

**University of Hawaii Maui College
Course Outline and CAR – 5-year Review/Amnesty Form**

This form includes only those questions required for the 5-year review/amnesty process. Those questions not need have been omitted from the form; each question retains the same number as on the Course Outline and CAR for new and modified courses.

Numbers 1 to 10 and 29 cannot be modified using this form or via the 5-year review/amnesty process. The information in numbers 1 to 10 and 29 must match the published UHMC catalog.

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ORIGINAL JULY 2011
Received March 2014
Under Amnesty Program
SLOs Updated & Linked To Content
COWIQ Grid Prepared

Course:

1. Alpha: BUS 2. Number:150
3. Title: Personal Finance
4. Credits: 3 5. Contact Hours/Type: 3 hours/lecture

6. Course Description:

Introduces financial planning, money management and tax planning. Includes financing real and personal property, purchasing insurance and managing investments.

7. Pre-requisites: ENG 19 with grade C or better or placement at least ENG 22 or ENG 55, and MATH 18 with grade C or better or placement at least MATH 82

Pre-requisite may be waived by consent yes no

8. Co-requisites:

9. Recommended Preparation:

10. Cross-list: ECON 150

29. Function/Designation: Mark all that apply.

- AA* First Category LE - Elective Second Category, if appropriate Category
 Fulfills Hawaii Emphasis (HI) Graduation Requirement

AS Any SS - Social Science List Additional Programs and Category:

AAS Any SS - Social Science List Additional Programs and Category:

BAS Program Category List Additional Programs and Category:

Developmental/Remedial

Other/Additional: Explain:

12. 5-year Review Date 2016

Many previous course outlines have SLOs and what are now called Competencies/Concepts/Issues/Skills combined in question number 6. In this form in number 15: SLOs are considered to be over arching "what the student will be able to do in the rest of life" type statements. In number 16: Competencies/Concepts/Issues/Skills are considered to be the more specific steps by which the SLOs are achieved.

15. Student Learning Outcomes (SLOs). List one to four inclusive SLOs.

Use roman numerals (I., II., III.) to designate SLOs..

On successful completion of this course, students will be able to:

- I. Demonstrate fundamental knowledge of managing personal financial affairs, including financial planning and cash and investment management.**
- II.**
- III.**
- IV.**

16. Competencies/Concepts/Issues/Skills. Use lower case letters (a., b....zz) to designate competencies/concepts/issues/skills..

On successful completion of this course, students will be able to:

- a. Describe the different stages of the financial life cycle.**
- b. Recognize the principles of personal finance.**
- c. Calculate net worth by using a personal balance sheet.**
- d. Analyze cash flow, and calculate financial ratios to determine your financial strengths and weaknesses.**
- e. Explain the importance of time value of money; calculate present value, present and future value of an annuity.**
- f. Identify the major income tax features that affect most taxpayers.**
- g. Determine taxable income and explain how taxes are determined.**
- h. Identify the various cash management alternatives and discuss the advantages and disadvantages of each.**
- i. Explain how credit cards work and the costs that are involved.**
- j. Explain what determines an individual's credit rating.**
- k. Identify the various consumer loans and discuss methods to control debt.**
- l. Calculate the costs of consumer loans.**
- m. Determine when it is better to buy, lease or rent.**
- n. Describe the major types of insurance coverage.**
- o. Discuss the tax affect on various investments.**
- p. Calculate rates of return.**
- q. Identify the various investment risks and returns.**
- r. Measure portfolio risk.**
- s. Identify and describe the primary and secondary security markets.**
- t. Understand the basic terminology associated with common stocks and bonds.**
- u. Describe the various risks associated with investing in common stock.**
- v. Calculate the value of a bond.**
- w. Identify the various retirement planning options.**

17. Suggested Course Content and Approximate Time Spent on Each Topic
Linked to #15. Student Learning Outcomes and #16: Competencies/Concepts/Issues/Skills

- 1-2 Weeks: Introduction to Financial Planning (I a, b, c)
- 1-2 Weeks: Measuring Financial Wealth (I d, e)
- 1-2 Weeks: Time Value of Money (I e)
- 1-2 Weeks: Tax Planning and Strategies (I f, g)
- 1-2 Weeks: Liquid Asset Management (I h)
- 1-2 Weeks: Managing Credit (I i, j)
- 1-3 Weeks: Consumer Loans (I k, l, m)
- 1-2 Weeks: Life, Health, Property Insurance (I n)
- 1-4 Weeks: Investments and Security Markets (I o, p, q, r, s, t, u, v)
- 1-2 Weeks: Retirement Planning (I w)
- 0-1 Weeks: Special Topics

18. Suggested Course Requirements and Evaluation
Linked to #15. Student Learning Outcomes and #16: Competencies/Concepts/Issues/Skills

Specific course requirements are at the discretion of the instructor at the time the course is being offered. Suggested requirements might include, but are not limited to:

Examinations	40-80% (I, a-w)
In-class exercises	0-30% (I, a-w)
Homework	0-30% (I, a-w)
Quizzes	0-30% (I, a-w)
Projects/research	0-40% (I, a-w)
Attendance and or class participation	0-20% (I, a-w)

19. College-wide academic student learner outcomes (CASLOs) this course supports:
(mark all that apply)

- Written Communications
- Quantitative Reasoning
- Information Retrieval and Technology
- Oral Communication
- Critical Reasoning
- Creativity

If this course supports one or more CASLO, then either complete the Assessment of Intended Student Learning Outcomes Standards (CCOWIQ) Grid (see Curriculum Committee website for grid form and submit it with this form) OR in the box following explain briefly how this course supports the particular CASLO or CASLOs:

20. Using the program student learning outcomes (PLOs) for the main program of which this course is a part, list only those PLOs this course supports:

PLO:
PLO:
PLO:
PLO:
PLO:
PLO:
PLO:

22. Method(s) of delivery appropriate for this course: *(mark all that apply)*

Traditional HITS/Interactive TV Cable TV Online Hybrid
 Other, explain:

23. Text and Materials, Reference Materials, and Auxiliary Materials

Appropriate text(s) and materials will be chosen at the time the course is offered from those currently available in the field. Examples include:

Personal Finance, Keown, Pearson,
Personal Finance, Madura, Pearson
Personal Finance, Garman and Forgue, Houghton Mifflin

Appropriate reference materials will be chosen at the time the course is offered from those currently available in the field. Examples include:

Text may be supplemented with:

Articles and/or handouts prepared by the instructor
Magazine or newspaper articles

Appropriate auxiliary materials will be chosen at the time the course is offered from those currently available in the field. Examples include:

Appropriate films, videos or internet sites
Guest speakers
Other instructional aids

31. Course is:

Not articulated.

Is presently articulated* as a general education course at:

UHCC UH Manoa UH Hilo UHWO

**Submit Course Articulation Form if course is already articulated, or is appropriate for articulation, as a general education (100-, 200-level) course. Check Curriculum Committee website under UH Courses for articulation sites.*

Is presently articulated by PCC or other UH system agreement at:

UHCC UH Manoa UH Hilo UHWO Explain:

Is presently articulated to a specific department or institution:

UHCC UH Manoa UH Hilo UHWO Outside UH system Explain:

This course outline is standardized and/or the result of a community college or system-wide agreement. Name of the responsible committee/group:

33. Additional Information (*add additional pages if needed*):

University of Hawaii Maui College
Course Outline and CAR – 5-year Review/Amnesty Form Signature Page

Johns Bonard
Author

5/5/11
Date

Steve Le... ..
Department Representative to Curriculum Committee

3/18/11
Date

Cyrille Pascoe
Department: Department Chair

3/18/11
Date

Bel...
Curriculum Chair on behalf of the committee and college

7/11/11
Date

Assessment of Intended Student Learning Outcomes Standards – CCOWIQs with Ratings for BUS/ECON 150

Key:

3 = Major Emphasis: The student is actively involved (uses, reinforces, applies, and evaluated) in the student learning outcomes. The learner outcome is the focus of the class.

2 = Moderate Emphasis: The student uses, reinforces, applies and is evaluated by this learner outcome, but it is not the focus of the class

1 = Minor Emphasis: The student is provided an opportunity to use, reinforce, and apply this learner outcome, but does not get evaluated on this learner outcome

0 = No Emphasis: The student does not address this learner outcome

	BUS150/ ECON 150
Standard 1: Written Communication	
Write effectively to convey ideas that meet the needs of specific audiences and purposes.	
1.1 Use writing to discover and articulate ideas	3
1.2 Identify and analyze the audience and purpose for any intended communication	1
1.3 Choose language, style and organization appropriate to particular purposes and audiences	1
1.4 Gather information and document sources appropriately	2
1.5 Express a main idea as a thesis, hypothesis, and other appropriate content	1
1.6 Develop a main idea clearly and concisely with appropriate content	3
1.7 Demonstrate mastery of the conventions of writing, including grammar, spelling, and mechanics	2
1.8 Demonstrate proficiency in revision and editing	0
1.9 Develop a personal voice in written communication	0
Standard 2: Quantitative Reasoning	
Synthesize and articulate information using appropriate mathematical methods to solve problems and logically address real-life situations.	
2.1 Apply numeric, graphic and symbolic skills and other forms of quantitative reasoning, accurately and appropriately	2
2.2 Demonstrate mastery of mathematical concepts, skills, and applications, using technology when appropriate	3
2.3 Communicate clearly and concisely the methods and results of quantitative problem solving	3
2.4 Formulate and test hypotheses using numerical experimentation	1
2.5 Define quantitative issues and problems, gather relevant information, analyze that information, and present results	3
2.6 Assess the validity of statistical conclusions	2
Standard 3: Information Retrieval and Technology (Information Literacy)	
Access, evaluate, and utilize information effectively, ethically and responsibly.	
3.1 Use print and electronic information technology ethically and responsibly	2
3.2 Demonstrate knowledge of basic vocabulary, concepts, and operations of information technology and retrieval	1
3.3 Recognize, identify, and define an information need	3
3.4 Access and retrieve information through print and electronic media, evaluating the accuracy and authenticity of that information	2
3.5 Create, manage, organize, and communicate information through electronic media	1
3.6 Recognize changing technologies and make informed choices about their appropriateness and use.	1
Standard 4: Oral Communication	
Practice ethical and responsible oral communications appropriate to a variety of audiences and purposes.	
4.1 Identify and analyze the audience and purpose of any intended communication.	0
4.2 Gather, evaluate, select, and organize information for the communication.	1
4.3 Use language, techniques, and strategies appropriate to the audience and occasion.	1
4.4 Speak clearly and confidently, using the voice, volume, tone, and articulation appropriate to the audience and occasion	0
4.5 Summarize, analyze, and evaluate oral communications and ask coherent questions as needed.	0
4.6 Use competent oral expression to initiate and sustain discussion.	2
Standard 5: Critical Thinking	
Apply critical reasoning skills to effectively address the challenges and solve problems.	
5.1 Identify and state problems, issues, arguments, and questions contained in a body of information.	2
5.2 Identify and analyze assumptions and underlying points of view relating to an issue or problem.	1
5.3 Formulate research questions that require descriptive and explanatory analyses.	0
5.4 Recognize and understand multiple modes of inquiry, including investigative methods based on observation and analysis.	0
5.5 Evaluate a problem, distinguishing between relevant and irrelevant facts, opinions, assumptions, issues, values, and biases through the use of appropriate evidence.	1
5.6 Apply problem-solving techniques and skills, including the rules of logic and logical sequence.	2

5.7 Synthesize information from various sources, drawing appropriate conclusions.	1
5.8 Communicate clearly and concisely the methods and results of logical reasoning.	2
5.9 Reflect upon and evaluate their thought processes, value system, and world views in comparison to those of others.	3
Standard 6: Creativity	
Able to express originality through a variety of forms.	
6.1 Generates responses to problems and challenges through intuition and non-linear thinking.	1
6.2 Explores diverse approaches to solving a problem or addressing a challenge.	1
6.3 Sustains engagement in activities without a preconceived purpose.	0
6.4 Demonstrates the ability to trust and follow one's instincts in the absence of external direction.	0
6.5 Applies creative principles to discover and express new ideas.	0
6.6 Builds upon or adapts the ideas of others to create novel expressions or new solutions.	0