

Idaho PTE Business Education Course w/Essential Learning Outcomes

Course Title	PERSONAL BUSINESS FINANCE		
SDPTE Course ID	BE 0190	IBED	IBED 12103

A course designed to provide students personal finance skills and knowledge; to include goal setting, budgeting, saving, investing, borrowing, insuring, identity protection and retirement planning.

Term	Semester/Trimester/Year	Preq	None
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Notes:

Accounting Acct_8: Business Records

- Acct_8.1 Prepare a bank reconciliation, finding and correcting all errors.
- Acct_8.2 Complete a petty cash voucher and record book, and prove and replenish the fund.
- Acct_8.3 Prepare checks and stubs in accordance with bank recommendations.
- Acct_8.5 Prepare a deposit slip and compute the checkbook balance using appropriate mathematical procedures.

Business Law BLaw_2: Demonstrate Knowledge of Contract Law, Law of Sales, and Consumer Law

- BLaw_2.3 Identify and discuss laws that are intended to protect consumers as they relate to contract law and the law of sales.

Business Law BLaw_7: Demonstrate Knowledge of Computer Law

- BLaw_7.1 Explain how the advances in computer technology impact upon such areas as property law, contract law, criminal law, and international law.

Career Development CDev_2: Demonstrate Knowledge of Career Research

- CDev_2.1 Utilize career resources to develop a knowledge base of career information.

Career Development CDev_4: Demonstrate Knowledge of Career Strategy

- CDev_4.1 Apply knowledge gained from individual assessment to a comprehensive set of goals and an individual career plan.
- CDev_4.2 Demonstrate an understanding of the goal setting process through setting short- and long-term career goals.

Communications Comm_5: Demonstrate Knowledge of Organizational Communications

- Comm_5.5 Incorporate standards of personal ethics to communicate effectively with various business constituencies.

Computation Comp_1: Demonstrate Knowledge of Mathematical Foundations for All Computational Skills and Concepts

- Comp_1.1 Apply basic mathematical operations to solve problems.

Computation Comp_6: Demonstrate Knowledge of Problem-Solving Applications

- Comp_6.1 Use mathematical terminology and procedures to analyze and solve business problems for such areas as taxation.
- Comp_6.2 Use mathematical procedures to analyze and solve business problems for savings and investment.
- Comp_6.4 Use mathematical procedures to analyze and solve business problems for cash management.
- Comp_6.5 Use mathematical procedures to analyze and solve business problems for financial statements.
- Comp_6.6 Use mathematical procedures to analyze and solve business problems for credit management.
- Comp_6.7 Use mathematical procedures to analyze and solve business problems for purchases.
- Comp_6.8 Use mathematical procedures to analyze and solve business problems for sales.

Economics and Personal Finance EcPF_1: Demonstrate Knowledge of Scarcity, Choice, and Opportunity Costs

- EcPF_1.1 Identify opportunity costs and trade-offs involved in making choices about how to consume scarce economic resources and the effects they have on budgeting.

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Economics and Personal Finance EcPF_2: Demonstrate Knowledge of Personal Decision Making

EcPF_2.1 Use a rational decision-making process as it applies to the roles of citizens, workers, and consumers.

Economics and Personal Finance EcPF_3: Demonstrate Knowledge of Productivity

EcPF_3.1 Explain the importance of productivity, and discuss how specialization, division of labor, saving, investment in capital goods and human resources, and technological change affect productivity.

Economics and Personal Finance EcPF_4: Demonstrate Knowledge of Economic Systems

EcPF_4.1 Explain why societies develop economic systems, identify the basic features of different economic systems, and discuss the major features of the U.S. economy.

Economics and Personal Finance EcPF_6: Demonstrate Knowledge of Exchange, Money, and Independence

EcPF_6.1 Explain the role of exchange and money in an economic system and describe the effect of interdependence on economic activity.

Economics and Personal Finance EcPF_8: Demonstrate Knowledge of Supply and Demand

EcPF_8.1 Analyze the role of the law of supply and demand in the U.S. economy.

Economics and Personal Finance EcPF_10: Demonstrate Knowledge of the Role of Consumers

EcPF_10.1 Demonstrate sound consumer decision making when purchasing goods or services and the effects they have on budgeting.

EcPF_10.2 Demonstrate financial planning skills; to include saving, investing and retirement planning.

EcPF_10.3 Demonstrate insurance based concepts.

Economics and Personal Finance EcPF_13: Demonstrate Knowledge of the Role of Citizens

EcPF_13.1 Describe rights and responsibilities of citizens in the U.S. economy.

EcPF_13.2 Identify and define laws that are available to protect the rights of consumers.

EcPF_13.3 Identify sources of consumer assistance.

EcPF_13.4 Make effective oral or written complaints about product claims, misleading advertising, or faulty products to the appropriate source of redress.

Management Mgmt_8: Demonstrate Knowledge of Ethics

Mgmt_8.1 Define ethics and discuss the importance of ethics in personal, social, and business decision making.
