



Authorizing Signature: _____

Date: _____

LEHIGH CARBON COMMUNITY COLLEGE

MASTER COURSE OUTLINE

for

BUS 130		Personal Money Management	
School / Division:	Business, Education, Legal, Social Services, Aviation, Science, Engineering, and Mathematics		Business
Submitted by:	Rachel Plaksa/Robert Oravitz		
Course Origination Date:	1978		
Revision Date:	Fall 2023		
Review Date:	Fall 2023		
Prerequisites:	None		
Corequisites:	None		

Credit Hours

Credit/hours Calculations	Credits
Credit Hours (Total)	3
Lecture Hours* 1 hour = 1 credit hour = 1 workload unit	3
Laboratory Hours* 1 hour – 1/3 credit hour = 0.8 workload unit	0
Other/Clinical* 1 hour = 1/75 credit hour	0
*hours per week/14 weeks If # of weeks differs, list here:	

Course Description

Topics include budgeting, investments, estates, insurance selection, home buying, renting, consumer purchasing, social security benefits, retirement, and other subjects related to personal money management.

Course Objective/Competency

FOR EACH OBJECTIVE, IDENTIFY PROGRAM OBJECTIVE ACCREDITATION STANDARD, AND/OR COLLEGEWIDE STUDENT COMPETENCY OR N/A

	Course Learning Objective	Program Objective	College-Wide Competency
1.	Explain the basics of personal finance including the time value of money, budgeting, and tax strategies.		1, 3
2.	Evaluate various types of consumer credit, consumer purchasing strategies (including home buying), and options for insuring your resources.		1
3.	Analyze the advantages and disadvantages of various investment options and discuss the benefits of retirement planning and estate planning.		1, 3

Course Content

PLEASE PROVIDE CHAPTER-LEVEL DETAIL

Section 1: Planning Your Personal Finances

Ch. 1 Personal Finance Basics and the Time Value of Money

Ch. 2 Financial Aspects of Career Planning

Ch. 3 Money Management Strategy: Financial Statements and Budgeting

Ch. 4 Planning Your Tax Strategy

Section 2: Managing Your Personal Finances

Ch. 5 Financial Services: Savings Plans and Payment Accounts

Ch. 6 Introduction to Consumer Credit

Ch. 7 Choosing a Source of Credit: The Costs of Credit Alternatives

Section 3: Making Your Purchasing Decisions

Ch. 8 Consumer Purchasing Strategies and Legal Protection

Ch. 9 The Housing Decision: Factors and Finances

Section 4: Insuring Your Resources

Ch. 10 Property and Motor Vehicle Insurance

Ch. 11 Health, Disability, and Long-Term Care Insurance

Ch. 12 Life Insurance

Section 5: Investing Your Financial Resources

Ch. 13 Investing Fundamentals

Ch. 14 Investing in Stocks

Ch. 15 Investing in Bonds

Ch. 16 Investing in Mutual Funds

Ch. 17 Investing in Real Estate and Other Investment Alternatives

Section 6: Controlling Your Financial Future

Ch. 18 Starting Early: Retirement Planning

Ch. 19 Estate Planning

Advisement Comments

Grading Procedures

Connect is required and assignments should count at least 20% of the course grade.

Suggested:

Connect homework assignments	25%
3 Exams	75%

Textbook(s)

Personal Finance by Kapoor, Dlabay, Hughes, and Hart, 13th edition, 2020, McGraw Hill -
Connect access code required

Bibliography

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Lehigh Carbon Community College

Prefix: BUS No.: 130 Title: Personal Money Management

Date: Fall 2023

Course-Specific Student Learning/Collegewide Competencies

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Course Learning Objective	Accred. Std. #	Prgm. Obj. #	*CWC #	What tool will be used to measure the objective? (Assessment Method)	What is the criterion for success?	Measurement Tool Grading Scale (Numeric)	How will the measurement outcome be reported?
Explain the basics of personal finance including the time value of money, budgeting, and tax strategies.			1, 3	Exam 1 – Ch 1-5	70% of students will score 70% or higher	100%	Division Meetings Five -year Audit ACBSP Reports
Evaluate various types of consumer credit, consumer purchasing strategies (including home buying), and options for insuring your resources.			1	Exam 2 – Ch 6-12	70% of students will score 70% or higher	100%	Division Meetings Five -year Audit ACBSP Reports
Analyze the advantages and disadvantages of various investment options and discuss the benefits of retirement planning and estate planning.			1, 3	Exam 3 – Ch 13-19	70% of students will score 70% or higher	100%	Division Meetings Five -year Audit ACBSP Reports

CWC KEY: *#1-Think critically; #2-Communicate effectively; #3-Apply quantitative reasoning; #4-Participate cooperatively within a team; #5-Use current technology effectively; #6-Apply information literacy skills; #7-Analyze human diversity; #8-Apply scientific reasoning; #9-Evaluate ethical aspects of decision making