

FINANCIAL READINESS

SYLLABUS

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Written & Delivered By:



PEREGRINE

— GLOBAL SERVICES —

ACADEMICS • LEADERSHIP • PUBLICATIONS

FINANCIAL READINESS

Overview

Do you understand your overall financial health? Are you ready to handle unexpected financial situations? Your overall financial success depends on your readiness, so be prepared and you will prosper. When it comes to personal finance, many consumers lack sufficient understanding of everything from savings accounts and checking accounts to more complicated topics like mortgages and debt.

Whether it is the need to establish and maintain an effective budget and spending plan to minimize debt or the need to begin building retirement assets for a comfortable retirement, far too many individuals do not receive this type of education until it is too late. The goal of this module is to help more learners become aware of their financial situation, and to educate them on the ins and outs of personal finance.

The purpose of this module is to help the learner build personal financial readiness. To be career ready, one must also have financial readiness.

Learners

This module is designed for any learner desirous of improving their financial readiness and preparedness.

The module may qualify for Continuing Education Units (CEU) for professional certifications depending on the professional association.

Module Authors

The author for this module is Peregrine Global Services headquartered in Gillette Wyoming and includes materials from a variety of sources. Peregrine Global Services through its Leadership Institute division has been conducting workshops and consulting for organizations on a variety of leadership, management, and personal development since 2005.

Learning Outcomes

The learning outcomes for the module are as follows. With the completion of this module, learners should be able to:

1. Understand the fundamentals of money and personal finance.

2. Know how to build wealth through financial planning.
3. Understand the financial industry.
4. Manage money through budgeting.
5. Understand debt management.
6. Understand insurance and how to determine the right insurance to have.
7. Manage employment wages and taxes.
8. Understand the basics of business finance including profit/loss statements, balance sheets, business planning, and risk management.

Curriculum

<u>Section</u>	<u>Topics / Subtopics</u>
Section 1: The Fundamentals of Money and Finance	<ul style="list-style-type: none"> • Currency – what is it, what influences it, how does cryptocurrency impact other currency, understanding currency in other countries • Inflation – what is it, how does it work, why does it matter, includes supply and demand and how this impacts the price of items over time, find a simple example of how inflation impacts us in our daily lives • Cash Flow – what is it, how to determine it, who looks at this and when • Disposable Income – what is it and why does it matter to our government / economists, managing fixed expenses, debt, and stress • Debt to Income Ratio / Calculating New Worth – what is it, why does it matter, how to impact it • Interest – understanding it and how it impacts other things • Markets – basic understanding of the financial markets, define and explain what they are in the US and some common outside US markets
Section 2: Building Wealth Through Financial Planning	<ul style="list-style-type: none"> • Introduction to Financial Planning – saving for unexpected events, saving for a goal, planning for death, short-term, mid-term and long-term planning, identity theft

	<ul style="list-style-type: none"> • Investing for Life – compounding interest, rule of 72, general investing, interest vs yield, using payroll deduction • Types of Investments – stocks, bonds, CS, HAS, Mutual Funds, other investment options • Retirement Planning – Contributions vs distributions, Defined benefit – pension vs defined contribution – 401– k / 403– b , Roth, IRA, Roll-overs • Role of the Financial Planner – what do they do, how to find one that fits your needs, fees • Managing Risk – identity theft, risk analysis, other risk factors
Section 3: Banking Essentials	<ul style="list-style-type: none"> • Banking Options – where to bank & how to compare online vs brick & mortar, how to open an account • Banking Accounts – Savings, Checking, Christmas Club, Vacation Club, Money Market, CD • Trusts – why would you need one, revocable, irrevocable, family trusts • ATMs & Other Banking Services – ATM networks, fees, insurance & other perks that go with your account • Debit Cards – different than credit card, limitations, purchasing protection, how they impact your credit score • Payday Lenders – what are they and how do they work • Hazards of your Account – balancing your account regularly, overdraft protection, fraud protection
Section 4: Managing Your Money Through Budgeting	<ul style="list-style-type: none"> • Introduction to Budgeting • Tracking Expenses – what to include for income & expenses when budgeting • Budgeting Apps – how to find the right app for you • Establishing a Savings Plan – how to save for emergencies, life changing events like pregnancy or medical bills • Accountability in Budgeting – have an accountability partner or monthly meeting with your life partner, dealing with dual incomes • Divorce or Death – common issues with divorce, how wealth is split, planning for funerals • Taxes – payroll, income, inheritance, gift, so you won the lottery?
Section 5: Loans and Debt	<ul style="list-style-type: none"> • Introduction to Debt – understanding debt, the debt cycle, and when to use or not use debt

	<ul style="list-style-type: none"> • Getting out of Debt – snowball, avalanche, combination • Establishing Credit – credit scores, long term consequences of debt • Credit Cards are Your Friend? – how to evaluate & compare cards, hazards of cards, cost of debt, interest rates, different than debit cards • Loans – common characteristics, interest impacts, length, pre-payment, how to evaluate different loans, tax implications of loans • Types of Loans – Secured/Unsecured, rent to own, payday, student loans, purchase vs lease, real estate • Bankruptcy & Repossession – How to avoid bankruptcy or repossession, different types of bankruptcy, long term impacts
Section 6: Protecting Yourself with Insurance	<ul style="list-style-type: none"> • Introduction to Insurance – Why does insurance exist, basic concepts to understand how it works • Determining your Need – mitigating risks, evaluating needs • Types of Insurance – property, auto, liability • Personal Insurance – Health, Life, Disability, Travel, LTC, identity theft
Section 7: Work, Pay, and Entrepreneurialism	<ul style="list-style-type: none"> • Introduction to Salary & Wages – W-2, W4, overtime, premium pay • Understanding your Pay Slip – gross vs net income, deductions • Entrepreneurialism – understanding P&L, Balance sheets, Business planning, borrowing money, risks, working on business vs in the business • Taxes – payroll, income, filing requirements
Section 8: Summary and Assessment	<ul style="list-style-type: none"> • Summary • Assessment

Delivery

The module is delivered using Peregrine’s Learning Management System (LMS) known as CMAD. Course instruction is with asynchronous online learning activities.

References & Resources**Assessment**

Throughout the module, there are in-progress quizzes and short exercises to ensure understanding of the instructional content. A completion certificate is issued when the learner obtains at least 80% on the final exam.

Hours and Articulation

Learner hours are shown in the following table. The hours are based on both the time within the module and time away from the module conducting application activities.

<u>Section</u>	<u>Hours</u>
Section 1: The Fundamentals of Money and Finance	2
Section 2: Building Wealth Through Financial Planning	2
Section 3: Banking Essentials	2
Section 4: Managing Your Money Through Budgeting	2
Section 5: Loans and Debt	2
Section 6: Protecting Yourself with Insurance	2
Section 7: Work, Pay, and Entrepreneurialism	2
Section 8: Summary and Assessment	1
Total Hours	15