Butler County Community College
Business Technology and Workforce Development

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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.

Course Relevance: The principles learned in this course will allow the student to develop a comprehensive personal financial plan.

Required Materials:
Bajtelsmit, V., (2008). *Personal Finance* (1st ed.). Hoboken, NJ: Wiley

Learning Outcomes: The intention is for the student to be able to:
1. Demonstrate money management
2. Understand interest rates and inflation
3. Identify ways to increase net worth
4. Understand current federal and state tax laws

Learning PACT
Through the student involvement in this course, the student will develop and document his/her achievement of the following PACT skills:
Primary skills developed and documented:
1. Time Management
   - Through a variety of assignments ranging from in-class work to homework with a specific due date.
2. Valuing Diversity
   - Through working in groups with students of different backgrounds to achieve the desired results for the assignment.
3. Problem Solving
   - Through the analysis of case studies as a class and individually on quizzes and exams.
4. Speaking
   - Through participation in class as well as in assigned groups on multiple projects where everyone’s opinion is important to the outcome.
5. Computer Literacy
   - Through the completion of assignments that must be typed in a specific format.

Secondary skills (developed but not documented):
Self-Concept
Leadership

Ethical Conduct
Nonverbal Communication

Assessment Tasks

These learning outcomes and primary Learning PACT skills will be demonstrated by:

1. Assignments and case studies of financial scenarios dealing with principles covered in the class.
2. Engaging in discussions with the instructor and classmates.

Course Content:

I. Themes – Key recurring concepts that run throughout this course:
   A. Goal setting
   B. Investing
   C. Budgeting
II. Issues – Key issues that will be addressed in this course: areas of conflict that must be understood in order to achieve the intended outcome:
   A. Interest rates
   B. Inflation
   C. Supply and Demand
III. Concepts – Key concepts that must be understood to address the issues:
   A. The role of the Federal Reserve
   B. Federal and State tax laws
   C. Consumer protection
IV. Skills/Competencies – Actions that are essential to achieve the course outcomes:
   A. Time Management
   B. Application of Concepts

Learning Units:

I. Planning Personal Finances
   A. An Introduction
   B. Career Planning
   C. Financial Statements and Budgets
   D. Tax Strategy
II. Managing Personal Finances
   A. Banking Services
   B. Consumer Credit
   C. Sources of Credit
III. Making Purchasing Decisions
   A. Purchasing Strategies and Legal Protection
   B. The Housing Decision
IV. Insuring Resources
   A. Home and Automobile
   B. Health and Disability
   C. Life Insurance
V. Investing Financial Resources
   A. Fundamentals

B. Stocks
C. Bonds

Learning Activities:
Independent and collaborative learning activities will be assigned within and outside the classroom to assist the student to achieve the intended learning outcomes. Class discussion, lecture, written assignments, stock market analysis will also contribute to the learning process.

Grade Determination:
The student will be graded on satisfactory completion of in-class assignments, homework, quizzes, and exams.