

## Financial Literacy Standards and Objectives

- I. Keyboarding techniques:
  - a. Proper keyboarding form and learning the keyboard.
  - b. Define key computer terms and technology.
  - c. Learn how to figure out words per minute.
  - d. Emphasize proofreading skills.
  
- II. Formatting and typing samples:
  - a. Typing short and long reports with footnotes and bibliography.
  - b. Typing memos
  - c. Typing outlines
  - d. Typing letters (block and modified block style)
  - e. Typing notes
  - f. Typing tables
  
- III. Managing your money:
  - a. calculate straight-time, overtime, and total pay
  - b. complete a time card
  - c. total pay for piecework, salary, commission, and graduated commission
  - d. prepare budget sheets
  - e. compare budget to actual expenditures
  - f. keep accurate records for a checking and savings account
  - g. balance a check register
  - h. write checks
  - i. compute online banking charges and update the check register
  
- IV. Managing your expenses:
  - a. compute sales tax
  - b. calculate total purchase price
  - c. determine unit price
  - d. find best buy
  - e. use coupons and rebates
  - f. calculate markdowns
  
- V. Making financial decisions:
  - a. compute stick price of a new vehicle
  - b. calculate dealer's cost of vehicle
  - c. calculate average retail or wholesale price
  - d. use tables to compute annual premium for vehicle insurance
  - e. compute total cost of operating and maintaining a vehicle
  - f. calculate the total cost of leasing a vehicle
  - g. calculate the total cost to rent a vehicle