JEFFERSON COLLEGE

COURSE SYLLABUS

MGT125

PERSONAL FINANCE

3 Credit Hours

Prepared by
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MGT125 Personal Finance

I. CATALOGUE DESCRIPTION

A. Pre/Co-requisite: Reading Proficiency
B. 3 Credit Hours
C. Personal Finance is a comprehensive study of personal financial information that is current, accurate, and relevant to help students make financial decisions that will lead to long-term financial security (F,S,O).

II. EXPECTED LEARNING OUTCOMES / ASSESSMENT MEASURES

| Develop and calculate personal financial goals and budget | In-class exercises, discussions and projects |
| Prepare a personal federal income tax return | In-class exercises, discussions and projects |
| Evaluate financial services, savings, plans, and consumer credit | In-class exercises, discussions and projects |
| Appraise consumer purchasing a car, home, and insurance | In-class exercises, discussions and projects |
| Evaluate health, life and disability income insurance | In-class exercises, discussions and projects |
| Demonstrate how to invest in and evaluate stocks, bonds and mutual funds | In-class exercises, discussions, and projects |
| Analyze retirement and estate planning | In-class exercises, discussions, and projects |
| Prepare and present a personal financial plan | In-class presentation and discussion |

III. OUTLINE OF TOPICS

A. Personal Financial Planning
   1. Making financial decisions
   2. Your life situation and financial planning
   3. Developing and achieving financial goals
   4. Opportunity costs and the time value of money
   5. A plan for personal financial planning
   6. Career choice and financial planning
B. Money Management Skills
   1. A successful money management plan
   2. Personal financial statements
   3. A plan for effective budgeting
   4. Money management and achieving financial goals

C. Taxes in Your Financial Plan
   1. The basics of federal income tax
   2. Filing your federal income tax return
   3. Using tax planning strategies

D. Financial Services: Savings Plans and Payment Accounts
   1. Planning your use of financial services
   2. Sources of financial services
   3. Comparing savings plans
   4. Comparing payment methods

E. Consumer Credit: Advantages, Disadvantages, Sources, and Costs
   1. What is consumer credit?
   2. Types of credit
   3. Sources of consumer credit
   4. Applying for credit
   5. The cost of credit
   6. Protecting your credit
   7. Complaining about consumer credit
   8. Managing your debts

F. Consumer Purchasing Strategies and Wise Buying Of Motor Vehicles
   1. Consumer buying activities
   2. Major consumer purchases: buying motor vehicles
   3. Resolving consumer complaints
   4. Legal options for consumers

G. Selecting and Financing Housing
   1. Evaluating renting and buying alternatives
   2. The finances of home buying
   3. A home-selling strategy
H. Home and Automobile Insurance
   1. Insurance and risk management
   2. Home and property insurance
   3. Home insurance cost factors
   4. Automobile insurance coverages
   5. Automobile insurance costs

I. Health and Disability Income Insurance
   1. Health insurance and financial planning
   2. Health insurance coverage
   3. Health insurance
   4. Trade-offs
   5. Private health care plans and government health care programs
   6. Disability income insurance
   7. High medical costs

J. Financial Planning With Life Insurance
   1. What is life insurance
   2. Types of life insurance companies and policies
   3. Selecting provisions and buying life insurance
   4. Financial planning with annuities

K. Investing Basics and Evaluation Bonds
   1. Preparing for an investment program
   2. Factors affecting the choice of investments
   3. Factors that reduce investment risk
   4. Conservative investment option: government bonds
   5. Conservative investment option: corporate bonds

L. Investing in Stocks
   1. Common and preferred stock
   2. Evaluating a stock issue
   3. Numerical measures that influence investment decisions
   4. Buying and selling stocks
   5. Long-term and short-term investment strategies
M. Investing in Mutual Funds
   1. Why investors purchase mutual funds
   2. Classifications of mutual funds
   3. How to make a decision to buy or sell mutual funds
   4. The mechanics of a mutual fund transaction

N. Starting Early: Retirement and Estate Planning
   1. Planning for retirement: start early
   2. Your retirement income
   3. Estate planning
   4. Legal aspects of estate planning

IV. METHOD(S) OF INSTRUCTION
   A. Lectures
   B. In class discussions
   C. Videos
   D. Internet

V. REQUIRED TEXTBOOK(S)

VI. REQUIRED MATERIALS
   A. Computer Access
   B. Flash Drive

VII. SUPPLEMENTAL REFERENCES Assigned Current Events for Discussion
VII. METHOD OF EVALUATION (STUDENT)

A. Discussion/topic papers 140 points
B. Midterm Test 100 points
C. Final Test 100 points
D. Project 200 points
E. Presentation 100 points
Total 640 points

A= 576-640
B= 512-575
C= 448-511
D= 384-447
F= 383 and below

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Technology Center 101; phone 636-481-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College Website http://www.jeffco.edu).

XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.
XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.