

# C. Unit 3 Management Skills

Content Area: **21st Century Life and Careers**  
Course(s):  
Time Period: **Trimester 1**  
Length: **8-10 weeks**  
Status: **Published**

## Unit Overview

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In this unit we will study how to manage time, money, and other resources.

- Evaluating the purchases you make
- The importance of managing your money
- The resources that are available to you and how to manage them
- Different methods of dealing with stress

## Essential Questions

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- How much money could your family have saved if the "wanted items" had not been purchased?
- How can your family save money on the "needed items"?
- What is a consumer?
- How can you make wise spending choices?
- Who or what has influence on what you buy?
- How can you avoid impulse buying?
- What should you consider when deciding where to shop?
- What else can you do to be a responsible consumer?

## Content

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- Manage your Money
- Be A Smart Consumer
- Teens as Consumers
- Buying Decisions
- Advertising
- Shopping Skills

## **Skills**

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- Speaking
- Listening
- Comparing
- Informing
- Choosing

## **Assessments**

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Unit Assessment

Teacher Observation

Student Participation

## **Lessons/Learning Scenarios**

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Being a Smart Consumer

- Evaluate how you can be a smart shopper
- Explain how your habits affect the way you decide what to buy
- Identify the purpose of advertising

Teens as Consumers

- What is a consumer
- Making wise purchases

Buying Decisions

- Buying habits
- Advertisement
- Trend

Advertising

- Types of Advertisement
- Information Ads
- Image Ad
- Evaluate Advertising
- Get more Information

## Shopping Skills

- Impulse Buying
- Where should I shop
- Catalogs and the Internet
- Comparison Shopping
- Guarantees

## Your Consumer Rights and Responsibilities

- Know the stores policy
- Keep proof of your purchase
- Determine whether you are entitled to a refund
- Be ready to process your claim

## Money Management

- Know the source of your income
- Determine how much money you will have
- Look at how much money are spending
- Evaluate what you are buying
- Plan and Budget
- Paying for Purchases ( Check, Layaway Plan, Debit Card, Credit Cards)

## Standards

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WORK.5-8.9.2.8.1	The ability to prioritize wants and needs assists in making informed investments, purchases, and decisions.
WORK.5-8.9.2.8.1	Information about investment options assists with financial planning.
WORK.5-8.9.2.8.1	Educational achievement, career choice, and entrepreneurial skills all play a role in achieving a desired lifestyle.
WORK.5-8.9.2.8.1	Credit management includes making informed choices about sources of credit and requires an understanding of the cost of credit.
WORK.5-8.9.2.8.1	Money management involves setting financial goals.
WORK.5-8.9.2.8.2	Cost-benefit analysis informs responsible spending practices.
WORK.5-8.9.2.8.2	Money management is reliant on developing and maintaining personal budgets.
WORK.5-8.9.2.8.2	Income often comes from different sources, including alternative sources.
WORK.5-8.9.2.8.3	Income affects spending decisions and lifestyle.
WORK.5-8.9.2.8.3	Money management requires understanding of cash flow systems and business practices.
WORK.5-8.9.2.8.9.2.8.A.64	Examine how labor market trends and the cost of living can affect real income, spending decisions, and lifestyle.
WORK.5-8.9.2.8.A	Income and Careers

WORK.5-8.9.2.8.A.1	Relate how career choices, education choices, skills, entrepreneurship, and economic conditions affect income.
WORK.5-8.9.2.8.A.2	Differentiate among ways that workers can improve earning power through the acquisition of new knowledge and skills.
WORK.5-8.9.2.8.A.4	Relate how the demand for certain skills determines an individual's earning power.
WORK.5-8.9.2.8.A.5	Explain the difference between "earned income" and "unearned income" (e.g., gifts) and why earned income is important.
WORK.5-8.9.2.8.A.7	Explain the purpose of the payroll deduction process, taxable income, and employee benefits.
WORK.5-8.9.2.8.B.1	Construct a simple personal savings and spending plan based on various sources of income.
WORK.5-8.9.2.8.B.2	Justify the concept of "paying yourself first" as a financial savings strategy.
WORK.5-8.9.2.8.B.3	Relate the concept of deferred gratification to investment, meeting financial goals, and building wealth.
WORK.5-8.9.2.8.B.6	Construct a budget to save for long-term, short-term, and charitable goals.
WORK.5-8.9.2.8.B.7	Develop a system for keeping and using financial records.
WORK.5-8.9.2.8.B.8	Explain the concept of cash flow and construct cash flow statements.
WORK.5-8.9.2.8.B.9	Create debit and credit balance sheets and income and cash statements.
WORK.5-8.9.2.8.B.11	Justify safeguarding personal information when using credit cards, banking electronically, or filing forms.
WORK.5-8.9.2.8.B.12	Evaluate the appropriate financial institutions to assist with meeting various personal financial needs and goals.
WORK.5-8.9.2.8.C	Credit and Debt Management
WORK.5-8.9.2.8.C.1	Compare and contrast the financial products and services offered by different types of financial institutions.
WORK.5-8.9.2.8.C.2	Compare and contrast debt and credit management strategies.
WORK.5-8.9.2.8.C.3	Demonstrate an understanding of the terminology associated with different types of credit (e.g., credit cards, installment loans, mortgages) and compare the interest rates associated with each.
WORK.5-8.9.2.8.C.4	Calculate the cost of borrowing various amounts of money using different types of credit (e.g., credit cards, installment loans, mortgages).
WORK.5-8.9.2.8.C.5	Determine ways to leverage debt beneficially.
WORK.5-8.9.2.8.C.6	Determine potential consequences of using "easy access" credit (e.g., using a line of credit vs. obtaining a loan for a specific purpose).
WORK.5-8.9.2.8.C.7	Explain the meaning and possible consequences of "predatory lending practices."
WORK.5-8.9.2.8.C.8	Explain the purpose of a credit score and credit record, and summarize borrowers' credit report rights.
WORK.5-8.9.2.8.D.1	Determine how saving contributes to financial well-being.
WORK.5-8.9.2.8.D.2	Differentiate among various savings tools and how to use them most effectively.
WORK.5-8.9.2.8.D.8	Assess the impact of inflation on economic decisions and lifestyles.
WORK.5-8.9.2.8.E.1	Prioritize personal wants and needs when making purchases.

## Resources

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Teacher Created Materials

Discovering Life Skills Book