



## Planning & Budgeting (Lesson 1)

Before we begin, please make sure you Join our Applied Digital Skills class on Google Classroom!

How can making informed financial decisions affect your quality of life?

What are some major purchases you would like to make in the future? (e.g., A vacation, new furniture, a car, a home, etc.)

How will you decide which one to purchase?

What is important to you about these purchases? (e.g., color, size, having your own transportation, getting to live in a different city)

Choose one of these purchases to use to create your own budget plan later in the lesson: Which did you choose?

1. Budget to Make Good Financial Decisions	Your Task						
<p>As a class, we will watch the <a href="#">"Budget to Make Good Financial Decisions"</a>.</p> <p>If you are not here during class, please watch on your own.</p>	<p>Based on the video, list at least three things you can expect to learn from the unit, "Plan and Budget Lesson"?</p> <table border="1" data-bbox="792 470 1446 672"> <tr> <td data-bbox="792 470 873 535">1.</td><td data-bbox="873 470 1446 535"></td></tr> <tr> <td data-bbox="792 535 873 600">2.</td><td data-bbox="873 535 1446 600"></td></tr> <tr> <td data-bbox="792 600 873 672">3.</td><td data-bbox="873 600 1446 672"></td></tr> </table>	1.		2.		3.	
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2. Long-Term Spending Decisions	Your Task						
<p>As a class, we will watch the <a href="#">"Long-Term Spending Decisions"</a>.</p> <p>If you are not here during class, please watch on your own.</p>	<p><b>Follow these steps:</b></p> <ul style="list-style-type: none"> <li>→ Go <a href="https://sheets.google.com">sheets.google.com</a>.</li> <li>→ Open a blank spreadsheet.</li> <li>→ Name your spreadsheet "Product Comparisons."</li> </ul>						

3. Research & Collect Data	Your Task
<p>As a class, we will watch the <a href="#">"Research and Collect Data"</a>.</p> <p>If you are not here during class, please watch on your own.</p>	<p><b>Follow these steps:</b></p> <ol style="list-style-type: none"> <li>1. Type "Product" in cell A1 and other phones to research in column A.</li> <li>2. Add additional columns to track features that are important to you.</li> <li>3. Freeze the top row and first two columns to make it easier to work with your spreadsheet.</li> <li>4. Research the first phone.</li> <li>5. Add data to your spreadsheet until you have at least five columns.</li> </ol>

4. Research Costs	Your Task
<p>As a class, we will watch the <a href="#">"Research Costs"</a>.</p> <p>If you are not here during class, please watch on your own.</p>	<p><b>Follow these steps:</b></p> <ul style="list-style-type: none"> <li>→ Collect data on the cost of your product.</li> <li>→ Add columns for purchase price, service plans, hidden fees, and other financial information you find. Make sure to read the fine print!</li> <li>→ Use a formula to calculate the cost of your plan for one month.</li> <li>→ Create a formula to find the Total Plan Cost.</li> </ul>

5. Add Rows & Duplicate Formulas	Your Task
<p>As a class, we will watch the <a href="#">"Add Rows and Duplicate Formulas"</a>.</p> <p>If you are not here during class, please watch on your own.</p>	<p><b>Follow these steps:</b></p> <ol style="list-style-type: none"> <li>1. Research more phones on different websites.</li> <li>2. Add columns for specifications you haven't already listed in your spreadsheet.</li> <li>3. Copy formulas to other rows by dragging the cell handle.</li> <li>4. Change the color of the columns that have formulas, so you can recognize them easily.</li> <li>5. Preserve the columns as a "protected range."</li> <li>6. Research at least 3 products.</li> </ol>
6. Use Data to Inform a Decision	Your Task
<p>As a class, we will watch the <a href="#">"Use Data to Inform a Decision"</a>.</p> <p>If you are not here during class, please watch on your own.</p>	<p><b>Follow these steps:</b></p> <ol style="list-style-type: none"> <li>1. Sort the data you collected according to your priorities.</li> <li>2. Review the data and calculations.</li> <li>3. Decide on the best choice for you and highlight your decision on the spreadsheet.</li> <li>4. Partner up with a neighbor to discuss your decisions.</li> </ol>

7. Using Formulas to Inform a Decision	Your Task
<p>As a class, we will watch the <a href="#">"Using Formulas to Inform Decisions"</a></p> <p>If you are not here during class, please watch on your own.</p>	<p><b>Follow these steps:</b></p> <ol style="list-style-type: none"> <li>1. Sort the data you collected according to your priorities.</li> <li>2. Review the data and calculations.</li> <li>3. Decide on the best choice for you and highlight your decision on the spreadsheet.</li> <li>4. Partner up with a neighbor to discuss your decisions.</li> <li>5. Complete the survey.</li> </ol>

## 8. Budget for your own

## Your Task

Choose an item you would like to save/budget for and follow the steps to research and create a budget for this item.

What will you budget for?

1. Go to [sheets.google.com](https://sheets.google.com), open a blank spreadsheet, and name your spreadsheet.

2.

- Type your product in cell A1 and other products to research in column A.
- Add additional columns to track features that are important to you.
- Freeze the top row and first two columns to make it easier to work with your spreadsheet.
- Research and add data to your spreadsheet until you have at least five columns.

3.

- Collect data on the cost of your product.
- Add columns for all prices associated with your product. ***Make sure to read the fine print!***
- Use a formula to calculate the cost of your product for one month.
- Create a formula to find the Total Cost.

4. Choose how you want to complete your spreadsheet:

- Add similar products to compare
- Add colors
- Add formulas
- Other

5.

- Sort the data you collected according to your priorities.
- Review the data and calculations.
- Decide on the best choice for you and highlight your decision on the spreadsheet.
- Partner up with a neighbor to discuss your decisions.

9. Reflect	What did you learn?
Write 3-5 sentences sharing the skills you learned from this lesson.	Share here:

**Adult Ed Standards: Subarea II.8 – Financial Literacy**

**Subarea Standards:**

**A. Understand the Connections Among Income, Expenses, and Careers.**

**4. Understand fixed and variable expenses and how to develop your personal budget.**