COURSE OUTLINE
Personal Finance

Course Description
BA 112. Personal Finance. 3 hours credit. This course will enable the student to understand the principles and practices of money management, consumer credit, savings, investments, taxation, and consumer protection. The learning outcomes and competencies detailed in this course outline meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents. (Transfers as BUS1010).

Required Materials
* - For complete textbook information, refer to http://www.butlercc.bkstr.com

Butler-Assessed Outcomes
The intention is for the student to be able to
1. Develop money management skills.
2. Identify ways to increase net worth.

Learning Outcomes
1. Explain personal financial planning, financial statements, time value of money, and budgets.
2. Explain the benefits and potential costs of consumer credit.
3. Evaluate housing needs, large purchases, and financial alternatives.
4. Identify fundamental tax strategies.
5. Identify how insurance is used to manage risk.
6. Compare investment and retirement planning alternatives and strategies.
7. Explain the estate planning process.

Learning PACT Skills that will be developed and documented in this course
Through involvement in this course, the student will develop ability in the following PACT skill area(s):

Communication Skills
- Creation and delivery of message - Through the written analysis of a case involving financial scenarios, the student will develop communication skills.

Major Summative Assessment Task(s)
These Butler-assessed Outcome(s) and Learning PACT skill(s) will be demonstrated by:
1. Completing a comprehensive case study involving various financial principles and money management skills.

Skills or Competencies
These actions are essential to achieve the course outcomes:
1. Appraise financial needs
2. Understand financial concepts of budgeting, investing, and borrowing
3. Utilize time value of money concepts
4. Calculate various financial formulas

Learning Units
I. Basics and the time value of money
   A. Process for making personal financial decisions
   B. Personal and economic factors influencing personal financial planning
   C. Personal financial goals
   D. Time value of money calculations
   E. Strategies for achieving personal financial goals

II. Financial aspects of career planning
    A. Career planning and advancement
    B. Factors influencing employment opportunities
    C. Employment search strategies
    D. Financial and legal concerns related to obtaining employment
    E. Techniques available for career growth and advancement

III. Financial statements and budgeting
     A. Relationships among financial documents and money management activities
     B. Personal balance sheet and cash flow statement
     C. Budget creation and implementation
     D. Financial goal achievement through money management and savings activities

IV. Tax planning and strategy
    A. Importance of taxes
    B. Taxable income and tax liability calculations
    C. Federal income tax preparation
    D. Tax assistance sources
    E. Appropriate tax strategies for specific financial and personal situations

V. Savings plans and payment accounts
    A. Factors affecting selection and use of financial services
    B. Types of financial institutions
    C. Costs and benefits of various savings plans
    D. Factors used to evaluate different savings plans
    E. Costs and benefits of different types of payment accounts

VI. Consumer credit
    A. Advantages and disadvantages of consumer credit
    B. Various types of credit
    C. Credit capacity and credit rating
    D. Information creditors look for when applying for credit
E. Steps to avoid and correct credit mistakes
F. Consumer credit protections laws

VII. Costs of credit alternatives
A. Major sources of consumer credit
B. Interest calculations
C. Debt management
D. Debt problem assistance
E. Personal bankruptcy choices

VIII. Consumer purchasing strategies and legal protection
A. Strategies for effective consumer buying
B. Consumer purchase process
C. Consumer problem resolution
D. Legal alternatives available to consumers

IX. Housing decisions
A. Evaluation of housing alternatives
B. Costs and benefits associated with renting
C. Home buying process
D. Costs associated with purchasing a home
E. Strategies for selling a home

X. Property and motor vehicle insurance
A. Risk management plan development
B. Importance of property and liability insurance
C. Insurance coverage available to homeowners and renters
D. Factors influencing amount of coverage and cost of home insurance
E. Types of automobile insurance coverage
F. Factors influencing the cost of automobile insurance

XI. Health, disability, and long-term care insurance
A. Reasons costs of health insurance and health care have increased
B. Importance of health insurance and disability insurance
C. Benefits and limitations of various types of health care coverage
D. Evaluation of private sources of health insurance and health care
E. Government health care programs
F. Need for disability income insurance

XII. Life insurance
A. Purpose of life insurance
B. Types of life insurance companies and policies
C. Calculation of life insurance needs
D. Important provisions in life insurance contracts
E. Payout options
XIII. Investing fundamentals
   A. Reasons to establish an investment program
   B. Investment safety, risk, income, growth, and liquidity
   C. Asset allocation and investment alternatives
   D. Your role in a personal investment program
   E. Sources of financial information to reduce risks and increase investment returns

XIV. Investing in stock
   A. Features of common and preferred stock
   B. Stock investment evaluation
   C. Analysis of numerical measures
   D. Procedures for buying and selling stock
   E. Trading techniques

XV. Investing in bonds
   A. Bond characteristics
   B. Reasons corporations and governments issue bonds
   C. Reasons to invest in bonds
   D. Bond evaluation

XVI. Investing in mutual funds
   A. Characteristics of mutual funds
   B. Mutual fund classifications by investment objective
   C. Mutual fund evaluation
   D. Procedures for buying and selling mutual funds

XVII. Investing in real estate and other investment alternatives
   A. Types of real estate investments
   B. Advantages of real estate investments
   C. Disadvantages of real estate investments
   D. Risks and rewards of investing in precious metals, gems, and collectibles

XVIII. Retirement planning
   A. Importance
   B. Analysis of current assets and liabilities
   C. Estimation of retirement spending needs
   D. Retirement housing needs
   E. Determination of retirement income
   F. Development of balanced budget based on retirement income

XIX. Estate planning
   A. Personal aspects
   B. Legal aspects
   C. Wills
   D. Types of trusts and estates
E. Estate tax planning

Learning Activities
Learning activities will be assigned to assist the student to achieve the intended learning outcome(s) through lecture, instructor-led class discussion, guest speakers, group activities, drills/skill practice, and other activities at the discretion of the instructor. These activities may either be face-to-face or online.

Grade Determination
The student will be graded on learning activities and assessment tasks. Grade determinants may include the following: daily work, quizzes, chapter or unit tests, comprehensive examinations, projects, presentations, class participation, and other methods of evaluation at the discretion of the instructor.