

2018 Version of Money Smart for Adults: Details about the Modules















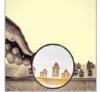








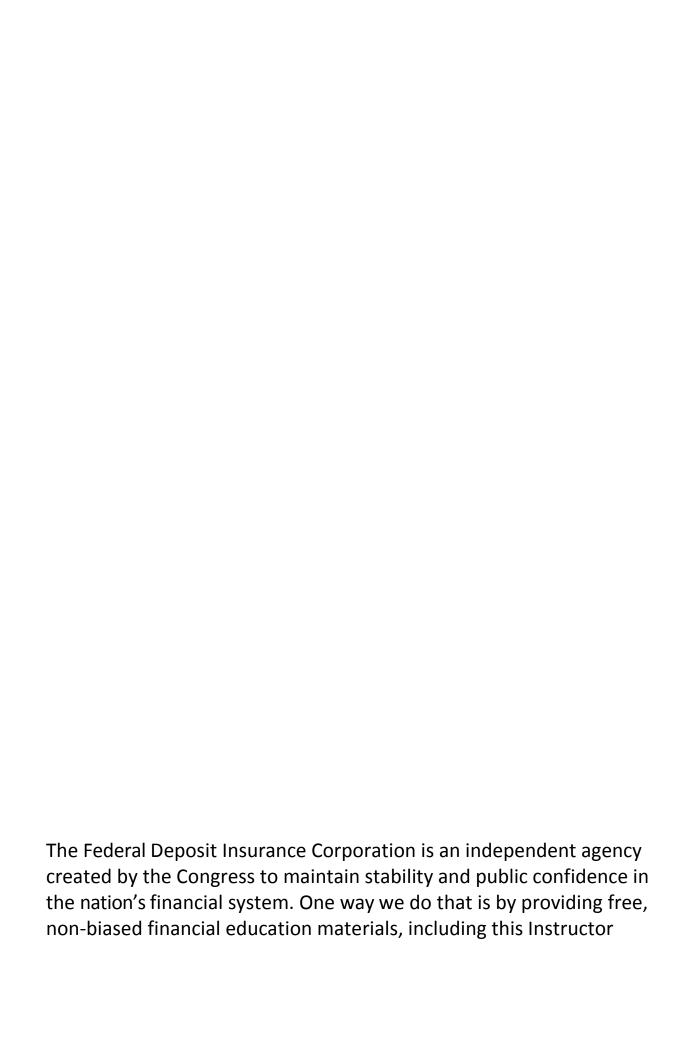












Money Smart for Adults

MSA consists of 14 modules, which are units organized around a topic. Each module is divided into sections. You can present the modules in the order below, or choose modules (and sections within modules) to deliver in any order needed.

Module Number	Module Name	Estimated Time
1	Your Money Values and Influences	2 hours
2	You Can Bank On It	3 hours and 25 minutes
3	Your Income and Expenses	1 hour and 45 minutes
4	Your Spending and Saving Plan	1 hour and 25 minutes
5	Your Savings	2 hours and 45 minutes
6	Credit Reports and Scores	3 hours and 40 minutes
7	Borrowing Basics	2 hours
8	Managing Debt	3 hours and 50 minutes
9	Using Credit Cards	1 hour and 50 minutes
10	Building Your Financial Future	2 hours and 35 minutes
11	Protecting Your Identity and Other Assets	2 hours and 10 minutes
12	Making Housing Decisions	2 hours and 5 minutes
13	Buying a Home	2 hours and 45 minutes
14	Disasters—Financial Preparation and Recovery	1 hour and 40 minutes

Total time for all 14 modules:

About 34 hours, including module openings and module closings, but not including introductory activities or breaks



Module 1: Your Money Values and Influences

Module Focus: Internal values and goals, external influences, and their

relationships to financial decisions

Total Time Estimate: 2 hours, including module opening and module closing, but

not including introductory activities or breaks

Main Topics:

Section 1: Values and Money (30 minutes)

What Are Values?

Aligning Behavior With Values

Section 2: Goals and Money (25 minutes)

What Are Goals?

Setting SMART Goals

Section 3: External Influences (45 minutes)

- Influences on Choices About Money
- Examples of External Influences
- Social Pressure and Advertising
- Strategies for Staying Focused on Your Goals



Module 1: Your Money Values and Influences

	Key Takeaway	Activities
1	Understanding your values can help you set achievable financial goals.	 Apply It: My Values Try It: Values and Financial Choices (Valentina and Isaiah Decide How to Spend Their Tax Refund)
2	Setting SMART goals helps you achieve your hopes and dreams for the future by providing a realistic plan to follow.	 Try It: Writing a SMART Goal (Maria Sets SMART Goals) Apply It: My SMART Goals
3	External influences impact financial choices. Use strategies to stay focused on your goals.	• Apply It: Staying Focused on My Goals



Module 2: You Can Bank On It

Module Focus: Financial products, services, and providers

Total Time Estimate: 3 hours and 25 minutes, including module opening and

module closing, but not including introductory activities or

breaks

Main Topics:

Section 1: Financial Products, Services, and Providers (1 hour and 5 minutes)

- Financial Institutions:
 Banks and Credit Unions
- Deposit Insurance
- Accessing Services
- Products and Services Available at Financial Institutions
- Other Financial Service Providers
- What Financial Products and Services Do You Need?

Section 2: Opening an Account (20 minutes)

- Savings and Checking Accounts
- Banking History Reports

Section 3: Managing an Account (1 hour)

- Using a Savings Account
- Using a Checking Account
- Automated Teller Machine Cards
- Debit Cards
- "Person-to-Person" Payments (P2P)
- Mobile Wallet Apps

Section 4: Prepaid Cards (40 minutes)

- How Prepaid Cards Work
- Kinds of Prepaid Cards
- Lost or Stolen Prepaid Cards
- Tips for Using Prepaid Cards



Module 2: You Can Bank On It

	Key Takeaway	Activities
1	Consider your needs and shop around for financial products and services.	 Try It: What Do You Need to Manage Your Money? (Susannah Considers What She Needs to Manage Her Money) Apply It: My Financial Management Needs Apply It: My Banking Checklist
2	Know the general process for opening a savings or checking account, including options if you are initially unable to open an account.	 Apply It: My Checklist for Opening a Savings or Checking Account Apply It: Getting My Banking History Reports Apply It: Filing a Dispute on My Banking History Report Apply It: My Options for Opening an Account Despite Challenges
3	Learn the rules of your account and keep track of how you use it. This can help you keep costs down and develop a positive banking relationship.	 Apply It: Managing My Savings Account Try It: Learning the Parts of a Check Apply It: Managing My Checking Account Try It: Using a Transaction Register (Asif Uses a Transaction Register to Manage His Account) Try It: Using a Mobile App
4	Prepaid cards allow you to spend or access money loaded onto them. They usually aren't linked to a checking or savings account. Before you use one, review its features and fees.	 Try It: Features of Most Reloadable Prepaid Cards Try It: What Fees are Common to Reloadable Prepaid Cards?



Module 3: Your Income and Expenses

Module Focus: How to track income and expenses

Total Time Estimate: 1 hour and 45 minutes, including module opening and

module closing, but not including introductory activities or

breaks

Main Topics:

Section 1: Income (55 minutes)

- What is Income?
- Understanding Pay Statements
- More Than One Job or a Paid "Hobby
- Tracking Your Income

Section 2: Expenses (30 minutes)

- Ways to Use Your Money
- Tracking Your Expenses
- Managing Your Expenses



Module 3: Your Income and Expenses

	Key Takeaway	Activities
1	Understand your income. That is the first step to using it to meet your needs.	 Try It: Ways to Receive Income Try It: Reading a Pay Statement (Janice Reads Her Pay Statement) Apply It: Reading My Pay Statement Apply It: My Monthly Income Log
2	Understand your expenses. That will help you decide how to save, share, and spend your income.	 Apply It: My Saving, Sharing, and Spending Diary Apply It: My Monthly Expense Log Try It: Making a Monthly Payment Calendar (Juan Carlo Uses a Monthly Payment Calendar to Take Charge of His Bills)



Module 4: Your Spending and Saving Plan

Module Focus: How to develop a spending and saving plan, and how to

prioritize spending when money is short

Total Time Estimate: 1 hour and 25 minutes, including module opening and

module closing, but not including introductory activities or

breaks

Main Topics:

Section 1: Making a Monthly Spending and Saving Plan (45 minutes)

- Building Blocks of a Spending and Saving Plan
- Increasing Income
- Decreasing Expenses
- Making Adjustments

Section 2: When Money Is Short (20 minutes)

- How Does It Happen and What Can I Do
- Prioritizing Based on What Might Happen



Module 4: Your Spending and Saving Plan

	Key Takeaway	Activities
1	Use a monthly spending and saving plan to guide how you use your	 Apply It: Making My Spending and Saving Plan
	money.	• Try It: Making a Spending and Saving Plan (Shelley and Walter Make a Spending and Saving Plan)
		 Apply It: Using My Spending and Saving Plan
		 Try It: Adjusting a Spending and Saving Plan
2	Prioritize which bills to pay first when money is short.	• Apply It: Prioritizing My Expenses



Module 5: Your Savings

Module Focus: Saving money for expenses, goals, and emergencies

Total Time Estimate: 2 hours and 45 minutes, including module opening and

module closing, but not including introductory activities or

breaks

Main Topics:

Section 1: What is Saving? (25 minutes)

- Defining Saving
- Why Save Money?

Section 2: Where to Build Your Savings (40 minutes)

- Where to Put Your Savings
- Advantages and Disadvantages of Savings Options
- Other Places for Savings
- Deposit Insurance
- Interest and Compounding
- Annual Percentage Yield (APY)
- The Rule of 72

Section 3: Saving for Unexpected Expenses (20 minutes)

- Why Save for Unexpected Expenses?
- Emergency Savings Fund Goal
- Anticipating Changes to Income and Expenses

Section 4: Saving for Your Goals (35 minutes)

- Your Hopes and Dreams
- SMART Goals
- How Much Money Should You Save for Your Goals?
- Large Expenses

Section 5: Saving and Public Benefits (25 minutes)

- Assets and Income Limits
- Special Accounts and Public Benefits



Module 5: Your Savings

	Key Takeaway	Activities
1	Set aside some money every time you get income. Regularly saving money, even if only a small amount, can make a big difference over time.	 Try It: Finding Money to Save (Tamara Finds Money to Save) Apply It: My Quick Tips for Finding Money to Save
2	Consider the advantages and disadvantages of savings options before choosing where to build your savings.	• Apply It: My Savings Options
3	An emergency savings fund is part of the foundation of financial health. Setting aside \$500 to \$1,000 can cover many unexpected expenses.	 Try It: Unexpected Expenses Apply It: My Emergency Savings Fund Plan Apply It: Estimating Savings for Changes in My Income and Expenses
4	Create a plan to save money for your goals.	Apply It: Saving MoneyFor My GoalsApply It: My Large Expenses
5	Some public benefits may be reduced or removed when you exceed income or asset limits. However, some special accounts enable people to save more money without losing eligibility for their benefits.	



Module 6: Credit Reports and Scores

Module Focus: Credit reports and scores, building productive credit

histories, and repairing and improving credit

Total Time Estimate: 3 hours and 40 minutes, including module opening and

module closing, but not including introductory activities or

breaks

Main Topics:

Section 1: Credit Reports (55 minutes)

- What is a Credit Report?
- What is Listed in a Credit Report?
- What is a Credit Score?
- Who Uses Credit Reports and Scores?
- Having No Credit Reports or Scores
- The Fair Credit Reporting Act
- Opting Out

Section 2: Credit cores (30 minutes)

- The Basics of Credit Scoring
- What is a Good Credit Score?

Section 3: Getting and Understanding Your Credit Reports and Scores (45 minutes)

- Getting Your Credit Reports
- What Sections are in Credit Reports?
- Getting Your Credit Scores

Section 4: Disputing Errors on Your Credit Reports (25 minutes)

- Errors on Your Credit Reports
- How to Dispute Errors on Your Credit Reports

Section 5: Build, Repair, and Maintain a Productive Credit History (45 minutes)

- A Productive Credit History
- Credit Repair Scams
- Protecting Your Credit History



Module 6: Credit Reports and Scores

	Key Takeaway	Activities
1	Your credit history can affect your access to credit, loans, jobs, housing, insurance, and other important services. Understanding your rights helps you know how to protect your credit history.	 Try It: Is This in a Credit Report? Try It: Do Credit Reports Matter? (Yardley Learns About the Importance of Having a Credit History) Try It: Credit Reporting and Your Rights
2	You can take steps to improve and manage your credit scores. This includes paying your bills on time and as agreed.	Try It: What Makes Credit Scores Go Up and Down? (Alex Learns About Credit Scores)
3	Get and review your credit reports at least once every 12 months to make sure the information is accurate.	 Apply It: Getting My Credit Reports Try It: Reading A Credit Report (Ray Reviews His Credit Reports) Apply It: Reviewing My Credit Reports
4	If you find errors on your credit reports, file a dispute right away. Be sure to keep records and follow up.	Apply It: Disputing Errors on My Credit Reports
5	Your credit history does not have to be your credit future.	 Try It: Developing a Productive Credit History (Selena Needs a Security Clearance, Max Wants an Apartment, Vonnie Needs a Car Loan) Apply It: Building My Credit Apply It: Creating My Alternative Credit History Apply It: Repairing and Improving My Credit Apply It: Maintaining My Productive Credit History Apply It: Getting Help with My Credit



Module 7: Borrowing Basics

Module Focus: Options for borrowing money and what it costs

Total Time Estimate: 2 hours, including module opening and module closing, but

not including introductory activities or breaks

Main Topics:

Section 1: Ways to Borrow Money and What It Costs (35 minutes)

- What Borrowing Means
- Types of Loans
- Secured and Unsecured Loans
- The Cost of Borrowing
- Truth in Lending/Comparing Offers

Section 2: Preparing to Apply for a Loan (55 minutes)

- Factors Lenders May Use in Their Decisions
- Co-Borrowing and Cosigning

Section 3: Borrowing When Someone Helps You Manage Your Money (10 minutes)

- Responsibilities of the Person Helping You
- What to Discuss
- If You Decide to Borrow Money



Module 7: Borrowing Basics

	Key Takeaway	Activities
1	Be sure you can afford the payments before getting a loan. Also, know how much it will cost and what will happen if you can't pay it back.	• Try It: Exploring Borrowing Options (Binh Explores Her Options for Buying New Furniture)
2	Considering what lenders look for when deciding to loan money helps prepare you to apply for a loan.	 Try It: Getting Ready to Borrow (Shandra Gets Ready to Borrow) Apply It: Getting Myself Ready to Borrow Apply It: My Tip Sheet for Considering Cosigning Someone
3	Even if someone helps you manage you a loan before you commit to it.	Else's Loan ur money, understand the terms of



Module 8: Managing Debt

Module Focus: Different kinds of debt and ways to manage it

Total Time Estimate: 3 hours and 50 minutes, including module opening and

module closing, but not including introductory activities or

breaks

Main Topics:

Section 1: What is Debt? (15 minutes)

- Debt and Credit
- Understanding Your Debt
- How Debt Can Affect Your Financial Situation

Section 2: How Debt Works (45 minutes)

- Debt Lingo
- Installment Loans and Revolving Credit
- Fees
- Prepayment

Section 3: Reducing Debt (40 minutes)

- Two Strategies for Reducing Debt
- Where to Get Help

Section 4: Nonpayment of Debts and Debts in Collection (25 minutes)

- The Life Cycle of Debt
- Not Paying Debts

Section 5: Dealing with Student Loan Debt (35 minutes)

- What is Student Loan Debt?
- What Can Happen If I Don't Repay My Student Loans?
- Types of Student Loans
- Federal Student Loan Repayment Options

Section 6: Managing Medical Debt (25 minutes)

- What is Medical Debt?
- Medical Debt in Collections and Credit

Section 7: Understanding High Cost Debt (25 minutes)

What is High Cost Debt?



Module 8: Managing Debt

	Key Takeaway	Activities
1	Understanding your debt is the first step to managing it.	Apply It: Understanding My Debt
2	Consider how debt works so you can make informed decisions about it.	 Try It: How Installment Loans Work (Zoe Learns About Installment Loans) Try It: How Revolving Credit Works (Zoe Learns About Revolving Credit)
3	Develop a plan to reduce your debt and get help if needed, such as from a trained credit counselor.	 Apply It: My Plan to Reduce My Debt Try It: Making a Plan to Reduce Debt (Brian Plans to Reduce His Debt) Apply It: What to Watch Out For When Getting Help with My Debt
4	Don't ignore a debt collector. Make sure any debt you are asked to pay is valid as soon as possible. Get help if you need it.	Apply It: Dealing with My Debts in Collection
5	When it's time to pay back your student loans, consider your options and understand what will happen if you are late with payments. Your loan servicer can help you explore repayment plans.	 Apply It: My Student Loan Debt Try It: Exploring Options for Repaying Student Loans (`Hugo is Worried About His Student Loans) Apply It: Behind on My Student Loans Checklist
6	If you receive a medical bill, make sure it is valid. If you can't afford to pay it, try to set up a payment plan.	Apply It: Taking Action on My Medical Debt Try It: What to Do About Medical Debt? (Luther Has Medical Bills)
7	Understand how high cost debt works. Identify lower cost options for the future.	 Try It: Exploring Alternatives to High Cost Debt (Jamila's Alternatives to High Cost Debt) Apply It: My Alternatives to High Cost Debt



Module 9: Using Credit Cards

Module Focus: How credit cards work and how to manage them

Total Time Estimate: 1 hour and 50 minutes, including module opening and

module closing, but not including introductory activities or

breaks

Main Topics:

Section 1: How Credit Cards Work (50 minutes)

- What Is a Credit Card?
- Truth in Lending Disclosure
- Rates and Fees
- Rewards
- Other Important Terms
- Unsecured and Secured Credit Cards
- Applying for a Credit Card

Section 2: Managing Your Credit Card (40 minutes)

- Reading a Credit Card Statement
- Steps for Managing Your Credit Card



Module 9: Using Credit Cards

	Key Takeaway	Activities
1	Know how credit cards work so you can more effectively shop around for	• Try It: Learning About Credit Card Fees
	one that meets your needs.	• Try It: Choosing a Credit Card: (Siddharth Chooses a Credit Card)
		Apply It: My Credit Card Comparison Chart
2	Credit cards can be convenient, but manage them carefully to keep costs down and avoid damage to your credit.	 Try It: Finding Items in a Credit CardStatement Apply It: Tips for Using My Credit Card



Module 10: **Building Your Financial Future**

Module Focus:

Ways to build assets, including buying a car and getting training and education

Total Time Estimate: 2 hours and 35 minutes, including module opening and module closing, but not including introductory activities or breaks

Main Topics:

Section 1: Assets and Asset-Building (35 minutes)

- What is an Asset?
- Benefits of Asset-Building

Section 2: How Assets Create a Financial Foundation (40 minutes)

- Assets, Liabilities, and Equity
- Net Worth
- Increasing Your Net Worth

Section 3: Cars as Assets (30 minutes)

- Cars Can Be Productive Assets
- How Much Car Can You Afford?
- Tips for Getting a Car Loan

Section 4: Training and Education as Assets (30 minutes)

- Training and Education Can Be Productive Assets
- Ways to Pay
- Scholarships and Grants
- Saving Money for Training or Education
- Student Loans
- Paying Back Student Loans



Module 10: Building Your Financial Future

	Key Takeaway	Activities
1	Assets can lead to wealth and financial security.	 Try It: Is It an Asset? Apply It: My Assets Apply It: Developing My Plan to Build More Assets
2	Net worth is a good measure of your financial stability. Calculate your net worth by subtracting your liabilities (money you owe others) from your assets.	 Try It: Calculating Liability and Equity (Ezra's Car Purchase) Try It: Calculating Net Worth (Justine Calculates Her Net Worth) Apply It: Calculating My Net Worth Apply It: Increasing My Net Worth
3	A car can be a productive asset when it helps you get other assets. Plan ahead to get a car you can afford with as little debt as possible.	• Try It: Should You Buy or Lease a Car?
4	Training and education can be productive assets when they give you a strong chance of securing a better career or a higher paying job. Plan ahead to pay for them with as little debt as possible.	Apply It: My Key Considerations in Paying for Training or Education



Module 11: **Protecting Your Identity** and Other Assets

Module Focus:

Ways to recognize, respond to, and reduce the risks of identity theft, along with strategies for protecting other assets

Total Time Estimate: 2 hours and 10 minutes, including module opening and module closing, but not including introductory activities or breaks

Main Topics:

Section 1: Risks to Your Assets (20 minutes)

- Assets and Risks
- Reducing Risks to Your Assets

Section 2: Identity Theft and Fraud (1 hour and 10 minutes)

- Identity Theft Basics
- Warning Signs of Identity Theft
- Steps to Minimize Identity Theft
- Reporting Identity Theft and Getting Help

Section 3: Insurance and Record-Keeping (20 minutes)

- How Insurance Works
- Types of Insurance
- Getting Insurance
- Keeping Accurate Records



Module 11: Protecting Your Identity and Other Assets

	Key Takeaway	Activities
1	Being aware of risks to your assets prepares you to take steps to reduce those risks.	Try It: Spotting Risks to AssetsApply It: Risks to My Assets
2	You can reduce your risk of identity theft. Help is available if it happens to you.	• Try It: Spotting Warning Signs of Identity Theft (<i>Kareena Spots Warning Signs of Identity Theft</i>)
		Apply It: My Action Plan to Reduce Risks of Identity Theft
3	Insurance provides protection from financial loss. Keep accurate records of your assets and any damages to your property.	• Apply It: Insurance—Do I Have It? Do I Need It?



Module 12: Making Housing Decisions

Module Focus: Different types of safe and affordable housing, including

specific information on renting

Total Time Estimate: 2 hours and 5 minutes, including module opening and

module closing, but not including introductory activities or

breaks

Main Topics:

Section 1: What Are My Options? (55 minutes)

Making Housing Decisions—What Do You Need and Want?

• Renting or Buying

Section 2: What Can I Afford? (20 minutes)

• Housing Costs: What is Affordable?

Section 3: What's Next if I Decide to Rent? (30 minutes)

- Steps to Renting
- Renter's Insurance
- Your Rights as a Renter



Module 12: Making Housing Decisions

	Key Takeaway	Activities
1	There are different types of housing. To help prioritize your options, start by defining what safe and secure housing means to you.	 Try It: What is Safe and Secure to You? Apply It: Making Housing Decisions—What Do I Need and Want? Try It: Identifying Important Factors in Housing Decisions Apply It: Important Factors I Want to Consider in Renting and Buying Apply It: Should I Rent or Buy? Apply It: My Housing Options
2	An affordable payment for housing is one you can reliably make each month.	 Try It: Estimating Affordability (Pat and Sam Estimate What They Can Afford) Apply It: Estimating What I Can Afford
3	Ways to protect yourself as a renter include reading your rental agreement or lease, getting renter's insurance, and knowing your rights and responsibilities.	 Try It: Reading a Rental Agreement Apply It: My Lease or Rental Agreement Checklist



Module 13: Buying a Home

Module Focus: The home buying process, including mortgages

Total Time Estimate: 2 hours and 45 minutes, including module opening and

module closing, but not including introductory activities or

breaks

Main Topics:

Section 1: Getting Ready to Own Your Home (1 hour and 5 minutes)

- Reasons for Buying a Home
- Steps to Buying a Home
- How Much Can You Afford?
- Debt-to-Income Ratio

Section 2: Financing a Home Purchase (55 minutes)

- Types of Loans
- Learn About Mortgages
- Different Kinds of Mortgages
- How Mortgages Work
- Getting Pre-Qualified or Pre-Approved
- Shop Around for a Mortgage

Section 3: Getting Help and Buying Your Home (25 minutes)

- Putting Together Your Team and Finding a Home
- Making an Offer
- Closing on a Home
- Getting Help When You're in Trouble



Module 13: Buying a Home

	Key Takeaway	Activities
1	Buying a home is a process. Start by making sure you're ready to buy and figure out what you can afford.	• Try It: Getting Ready to Buy (Is Hadyn Ready to Buy?)
		• Apply It: Am I Ready to Buy?
		• Apply It: What Can I Afford?
		• Try It: Calculating a Debt-to- Income Ratio
		• Apply It: My Debt-to-Income
2	Know your loan. Learn about your financing options for buying a home and shop around to get the best deal for you.	 Apply It: My Mortgage Options Try It: Reading an Amortization Schedule and Calculating Equity (Lucia Uses an Amortization Schedule and Calculates Equity) Apply It: My Worksheet to Compare Loan Estimates
3	Get help with the home buying process. Interview before you hire help and ask for references. Understand what services you will receive and how much they will cost.	 Apply It: My Home Buying Team Apply It: My Resources for Getting Help Paying My Mortgage



Module 14: Disasters—Financial Preparation and Recovery

Module Focus: How to financially prepare for, and recover from,

disasters

Total Time Estimate: 1 hour and 40 minutes, including module opening and

module closing, but not including introductory activities or

breaks

Main Topics:

Section 1: Preparing Financially for Disasters (35 minutes)

- How Disasters Can Affect Finances
- Prepare in Advance for Disasters
- Get the Insurance You Need
- Set Money Aside in an Emergency Savings Fund
- Keep Some Cash in a Safe Place
- Sign Up for Direct Deposit
- Consider Arranging for Online or Mobile Banking
- Keep Financial Documents and Information in a Safe Place
- Emergency Financial First Aid Kit (EFFAK)

Section 2: Recovering Financially from Disasters (45minutes)

- Steps to Financial Recovery
- Be Proactive
- Get Help
- Financial Recovery Resources
- Watch Out for Scams
- Adjust Your Financial Picture After the Disaster



Module 14:Disasters—FinancialPreparation and Recovery

	Key Takeaway	Activities
1	Save time, money, and stress when a disaster strikes by making financial preparations.	• Apply It: What Types of Insurance Do I Need?
2	Develop an initial plan to recover financially from a disaster. Watch out for scams.	 Apply It: My Steps to Financial Recovery Try It: Spotting Red Flags (Phyllis Spots Red Flags)