

Financial Tech Skills

Great Falls High School

Great Falls, MT

Instructor(s):	Eric Stoverud: eric_stoverud@gfps.k12.mt.us or 406-268-6351 Scott Donisthorpe: scott_donisthorpe@gfps.k12.mt.us or 406-268-6319 Tracy Milton: tracy_milton@gfps.k12.mt.us or 406-268-6353
Course Length:	One Semester
CTE Credit:	½
Prerequisite:	Type 25 Words Per Minute (WPM)
Requirements:	Participation in bell ringers and professional points are vital for success.
Materials:	Moodle Learning Management System Modules in Moodle with instructions
Enrollment Key:	ftskills

Grading:	The final semester grade for this class will consist of the following: 54% from daily assignments 8% from final project 21% from tests and district assessments 17% from bell ringers and professional points
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Course Outline:	Mod 1: Microsoft Word Applications Mod 2: Career Exploration Mod 3: Career PowerPoint District Assessment: PowerPoint Mod 4: Personal Budget Mod 5: College/Military Newsletter District Assessment: Word Mod 6: Access-Native American Database Mod 7: Access-Manipulating Data
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District Assessment: Access
Mod 8: Netiquette
Mod 9: Resume
Mod 10: Cover Letter
Mod 11: Payroll
Mod 12: Savings & Investments
Mod 13: Credit and Interest Rates
Mod 14: Checking
Mod 15: Car Purchase
District Assessment: Excel
Mod 16: Insurance
Mod 17: Road Trip Math
Final Project: Travel Project

Test/Quiz: Tests and quizzes will be taken periodically to assess content knowledge and mastery.

Rules and Procedures: Outlined and offered in class in a separate and signed document.

Prepared, Prompt, Polite, Precise, Positive