



TRINITY VALLEY COMMUNITY COLLEGE
ADMINISTRATIVE-MASTER SYLLABUS

Course Title:

Personal and Family Finance

Course Prefix and Number:

BUSI 1307

Department – Division:

Business and Computer Science Division

Course Type – select from one of the following categories.

- **Academic General Education Course** (from ACGM – but not in TVCC Core)
- **Academic TVCC Core Course**
- **WECM Courses**

Semester Credit Hours: Lecture Hours: Lab/other hours

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
3	3	0

Other hours include practicum, clinical or other types of non-lecture instruction. *If other, please specify: _____

Course Catalog Description

This course is a study of the financial problems which people encounter in their personal and family accounts. It includes topics on: goal setting, financial planning, credit, debt management, financial statements, budgets, insurance, taxes, borrowing, housing, investments, retirement, and estate transfer.

Prerequisites/co requisites

None.

Topical Outline

1. Overview of a Financial Plan
2. Planning with Personal Financial Statements
3. Applying time Value Concepts
4. Using Tax Concepts for Planning
5. Banking and Interest Rates
6. Managing Your Money
7. Managing Your Credit
8. Personal Loans
9. Purchasing and Financing a Home
10. Auto and Homeowner's Insurance
11. Health and Disability Insurance
12. Life Insurance
13. Investing Fundamentals
14. Stock Analysis and Valuation
15. Investing in Stocks
16. Investing in Bonds
17. Investing in Mutual Funds
18. Asset Allocation
19. Retirement Planning
20. Estate Planning
21. Integrating the Components of a Financial Plan

Course Learning Outcomes

Upon completion of this course the student will be able to:

1. Identify the key components of a financial plan and outline the steps involved in developing a financial plan.
2. Create a personal cash flow statement, budget, and a balance sheet.
3. Calculate the future value and present value of a dollar; calculate the future value and present value of an annuity.
4. Demonstrate how to fill out a tax form and determine tax liability.
5. Understand value of time to money when making purchasing decisions.
6. Describe the most popular money market investments, and identify the risk of money market investments.
7. Explain the key characteristics of credit cards.
8. Describe home equity loans, car loans, and student loans.
9. Describe how to select a home to purchase, transaction costs of purchasing a home, and the characteristics of fixed-rate and adjustable-rate mortgages.
10. Explain role of risk management, and outline typical provision of auto insurance and homeowner's insurance.
11. Identify and compare the type of private health care plans and explain the use of government health care plans.

12. Describe the types of life insurance and identify the factors that influence insurance needs.
13. Describe the common types of investments and explain how to measure the return on investments.
14. Describe how to interpret stock quotations and explain how to value stocks.
15. Explain how to execute the purchase or sale of stock and explain how to assess the performance of a stock portfolio.
16. Define common stock, preferred stock, bonds, and mutual funds as investments of one's financial resources.
17. Explain how diversification among assets can reduce risk and explain asset allocation strategies.
18. Discuss basic retirement and estate planning techniques for controlling one's financial future.

Relationship to General Education Outcomes – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component. (Select all that apply.)

Mark with an "X"	General Education Outcome
	A. To communicate clearly and effectively in both oral and written English.
X	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
X	C. To understand mathematical information and utilize mathematical skills.
	D. To demonstrate qualitative and quantitative critical thinking skills.
	E. To understand and appreciate cultural and ethnic diversity.
	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
X	J. To develop skills and strategies to become an engaged learner.

Required Text(s)

Copy of current textbook in the Trinity Valley Community College bookstore.

Optional Text(s)

none

Material/Technology to be supplied by the student.

Pocket calculator.

Internet tools will be utilized in the completion of this course.

Course Requirements/Grading System – describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course; not intended to restrict the individual nature by which each faculty member who teaches the course determines course requirements and final student performance, but should offer consistency within reason for all sections taught for those departments without a standardized format.

METHODS OF INSTRUCTION:

The major portion of class time will be used for lecture and discussion. PowerPoint Presentations, Overhead transparencies, videos, case studies, internet, and outside assignments will be used in conjunction with the lectures.

METHODS OF EVALUATION:

There will be 6 major written objective tests. The sixth test will be the final exam. Major tests will be multiple-choice, matching, completion, and problems.

Grading Policies

The final grade for each student will be determined using the point system. Each major test will be worth 200 points for a total of 1200 points for the 6 major tests. Assignments will be 400 total points. Total possible points will be 1600. Final grade will be determined using the following scale:

A = 1432-1600

B = 1272-1431

C = 1112-1271

D = 952-1111

F = Below 951

Approvals – the contents of this document have been reviewed and are found to be accurate.

Prepared by Del Spencer	Signature	Date
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date