

Junior Year e-Business Academy

Personal Tasks: Personal Finance - September 3-4

Complete the tasks below and turn this sheet into the red tray by September 29th. You will need to turn this sheet in to receive your grades.

Employee Name _____ **PERIOD** _____

To begin: Download the Personal Finance 7.0 file from the VEI Task Matrix on my under the **Personal** column on your teachers web page. Open that file using Excel and look at the tabs at the bottom of the sheet.

_____ 10pts

1. Personal Finance: Budget Tab

Click the Budget tab at the bottom of the sheet as this is where you will start. It is important to understand how much you can afford before you start spending your money. Follow the steps at the top of the sheet. Use the salary rates below as a guide. Work the numbers until you have an "affordable budget" shown in green at the bottom.

Estimated Monthly Salaries

Chief Officer: \$6000

Department Leaders: \$4000

Associates: \$2000

_____ 10pts

2. Personal Finance: Car Purchase Tab

Click the Car Purchase tab at the bottom of the sheet and complete the 4 step process of getting your car. As a employee who works in Orange County, you will need to have a vehicle to get you to and from work each day. You will have \$5000 deposited in your bank account and you can use all or some of it to buy a vehicle or lower your monthly payment. You may purchase a new or used vehicle. You will be researching the vehicle you want on the internet and filling in the "yellow" areas of the Car Purchase tab. Use the **TrueCar** web site to find a vehicle and record all the information about the car you will purchase.

_____ 5pts

3. Personal Finance: Education Tab (optional for associates)

This is a **required** area for **all leadership positions** and is **optional** for **all associate positions** in the company. Complete the yellow areas on this sheet

_____ 10pts

4. Personal Finance: Information Tab

Click the Information tab at the bottom of the sheet. You are living in southern California and work at a company located at 1401 South Grand Avenue Santa Ana. Here is where you will choose your family unit and living situation. You do not have your Paycheck Gross or Net pay so you will leave that empty at this point. Complete all the yellow areas for Family Unit. If you plan to be single input 1 for single. If you want to be married input 1 in married. You will have the option of getting married later in the year, so this could change as the year goes on. Both single and married couples can have children and pets. Complete Living Situation by finding a place to live. Many of you will need to find roommates to afford living in Orange County. When finding a place to live, it is required that each roommate must have their own room and all married couples have a minimum of two bedrooms for this simulation. Include a number in Miles from Office this will be used in task 5

_____ 5pts

5. Personal Finance: Information Tab - Gas Prices

The gas prices change daily and need to be adjusted each month. Use the link for **National Gas Prices** in the Transportation section of the page to see the average price per gallon for your state and record that in the gas price box in the transportation section of this sheet. Turn the finished file into Edmodo.

Evaluation

_____ / 40pts

_____ current grade in your business class

_____ current percentage in your business class

_____ see me about your grade

_____ see me about missing/problem assignments