

Career & Financial Mgmt
Mr. Krause
5/9/2013

	<p>Explain how education benefits are offered by military branches</p> <p>Format an application letter Create a resume List Do's and Don'ts of a job interview Demonstrate job interview skills Identify and describe effective communication strategies List five ways to improve human relations</p> <p>List 10 ways to lose a job Describe written and unwritten work rules Discuss theories of motivation and job satisfaction Identify a W-2 and w-4 forms Complete a W-2 form Compare and contrast major employment laws Use online sources to find current NYS child labor laws Compare and contrast employee and employer responsibilities Define sexual harassment</p> <p>Calculate gross pay, deductions, net pay Use tables to find tax liability</p>		<p>Letter of Application Project Resume Project Homework pages 64 Chapter 3 test</p> <p>Chapter 4 test Homework pages 85 Chapter 5 test Homework pages 103-105</p> <p>Chapter 6 test Homework pages 137-39</p>	<p>November</p> <p>December</p> <p>January</p>
--	---	--	---	---

Career & Financial Mgmt
 Mr. Krause
 5/9/2013

	<p>Explain typical benefits for full time employees Explain role of labor unions Explain benefits of flexible job arrangements</p> <p>Define progressive taxes and various tax vocabulary Complete a 1040EZ tax form Calculate tax refund or liability using 1040EZ form and tax tables Explain taxpayers rights and responsibilities Compare and contrast a 1040A and 1040 EZ form Complete a 1040a form Explain common tax mistakes Explain penalties for not filing or committing tax fraud</p> <p>Describe and prepare personal budgets Explain the purpose of record keeping Prepare a new worth statement Discuss the elements of legal contracts and students responsibilities with regard to contracts Describe negotiable instruments and warranties Describe the purpose of a checking account Prepare various banking forms</p> <p>Describe different purposes of saving Explain how money grows with compound interest</p>		<p>Test on 1040EZ Homework pages 168-69 Chapter 7 test</p> <p>Homework pages 192-93, 221-22 Chapter 8 & 9 test</p> <p>Homework pages 251-252 Chapter 10 test</p>	<p>February</p> <p>March</p> <p>April</p>
--	--	--	---	--

Career & Financial Mgmt
Mr. Krause
5/9/2013

	<p>List various saving techniques , institutions and plans</p> <p>Describe the stages of investing and the relationship between risk and reward. Discuss investment strategies, options, and sources of information Analyze corporate annual reports</p> <p>Compare and contrast common and preferred stock Discuss stock investing classifications Explain how stock values are determined Discuss factors that affect a stock's price Create an online stock portfolio Discuss investment strategies Analyze stock listings and reports</p> <p>Discuss the importance and purpose of credit records. Describe the five C's of credit Explain how to get started using credit Describe credit ratings Outline the contents of a credit report Discuss the protections provided by the major credit laws Describe the responsibilities of consumer credit Discuss how to protect your credit card from fraud Explain how you can reduce or avoid credit costs Compute and explain simple interest and APR Compare methods of computing finance</p>		<p>Homework pages 275-76 Chapter 11 test</p> <p>Homework pages 299-300 Chapter 12 test</p> <p>Homework pages 422-23 Chapter test 17</p>	<p>April</p> <p>May</p> <p>May</p>
--	--	--	--	---

Career & Financial Mgmt
Mr. Krause
5/9/2013

	charges on revolving credit		Final exam on chapters 7-12,17	June
--	------------------------------------	--	---------------------------------------	-------------