



Standard Course Outline

FIN 310 Personal Finance

1. General Information:

Units: 3 credits
 Prerequisites: none
 SCO Prepared by: Dr. Phil Thames
 Date Prepared: March 2012

2. Catalog Description:

Financial analysis planning and management for the individual. Topics include: owning and financing a home, minimizing taxes, goals and strategies for investing, budgeting, savings plans, controlling expenses and credit usage, determining insurance needs, and planning retirement. Letter grade only (A-F).

3. Curriculum Justification:

The course is aligned with the CBA learning goals of critical thinking, business functions, quantitative and technical skills.

4. Course Objectives:

a. **Critical Thinking**

Students will be able to apply time value of money concepts to financing and investment decisions. Students will be able to judge how risk and return theory affects financial and investment planning, as well as retirement and estate planning.

a. **Business Functions**

Students will demonstrate a comprehension of the concepts of finance theory and its application for making personal financial decisions.

b. **Quantitative & Technical Skills** - Students will be able to transform time value of money quantitative techniques to personal financial decisions such as investing, financing personal and real property, and retirement planning.

5. Outline of Subject Matter:

Topics to be covered in this class typically include:

	Topics
1	The Financial Planning Process
2	Developing Financial Statements and Plans
3	Time Value of Money
4	Preparing Your Taxes
5	Managing Your Money
6	Making Automobile and Housing Decisions
7	Managing Credit and Using Consumer Loans
8	Auto and Homeowner's Insurance
9	Health and Disability Insurance



10	Life Insurance
11	Investment Fundamentals
12	Investing in Stocks
13	Investing in Bonds
14	Investing in Mutual Funds
15	Investing in Real Estate
16	Retirement Planning
17	Estate Planning

6. Methods of Instruction:

A combination lecture, open discussion, and problem solving method of teaching will be implemented. Grades will be based upon the following activities:

- Participation in class discussions
- On-line individual assignments
- Examinations

Suggested textbooks:

- **Personal Financial Planning**, 12th Edition; Lawrence J. Gitman, Michael D. Joehnk, and Randy Billingsley; South-Western Cengage Learning, 2011
- **Personal Finance**, 4th Edition; Jeff Madura; Prentice Hall, 2011
- **Personal Finance**, 10th Edition; Jack R. Kapoor, Les R. Dlabay, and Robert J. Hughes; McGraw Hill, 2012

7. Instructional Policies:

Instructors may specify their own policies with regard to grading, class-room behavior, make-up exam, withdrawal, academic integrity, absences, etc., as long as these policies are consistent with the University policies.

The students are expected to comply with the universally accepted norms of considerate and courteous behavior, and with all University rules and policies found in the current [University Catalog](#). It will be assumed that the students will adhere to the tenets of *academic integrity* as articulated in [Dean's Letter on Academic Integrity](#) throughout this course.

Students with Disabilities: Students with disabilities are responsible for notifying their instructor as early as possible of their needs for an accommodation of a verified disability. A student with a disability is urged to consult with Disabled Student Services as soon as possible in order to identify possible accommodations to enhance academic success.