15 **Resumes-** In this Module you will write a resume for yourself with the qualifications and skills that you posses right now. Your resume will be one page in length. You will also create a reference page with three qualified references. Listed below are links to instructions and further information that will help you write an effective resume. Your instructions will include video, PowerPoint presentation, and lecture.

Week 16 **Cover Letter-** You will write and type a formal cover letter to be attached to your resume. Using Word you will type using the directions on how to write a formal cover letter to be attached to your resume.

Week 17 **Creating Labels with Word & Excel-** Using Excel and Word you will create address labels using your own friends and family.

Week 18-19 **PAYROLL-** Design a payroll spreadsheet using Excel that formulates total earnings, withholdings, and net pay. Determine how different tax forms affect net pay. Students will attend a seminar to better understand their paychecks. This seminar will include W-4 forms, W-2 forms, gross vs. net pay, 1040 EZ forms and using an Excel spreadsheet to calculate payroll.

Week 20-21 **Saving/Investing-** You will learn about Interest, Rule of 72, Statement of Savings, CD's, and Money Market Savings. During this exercise you will use Word and Excel.

Week 22 **Credit & Interest Rates-** In this exercise you will learn about Awareness of credit & interest rates, Credit Rating, Types of credit (revolving -credit cards, installment loans, lines of credit), Excel Function Formulas, and Bank Fees.

Week 23-24 **Insurance-** We will be going over What Why Who When of Insurance, Different kinds of insurance, Research and Create a local insurance table, Insurance scenario's, CPS exercise, and an Insurance quiz.

Week 25-26 **Checking Account-** We will be going over Exposure to terms and concepts, Role play opening a checking account, Registering checks with Excel, and Being financially responsible. You will be making a "Check Register" and "Brochure of 3 Banks".

Week 27 **Road Trip!-** You will learn how many gallons you've used? How do you figure MPG? Why is MPG important to your car & your budget? What is per diem? Let's take a trip to Missoula. In this lesson you will make a budget figuring out the cost of going on a road trip.

Week 28 **Buying a Car-** In this lesson you will watch a PowerPoint On Car Buying, Looking At Car Advertisements, Selecting Five Cars for the Excel Chart, Inputting Data and numerical Weights for 5 cars, and Selecting a Car of Your Choice.

Week 29-30 **Travel Project-** This Module has you use all of the Microsoft Office features that have been learned during this course: Word, Excel, Access and PowerPoint. You are planning a trip or a family vacation. Your trip is to be as long as you like, and may include one or more people. You need to determine the following: destination, mode of travel, accommodations, and activities.

Week 31-32 **District Assessment-** We will partner up and do a district assessment study guide. We will also as a whole group review all the vocabulary for Word, Excel, Access, PowerPoint, One Note, and Publisher.

Week 33 **One Note-** We will watch a PowerPoint presentation and video on One Note. We will then do some practice using One Note with their Vocabulary from Microsoft Office.

Week 34- 35 **Publisher-** Using Publisher we will have several small projects such as: Business Cards, Business Mailing Labels, Business Brochures, Post Cards, Certificates, Gift Cards, and Business signs.

Grading- A (100-90) B (89-80) C (79-70) D (69-60) F (59 & below)