

BUFI 012: MONEY MANAGEMENT & PLANNING FOR THE FUTURE

Originator

promero

Co-Contributor(s)**Name(s)**

Gerardi, John

Justification / Rationale

Update course to reflect the currently most effective mode of instruction as per outcome assessments.

Effective Term

Fall 2023

Credit Status

Credit - Degree Applicable

Subject

BUFI - Business/Finance

Course Number

012

Full Course Title

Money Management & Planning for the Future

Short Title

MONEY MGMT/PLANNING

Discipline**Disciplines List**

Accounting

ModalityFace-to-Face
100% Online
Hybrid**Catalog Description**

This course provides students with an introductory understanding of economic and financial principles and the environment within which consumer and business decisions are made. It helps those interested in pursuing a career in financial services develop an appreciation for financial concerns of their clients. It also helps students make more informed decisions about setting their own career and financial goals, as well as managing their budget, taxes and investments, protecting their assets against risk, and preparing for retirement.

Schedule Description

In this course, students will learn about making money, managing taxes, budgeting, buying or leasing a car or a house, or financing. Important issues of insurance, estate planning and retirement planning are also addressed. This course helps you understand money, how to make it, how to save it, how to manage it, and how to make informed financial decisions. Students may choose the Pass/No Pass grading option.

Lecture Units

2

Lecture Semester Hours

36

Lab Units

1

Lab Semester Hours

54

In-class Hours

90

Out-of-class Hours

72

Total Course Units

3

Total Semester Hours

162

Prerequisite Course(s)

Advisory: ENG 061 and MATH 065

Required Text and Other Instructional Materials**Resource Type**

Book

Open Educational Resource

No

Author

Jack Kappor, Les Dlabay, Robert J. Hughes and Melissa Hart

Title

Personal Finance

Edition

14th

City

New York, New York

Publisher

McGraw Hill

Year

2023

College Level

Yes

ISBN #

9781264101597

Class Size Maximum

40

Requisite Course Objectives

ENG 061-Demonstrate a basic understanding of research-based writing, including the use of library resources to identify research sources.

MATH 065-Demonstrate proficiency in basic number facts (addition, subtraction, multiplication, division of integer numbers).

MATH 065-Compute using the four basic operations of addition, subtraction, multiplication, and division on the rational numbers in both fraction and mixed number forms.

MATH 065-Apply the basic operations to solve application problems that involve integer numbers, decimals, mixed numbers and rational numbers.

Course Content

1. Personal Finance Basics
2. Time Value of Money
3. Career Planning
4. Personal Financial Statements and Budgeting
5. Planning Your Tax Strategy
6. Savings Plans and Payment Methods
7. Consumer Credit and cost of Credit Alternatives
8. Consumer Purchasing
9. Housing Decision
10. Property and Motor Vehicle Insurance
11. Health, Disability, and Long-Term Care Insurance
12. Life Insurance

Lab Content

1. Personal Budget/Financial Plan

Course Objectives

Objectives	
Objective 1	Describe the fundamental economic and financial principles, tools, and techniques.
Objective 2	Critically assess economic and financial news and information.
Objective 3	Explain the impact of aggregate economic and financial changes on individual and business finances.
Objective 4	Discuss financial topics with financial services professionals effectively.
Objective 5	Develop a simple personal financial plan which incorporates all aspects of an individual (or a family's) financial needs.

Student Learning Outcomes

Upon satisfactory completion of this course, students will be able to:	
Outcome 1	Establish personal financial goals, including the preparation of a personal budget and savings plan.
Outcome 2	Analyze personal banking, debt management, lease or buy decisions and insurance protections.
Outcome 3	Describe the different steps of the home buying process including credit review, loan application, and escrow.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Discussion	Class Discussion
Technology-based instruction	Used of technology to research of credit, loans, housing etc. Also to calculate budget and future effects
Collaborative/Team	Teacher presentation of specific technical problem with student teams developing and presenting potential solutions.
Lecture	Lecture on concepts with teacher demonstration of techniques followed by student lab practice and application to business problem.
Laboratory	Comprehensive lab project on personal budgeting

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Written homework	Homework assignments designed to measure student understanding of key concepts presented in each chapter and contribute to the overall understanding of the course material.	Out of Class Only
Mid-term and final evaluations	Mid Term and Final Exams	In Class Only
Tests/Quizzes/Examinations	End Chapter Contains Assessments	In Class Only
Group activity participation/observation	a. Primarily a combination of MC, problem, and essay test and/or any other method deemed appropriate by the instructor. b. Completion and presentation to class of a comprehensive personal financial option(s) or equivalent as deemed appropriate by the instructor of the course.	In Class Only
Student participation/contribution	Class Discussion	In Class Only
Laboratory projects	Hands on exercise on preparing, monitoring, and adjusting personal budget as new variables are presented. Student will be expected to spend a minimum of 2 hours per week outside of the classroom researching the effects of the current topic into their budget. Also, updating, maintain and analyzing the consequence of their decision making process.	In and Out of Class
Presentations/student demonstration observations	Student presentation on their budget/financial plan's choices vs results	In Class Only

Assignments
Other In-class Assignments

1. Read the assigned chapters and actively participate in class discussions of the topics.
2. Review and provide a critical evaluation of short cases of financial planning problems.
3. Prepare a simple but complete personal financial plan with a discussion in defense of the economic and financial assumptions of the plan.

Other Out-of-class Assignments

1. Read the assigned chapters and actively participate in class discussions of the topics.
2. Review and provide a critical evaluation of short cases of financial planning problems.
3. Prepare a simple but complete personal financial plan with a discussion in defense of the economic and financial assumptions of the plan.

Grade Methods

Student Option

Distance Education Checklist

Include the percentage of online and on-campus instruction you anticipate.

Online %

50

On-campus %

50

Lab Courses

How will the lab component of your course be differentiated from the lecture component of the course?

Lab activities are clearly labeled and compose a portion (category) of their overall grade.

From the COR list, what activities are specified as lab, and how will those be monitored by the instructor?

Lecture component in this class will have a content delivery and exercises that are graded as either correct or not. On the other hand the Lab component will have a research and observation component that students will have to maintain.

How will you assess the online delivery of lab activities?

There is no right or wrong, the end results could be countless and the student will be evaluated in their interpretation of the results. Student will have to use critical thinking to submit reports and feed their observations in the final project presentation.

Instructional Materials and Resources**If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?**

We will use McGrawHill activities in this course, in addition to the LMS. This platform is hosted by the publishers and is integrated into the LMS through an LTI.

If used, explain how specific materials and resources outside the LMS will be used to enhance student learning.

This platform is a necessity to our instruction. The activities are directly related to our course content and are impossible to recreate on our own.

Effective Student/Faculty Contact**Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?****Within Course Management System:**

Discussion forums with substantive instructor participation
Online quizzes and examinations
Regular virtual office hours
Timely feedback and return of student work as specified in the syllabus
Video or audio feedback
Weekly announcements

External to Course Management System:

Direct e-mail
E-portfolios/blogs/wikis
Posted audio/video (including YouTube, 3cm mediasolutions, etc.)
Teleconferencing
Telephone contact/voicemail
USPS mail

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.

We will ensure that our instructors provide individualized feedback to all participating students through any one of the listed strategies.

Other Information**MIS Course Data****CIP Code**

52.0803 - Banking and Financial Support Services.

TOP Code

050400 - Banking and Finance

SAM Code

D - Possibly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Credit Course

Approved Special Class

Not special class

Noncredit Category

Not Applicable, Credit Course

Funding Agency Category

Not Applicable

Program Status

Program Applicable

Transfer Status

Transferable to CSU only

Allow Audit

No

Repeatability

No

Materials Fee

No

Additional Fees?

No

Approvals**Curriculum Committee Approval Date**

10/20/2022

Academic Senate Approval Date

10/27/2022

Board of Trustees Approval Date

12/16/2022

Chancellor's Office Approval Date

12/18/2022

Course Control Number

CCC000635041

Programs referencing this courseAccounting Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=114>)General Business AS Degree (<http://catalog.collegeofthedesert.eduundefined/?key=190>)Liberal Arts: Business and Technology AA Degree (<http://catalog.collegeofthedesert.eduundefined/?key=27>)Accounting AS Degree (<http://catalog.collegeofthedesert.eduundefined/?key=58>)