

FBLA HS: Personal Finance

Competency A: Financial Principles Related to Personal Decision Making	MBA Research Performance Indicators	LAPs
Tasks		
1. Evaluate how decisions made at one stage of your life can affect your options at other stages.	FI:270 Explain the need to save and invest (CS)	**LAP-QS-030, Supersize Your Money (Need to Save and Invest)
2. Find and evaluate financial information from a variety of sources.	CO:054 Identify sources that provide relevant, valid written material (PQ)	
3. Identify major consumer protection laws.	PM:017 Identify consumer protection provisions of appropriate agencies (SP) FI:063 Explain legal responsibilities associated with consumer financial products and services (CS)	LAP-PM-917 Protect and Serve (Consumer Protection)
4. Make financial decisions by systematically considering alternatives and consequences.	FI:783 Make responsible financial decisions (CS)	**Just for You! FI:783, Make responsible financial decision
5. Develop communication strategies for discussing financial issues.		
6. Control and secure personal information.	FI:073 Protect against identity theft (CS)	
7. Describe how wise financial planning can help you achieve your goals.	FI:783 Make responsible financial decisions (CS)	**Just for You! FI:783, Make responsible financial decision
8. Predict the effects of financial planning on specific situations.	FI:783 Make responsible financial decisions (CS)	**Just for You! FI:783, Make responsible financial decision

* = Free, thanks to the Daniels Fund Ethics Initiative

** = Available exclusively through the MBA Research Learning Center

<p>9. Define money (characteristics, role, and forms) and trace how money and resources flow through the American economic system.</p>	<p>FI:059 Identify types of currency (paper money, coins, banknotes, government bonds, treasury notes, etc.) (PQ) FI:060 Describe functions of money (medium of exchange, unit of measure, store of value) (PQ)</p>	
<p>10. Define basic economic concepts (such as supply and demand; production, distribution, and consumption; labor, wages, and capital; inflation and deflation).</p>	<p>EC:002 Distinguish between economic goods and services (CS) EC:003 Explain the concept of economic resources (CS) EC:001 Describe the concepts of economics and economic activities (CS) EC:005 Explain the principles of supply and demand (CS) EC:013 Explain the concept of productivity (CS) EC:083 Describe the economic impact of inflation on business (SP)</p>	<p>LAP-EC-902 Get the Goods on Goods and Services (Economic Goods and Services) LAP-EC-903 Be Resourceful (Economic Resources) LAP-EC-901 Are You Satisfied? (Economics and Economic Activities) LAP-EC-905 It's the Law (Supply and Demand) LAP-EC-913 Make the Most of It (Productivity) LAP-EC-083 Up, Up, and Away (Inflation)</p>
<p>Competency B: Earning a Living (Income, Taxes)</p>	<p>MBA Research Performance Indicators</p>	<p>LAPs</p>
<p>Tasks</p>		
<p>1. Identify components and sources of personal income.</p>	<p>FI:061 Describe sources of income and compensation (CS)</p>	
<p>2. Describe how the demand for certain skills helps determine the amount you will be paid.</p>	<p>FI:061 Describe sources of income and compensation (CS)</p>	

* = Free, thanks to the Daniels Fund Ethics Initiative

** = Available exclusively through the MBA Research Learning Center

3. Identify the effects of employment on financial security.		
4. Relate employee benefits to disposable income.	FI:061 Describe sources of income and compensation (CS)	
5. Compute gross earnings and describe factors affecting take-home pay.	FI:068 Interpret a pay stub (PQ) FI:067 Explain the nature of tax liabilities (PQ) FI:438 Calculate employee earnings (SP)	**Just for You! FI:438, Calculate employee earnings
6. Calculate mandatory and voluntary deductions to get net pay.	FI:439 Calculate employee deductions (SP)	**Just for You! FI:439, Calculate employee deductions
7. Compare various employee benefits and retirement programs.	HR:467 Explain components of total rewards system (SP) FI:569 Discuss the nature of retirement planning (CS)	
8. Identify various types of taxes that relate to income.	FI:067 Explain the nature of tax liabilities (PQ)	
9. Summarize guidelines for reporting taxes.	FI:074 Prepare personal income tax forms (CS)	**Just for You! FI:074, Prepare personal income tax forms
10. Define exemptions, dependents, and taxable and nontaxable income.	FI:074 Prepare personal income tax forms (CS)	**Just for You! FI:074, Prepare personal income tax forms
11. Prepare tax forms such as 1040EZ, 1040A using a W2 form and a 1099 interest form, W-4, and I-9 forms	FI:074 Prepare personal income tax forms (CS)	**Just for You! FI:074, Prepare personal income tax forms

* = Free, thanks to the Daniels Fund Ethics Initiative

** = Available exclusively through the MBA Research Learning Center

12. Compute taxes using a tax table and other appropriate information.	FI:074 Prepare personal income tax forms (CS)	**Just for You! FI:074, Prepare personal income tax forms
13. Describe the differences in various types of employment. (i.e., flextime, job sharing, telecommuting, full- and part-time, piece work)		
Competency C: Managing Budgets and Finance (Planning and Money Management)	MBA Research Performance Indicators	LAPs
Tasks		
1. Determine short- and long-term goals.	FI:065 Set financial goals (CS)	**LAP-QS-031, Set Yourself Up (Setting Financial Goals)
2. Develop and implement a personal financial plan for earning, spending, saving, and investing.	FI:066 Develop personal budget (CS)	**Just for You! FI:066, Develop personal budget
3. Develop a system for keeping and using financial records.	FI:069 Maintain financial records (PQ)	
4. Track income and spending to analyze and prepare a budget and make adjustments.	FI:066 Develop personal budget (CS)	**Just for You! FI:066, Develop personal budget
5. Describe the effect of different payment methods—cash, credit, installment loans, mortgages, debit cards, checks or online deposits, transfers and payments on the budget and financial plan.	FI:058 Explain forms of financial exchange (cash, credit, debit, electronic funds transfer, etc.) (PQ) FI:002 Explain the purposes and importance of credit (CS)	LAP-FI-002 Give Credit Where Credit Is Due (Credit and Its Importance)
6. Identify some of the serious problems that can arise when you don't plan your finances or implement your financial plan.	FI:783 Make responsible financial decisions (CS) FI:568 Control debt (CS)	**Just for You! FI:783, Make responsible financial decision
7. Use financial management software to prepare a budget, track income and expenses, and project taxes.		

* = Free, thanks to the Daniels Fund Ethics Initiative

** = Available exclusively through the MBA Research Learning Center

Competency D: Saving and Investing	MBA Research Performance Indicators	LAPs
Tasks		
1. Define investment terms including risk management, yields, and rate of return.	FI:077 Explain types of investments (CS)	LAP-FI-077 Invest for Success (Types of Investments)
2. Explain how investing and saving builds wealth and helps meet financial goals.	FI:270 Explain the need to save and invest (CS)	**LAP-QS-030, Supersize Your Money (Need to Save and Invest)
3. Distinguish between short- and long-term savings goals.	FI:270 Explain the need to save and invest (CS)	**LAP-QS-030, Supersize Your Money (Need to Save and Invest)
4. Determine saving options and the need for and the purpose of savings.	FI:270 Explain the need to save and invest (CS)	**LAP-QS-030, Supersize Your Money (Need to Save and Invest)
5. Evaluate investment alternatives and sources of investment information and prepare a personal investment strategy.	FI:077 Explain types of investments (CS) FI:279 Explain factors to consider when selecting investments (SP)	LAP-FI-077 Invest for Success (Types of Investments) **LAP-QS-041, Suits Me! (Investment Selection Factors)
6. List types and methods of savings.	FI:270 Explain the need to save and invest (CS)	**LAP-QS-030, Supersize Your Money (Need to Save and Invest)
7. Compare and choose among saving and investment options such as stocks, bonds, CDs, and 401K savings plans.	FI:270 Explain the need to save and invest (CS) FI:077 Explain types of investments (CS)	**LAP-QS-030, Supersize Your Money (Need to Save and Invest) LAP-FI-077 Invest for Success (Types of Investments)

* = Free, thanks to the Daniels Fund Ethics Initiative

** = Available exclusively through the MBA Research Learning Center

8. Describe how to buy and sell investments.	PD:236 Describe how securities are traded (SP)	**LAP-QS-047, Buy and Sell (How Securities Are Traded)
9. Track various stocks over a period of time.	FI:275 Interpret securities table (SP)	**LAP-QS-037, Table Talk (Reading Stock Tables)
10. Compute the anticipated rate of return on specific investments and savings accounts using various factors such as simple or compound interest, dividends, fees, etc.	FI:238 Calculate the time value of money (SP) FI:367 Calculate stock-related values (e.g., the value of a constant growth stock, the expected value of future dividends, the expected rate of return, etc.) (SP)	**Just for You! FI:238, Calculate the time value of money
11. Explain how taxes affect the rate of return on investments.	BL:134 Discuss the effect of tax laws and regulations on financial transactions (SP)	
12. Demonstrate how to evaluate advisors' credentials and how to select professional advisors and their services.	FI:076 Discuss considerations in selecting a financial-services provider (CS)	
13. Investigate how agencies that regulate financial markets protect investors.	FI:063 Explain legal responsibilities associated with consumer financial products and services (CS)	
Competency E: Buying Goods and Services	MBA Research Performance Indicators	LAPs
Tasks		
1. Compare and contrast the advantages and disadvantages of renting versus purchasing property such as a home, auto, and equipment.	FI:783 Make responsible financial decisions (CS)	**Just for You! FI:783, Make responsible financial decision
2. Calculate costs involved in purchasing and maintaining a vehicle and a home and the methods of figuring depreciation.	FI:782 Calculate the cost of credit (CS)	
3. Determine spending patterns based on a review of financial records.		

* = Free, thanks to the Daniels Fund Ethics Initiative

** = Available exclusively through the MBA Research Learning Center

4. Evaluate information about products and services such as warranties, clearance items, and consumer reports.	CO:055 Extract relevant information from written materials (PQ) FI:783 Make responsible financial decisions (CS)	**Just for You! FI:783, Make responsible financial decision
5. Compare the advantages and disadvantages of alternative payment types—credit, cash, loans, etc.	FI:783 Make responsible financial decisions (CS)	**Just for You! FI:783, Make responsible financial decision
6. Describe the rights and responsibilities of buyers and sellers under consumer protection laws.	PM:017 Identify consumer protection provisions of appropriate agencies (SP) FI:063 Explain legal responsibilities associated with consumer financial products and services (CS)	LAP-PM-917 Protect and Serve (Consumer Protection)
Competency F: Banking and Insurance	MBA Research Performance Indicators	LAPs
Tasks		
1. Identify common types of risks and basic risk management methods.	FI:081 Describe the concept of insurance (CS) SM:075 Explain the nature of risk management (SP)	LAP-SM-075 Prepare for the Worst; Expect the Best (Nature of Risk Management)
2. Identify the purpose, importance, and major characteristics of property and liability insurance protection.	PD:321 Discuss components of homeowners/renters insurance (SP) PD:322 Explain the nature of liability insurance (SP)	
3. Identify the purpose, importance, and major characteristics of health, disability and life insurance protection.	PD:320 Discuss the nature of health insurance coverage (SP) PD:322 Explain the nature of liability insurance (SP) PD:323 Discuss the nature of life insurance (SP)	
4. Evaluate how insurance (e.g., auto, home, life, medical, and long-term health) and other risk management strategies protect against financial loss.	FI:081 Describe the concept of insurance (CS)	
5. Compute the costs and benefits of specific insurance plans.	FI:571 Determine insurance needs (SP)	

* = Free, thanks to the Daniels Fund Ethics Initiative

** = Available exclusively through the MBA Research Learning Center

6. Predict how personal factors affect insurance needs and costs.	FI:081 Describe the concept of insurance (CS) FI:571 Determine insurance needs (SP)	
7. Compare different types of banking options such as credit unions and other banks.	FI:075 Describe types of financial-services providers (CS)	
8. Identify the types of banking services and their costs for meeting various needs.	PD:154 Describe types of personal banking products and services (CS)	
9. Write a check and prepare deposits and withdrawal slips.	FI:560 Write checks (PQ)	
10. Maintain a check register including proper procedures for ATM and automatic payment withdrawals.	FI:069 Maintain financial records (PQ)	
11. Reconcile a bank statement.	FI:070 Balance a bank account (PQ)	**Just for You! FI:070, Read and reconcile bank statements
12. Explain the advantages and security issues with online banking and bill payment.	FI:830 Manage online accounts (CS)	
Competency G: Credit and Debt	MBA Research Performance Indicators	LAPs
Tasks		
1. Identify the costs, benefits, and sources of various types of credit.	FI:002 Explain the purposes and importance of credit (CS)	LAP-FI-002 Give Credit Where Credit Is Due (Credit and Its Importance)
2. Give the advantages and disadvantages of using credit in specific situations.	FI:002 Explain the purposes and importance of credit (CS)	LAP-FI-002 Give Credit Where Credit Is Due (Credit and Its Importance)
3. Explain the purpose of a credit record and identify borrowers' credit report rights.	FI:072 Validate credit history (CS)	

* = Free, thanks to the Daniels Fund Ethics Initiative

** = Available exclusively through the MBA Research Learning Center

4. Develop and use personal debt-reduction strategies to manage and avoid or correct debt problems.	FI:568 Control debt (CS)	
5. Identify major consumer credit laws.	FI:063 Explain legal responsibilities associated with consumer financial products and services (CS)	
6. Reconcile a credit card statement and analyze finance charges.	FI:782 Calculate the cost of credit (CS)	
7. Evaluate the terms and conditions of credit offers and make recommendations based on the analysis.	FI:071 Demonstrate the wise use of credit (CS)	
8. Evaluate the concept of creditworthiness as it relates to credit records, credit ratings, credit reports, and credit laws.	FI:002 Explain the purposes and importance of credit (CS)	LAP-FI-002 Give Credit Where Credit Is Due (Credit and Its Importance)
9. Describe the advantages and disadvantages of bankruptcy.	FI:568 Control debt (CS)	
10. Compare the terms and rates of mortgage agreements.	FI:071 Demonstrate the wise use of credit (CS)	
11. Demonstrate awareness of consumer protection and information (identify theft, phishing, scams, etc.).	FI:063 Explain legal responsibilities associated with consumer financial products and services (CS)	
12. Complete credit forms and loan applications.	FI:625 Apply for a consumer loan (SP)	
13. Compare the costs of a purchase if paid with cash, credit cards, charge accounts, and installment loans.	FI:782 Calculate the cost of credit (CS)	

* = Free, thanks to the Daniels Fund Ethics Initiative

** = Available exclusively through the MBA Research Learning Center

<p>14. Evaluate various personal and economic factors that influence the availability of credit.</p>	<p>FI:625 Apply for a consumer loan (SP)</p>	
<p>15. Describe the responsibilities of the consumer to the creditor in terms of handling credit as a responsible consumer.</p>	<p>FI:071 Demonstrate the wise use of credit (CS) FI:568 Control debt (CS) FI:063 Explain legal responsibilities associated with consumer financial products and services (CS)</p>	

* = Free, thanks to the Daniels Fund Ethics Initiative

** = Available exclusively through the MBA Research Learning Center