

**I. COURSE DESCRIPTION:**

- A. Department Information:  
Division: Business & Information Technology  
Department: Business Administration  
Course ID: BUSAD 108  
Course Title: Personal Finance and Investments  
Units: 3  
Lecture: 3 Hours  
Laboratory: None  
Prerequisite: None
- B. Catalog and Schedule Descriptions:  
Preparation for managing personal finances, including budgeting, borrowing, insurance, investments, and home ownership.

**II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: One**

**III. EXPECTED OUTCOMES FOR STUDENTS:**

- Upon successful completion of the course, the student should be able to:
- A. evaluate key issues that effect financial thinking and practice.
  - B. assess options in the financial world.
  - C. apply alternatives and decisions pertinent to making financial decisions.
  - D. construct a methodology for arriving at a solution for a particular investment decision.
  - E. compare the basic concepts of personal investing including the nature of securities investing, saving to invest, and setting up investment goals.

**IV. CONTENT:**

- A. Financial Planning
  - 1. Using a financial planner vs. doing your own financial planning
  - 2. Methods of achieving financial goals
  - 3. How do economic conditions affect financial planning?
- B. Financial aspects of career choices
  - 1. Employment search strategies
  - 2. Financial record keeping and budgeting
- C. Tax Planning
  - 1. The basics of taxes and their relationship to financial planning
  - 2. Preparing for an IRS audit
- D. Financial Services
  - 1. Savings plans compared to investment plans
  - 2. What is the best type of savings plan?
- E. Consumer Credit
  - 1. The importance of credit
  - 2. Strategies for managing credit
- F. Consumer Purchasing
  - 1. Small claims court
  - 2. How are consumers best protected?
- G. Selecting Housing
  - 1. Types of mortgages
  - 2. Savings tips on points and fees
- H. Buying Transportation
  - 1. Methods on buying a car

- 2. Reducing automobile operating costs
- I. Purchasing Insurance
  - 1. Do most people have the right amount of insurance?
  - 2. Term life compared to whole life insurance
- J. Investments including securities
  - 1. Investing in stock, bonds
  - 2. On-line investing
- K. Retirement and Estate Planning
  - 1. The future of social security
  - 2. Is an individual retirement account a good investment?
  - 3. Estate tax planning

**V. METHODS OF INSTRUCTION:**

- A. Lecture
- B. Discussion
- C. Presentations
- D. Audio-Visual
- E. Guest speakers

**VI. TYPICAL ASSIGNMENTS:**

- A. Reading
  - 1. Be prepared to discuss options in the field of personal finance like loans, real estate investments via website [www.tdwaterhouse.com](http://www.tdwaterhouse.com) by reading magazines such as *Money*, *Barrons* and *The Wall Street Journal* reflecting the subject. Articles will demonstrate application of alternatives.
- B. Writing, oral presentation, or performance
  - 1. Analyze investment situations and offer solutions in portfolio management.
- C. Conducting Transactions
  - 1. Be prepared to effectively conduct transaction decisions using the computer.

**VII. EVALUATION:**

- A. Methods of Evaluation
  - 1. Examinations and quizzes: Objective and Essay
    - a. Typical examination question:  
Describe the various options in investing.
  - 2. Class participation
  - 3. Oral presentations: Topic must be relevant to a particular decision or option.
- B. Frequency of Evaluation
  - 1. Three quizzes
  - 2. One final examination
  - 3. One project/term paper

**VIII. TYPICAL TEXTS:**

Boone, Louis E. and Kurtz, David L. and Hearsh, Douglas. Planning Your Financial Future 3<sup>rd</sup> Ed. Cincinnati, OH: Thomson South-Western, 2003.

Kapoor, Jack R. and Dlabay, Les R. and Hughes, Robert J. Personal Finance, Columbus, OH: Irwin Publishers, 2003.

Boone, Louis E. and Kurtz, David L. Personal Finance, Forth Worth, TX: Dryden Press, 2002.

**IX. OTHER SUPPLIES REQUIRED OF STUDENTS:** None.