

TRIAL COURSE OR NEW COURSE PROPOSAL

SUBMITTED BY:

Department	Applied Business	College/School	Tanana Valley Campus / CRCD
Prepared by	C. Dexter	Phone	(907) 455-2837
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See <http://www.uaf.edu/uafgov/faculty/cd/cdman.html> for a complete description of the rules governing curriculum & course changes.

1. ACTION DESIRED (check one):	Trial Course	<input type="checkbox"/>	New Course	<input checked="" type="checkbox"/>
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2. COURSE IDENTIFICATION:	Dept	ABUS	Course #	F161	No. of Credits	3
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Justify upper/lower division status & number of credits:	800 lecture contact minutes per credit. 2,400 lecture contact minutes total. Freshman Introductory course in financial management.
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3. PROPOSED COURSE TITLE:	Personal and Business Finance
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4. CROSS LISTED? YES/NO	No	If yes, Dept:	<input type="text"/>	Course #	<input type="text"/>
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5. STACKED? YES/NO	No	If yes, Dept.	<input type="text"/>	Course #	<input type="text"/>
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6. FREQUENCY OF OFFERING:	Fall, Spring
(Every or Alternate) Fall, Spring, Summer – or As Demand Warrants	

7. SEMESTER & YEAR OF FIRST OFFERING (if approved)	Fall 2010
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8. COURSE FORMAT:

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

COURSE FORMAT: (check one)	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input checked="" type="checkbox"/>	6	weeks to full semester
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OTHER FORMAT (specify)	Possible weekend college delivery in the future (one weekend each month for 3 months. Total 42 hours class contact time. Possible MayMester or WinterMester delivery in the future.
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Mode of delivery (specify lecture, field trips, labs, etc)	Lecture or Web based delivery.
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9. CONTACT HOURS PER WEEK:	3	LECTURE hours/weeks	<input type="text"/>	LAB hours /week	<input type="text"/>	PRACTICUM hours /week	<input type="text"/>
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Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See <http://www.uaf.edu/uafgov/faculty/cd/credits.html> for more information on number of credits.

10. COMPLETE CATALOG DESCRIPTION including dept., number, title and credits (50 words or less, if possible):

<p>ABUS F161 – Personal and Business Finance (3.0 credits) Explores the management of personal and family finances, including financial planning, budgeting, time value of money, consumer buying, personal credit, savings and investment, home ownership and mortgages, insurance, estate planning, retirement, consumer fraud, and laws.</p>
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11. **COURSE CLASSIFICATIONS:** (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

H = Humanities N = Natural Science S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? YES NO

12. **COURSE REPEATABILITY:**

Is this course repeatable for credit? YES NO

13. **GRADING SYSTEM:**

LETTER: PASS/FAIL:

RESTRICTIONS ON ENROLLMENT (if any)

14. **PREREQUISITES**

These will be required before the student is allowed to enroll in the course.

RECOMMENDED

Classes, etc. that student is strongly encouraged to complete prior to this course.

15. **SPECIAL RESTRICTIONS, CONDITIONS**

16. **PROPOSED COURSE FEES**

17. **PREVIOUS HISTORY**

Has the course been offered as special topics or trial course previously? Yes/No

18. **ESTIMATED IMPACT**

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

No change. This course replaces a previously required course. Net zero impact on budget or overall credit hour production.

19. **LIBRARY COLLECTIONS**

Have you contacted the library collection development officer (ffklj@uaf.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No Yes

20. **IMPACTS ON PROGRAMS/DEPTS**

What programs/departments will be affected by this proposed action? Include information on the Programs/Departments contacted (e.g., email, memo)

Applied Business and Information Technology Specialist programs. Please see #21 below. Both program coordinators have been contacted about the course addition and the corresponding degree change.

21. **POSITIVE AND NEGATIVE IMPACTS**

Please specify **positive and negative** impacts on other courses, programs and departments resulting from the proposed action.

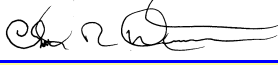
Incoming students have a very poor understanding of personal and business finance (financial management is not taught in local high schools), and students have almost no understanding of investing. Beginning with the Fall 2010 semester all ABUS degree seeking students will be required to take a business core course in Personal and Business Finance (new course ABUS 161). For several years the net savings of Americans as a whole has been negative. A course like ABUS 161 will start to change that terrible trend. The negative impact of requiring ABUS 161 in the applied business core will bump a CIOS elective out of the core. Since most incoming students have a strong basic understanding of computers and basic applications, the negative impact is minimal and more than offset by the positive impact of student learning of financial management. The TVC Information Technology Specialist Department has been notified that this degree change may have a minor affect on CIOS 150 enrollments.

JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

See # 21 above. The development of this course and corresponding change in the ABUS certificate and degree is a result of recommendations by the ABUS faculty and those of the ABUS advisory board.

APPROVALS:

	Date	9/28/09
Signature, Coordinator, Applied Business		
	Date	
Signature, Chair, Tanana Valley Curriculum Council		
	Date	
Signature, Director, Tanana Valley Campus		
	Date	
Signature, Chair, College of Rural and Community Development, Business, Systems, and Technology Division		
	Date	
Signature, Chair, College of Rural and Community Development Curriculum Council		
	Date	
Signature, Executive Dean, College of Rural and Community Development		
	Date	
Signature, Chair, UAF Faculty Senate Curriculum Review Committee		

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE



**University of Alaska Fairbanks
Tanana Valley Campus
ABUS F161-TE1 Personal and Business Finance**

Course Syllabus - Fall 2010

Professor:	Herbert P. Kuss	Phone:	(907) 455-2861
Office:	Room 224 TVCC 604 Barnett Street Fairbanks, AK 99701	Fax:	(907) 455-2941
Office hours:	Before/After class and by appointment	E-mail:	hpkuss@alaska.edu
Text:	<i>Personal Finance</i> , 9th Edition, Kapoor, Dlabay, Hughes (McGraw-Hill/Irwin) (2009)		

IMPORTANT INFORMATION

Student CD-ROMs are no longer supplied with resources as was the case with earlier editions. The publisher has moved to an on-line environment which becomes available to you with an *access key code* that comes with the book. Make sure you have it.

The URL for the website is:

http://highered.mcgrawhill.com/sites/0073382329/student_view0/index.html

CATALOG DESCRIPTION

ABUS F161 – Personal and Business Finance (3.0 credits)

Explores the management of personal and family finances, including financial planning, budgeting, time value of money, consumer buying, personal credit, savings and investment, home ownership and mortgages, insurance, estate planning, retirement, consumer fraud, and laws.

COURSE PURPOSE

Personal and Business Finance is a 3 credit course which explores financial literacy in the areas of money management, career planning, taxes, consumer credit, housing and other consumer decisions, legal protection, insurance, investments, retirement planning, and estate planning. The goal of the course is to teach the student the fundamentals of financial planning to make sound choices related to spending, saving, borrowing, and investing that lead to long-term financial security. The course equips students with many financial tools to identify and evaluate choices and understand the consequences of decisions in terms of opportunity costs.

COURSE OBJECTIVES

This course is designed to provide you with a working knowledge of what it takes to control your financial future. You will learn to:

- Develop a sound personal financial plan based on realistic goals
- Understand opportunity costs and time-value-of-money concepts
- Create important personal financial statements and budgets for skilled money management.
- Prepare your income taxes and develop tax strategies to maximize savings.
- Understand and evaluate various savings and payment methods.
- Analyze how credit issues affect you.
- Evaluate and choose among the costs of credit alternatives available to you and debt management.
- Formulate purchasing strategies, resolve consumer complaints, address legal options.
- Assess types of property, motor vehicle, and life insurance policies and the importance of asset protection.
- Understand investments in stocks, bonds, mutual funds, and the mechanics involved.
- Weigh the advantages / disadvantages of investing in real estate, precious metals, and collectibles.

INSTRUCTIONAL TASKS

The following course tasks are designed to assist you in achieving the course objectives:

- Assigned readings in course text
- Lectures (Power Point slides are available on line in the lesson modules)
- Weekly quizzes on assigned readings and lectures
- Active weekly participation in class and on the Discussion Board. Completion of all questions posted. See Grading Rubric
- Self-test assessments (On line student resource via your access code).

WEEKLY QUIZZES

Quizzes, consisting of approximately 15-20 questions will be given via blackboard, and shall be due, each week on Sunday by midnight. Each quiz will cover the week's topic area. Quizzes will be composed of multiple choice, true/false, and study questions. You may use your text and notes for assistance.

WARNING: Multiple choice and true/false questions and essays are timed - 30 minutes or 1 hour (depending on the quiz) and you have **only one opportunity to take them. Be prepared, therefore, to take it undisturbed for 30-60 minutes. Once you are done, there's no going back in. In addition, if you click on the BACK or FORWARD functions on Blackboard, or you minimize your screen, this will lock you out of your quiz. If you lose your internet connection and get locked out of your quiz, contact me immediately.**

ASSIGNMENTS

Complete assignments on time per the assignment schedule. Assignments late more than one week will not be accepted absent substantial justification (the dog ate it won't cut it). Late assignments will be penalized a point for each day late. Quizzes and assignments will be graded within 48 hours. Thus, assignments due by midnight on Sundays will be usually returned no later than late on the following Wednesday.

EXAMS

There are two exams in this course: a midterm and a final. The final is *not* comprehensive. The exams are closed book and closed note.

DISCUSSION BOARD

Located on the course blackboard site is the Discussion Board. You will find is an important study tool and community for information sharing. Browse it to become familiar with how it works. There are three (3) interactive levels:

Class Introduction : Introduce yourself and let us know a little about *you*.

Discussion Questions : For each lesson you will find a question or two to answer. Answers are assigned point values and are graded. Answer them thoughtfully, analytically, and within the dynamics if the rubric provided.

Questions/ Suggestions : Allows you to ask questions, offer insights and suggestions, share information sources you may have discovered, and post replies for others to view and respond to. Feel free to let loose with your thoughts.

Discussion Board Rubric

Criteria	A (90-100) Outstanding	B (80-89) Proficient	C (70-79) Basic	D/F (0-69) Below Expectations
Critical Thinking	<i>rich</i> in content full of thought, insight, and analysis	substantial information thought, insight, and analysis has taken place	Generally competent information is thin and commonplace	rudimentary and superficial no analysis or insight is displayed
Connections	<i>Clear</i> connections to previous or current content to real-life situations	connections are made, not really clear or too obvious	limited, if any connections vague generalities	no connections are made, off topic
Uniqueness	new ideas new connections made with depth and detail	new ideas or connections lack depth and/or detail	few, if any new ideas or connections rehash or summarize other postings	no new ideas "I agree with ..." statement
Timeliness	all required postings early in discussion throughout the discussion	all required postings some not in time for others to read & respond	all required postings most at the last minute without allowing for response time	some, or all, required postings missing
Stylistics	few grammatical or stylistic errors	several grammatical or stylistic errors	obvious grammatical or stylistic errors errors interfere with content	obvious grammatical or stylistic errors makes understanding impossible

GRADING POLICY

There are fourteen lessons, discussion boards, chapter assignments, a midterm, and a final exam. Lessons and Discussion Board postings must be completed by each Saturday evening and will be graded the following day or as soon as possible thereafter. Your ability to express yourself in a professional manner (be clear, concise, English-correct) is as important as the course content you learn. After reading the assigned chapter you will take the quiz, participate on the Discussion Board, and do assignments, if any. The final grade shall consist of the following:

1. Fourteen (14) Quizzes.....590 points
2. Midterm.....100 points
3. Final.....100 points
4. Discussion Board.....140 points
5. Chapter Assignments.....450 points
6. Total.....1,380 points

COURSE GRADE

A: 90-100% (1242 - 1380)...An honor grade indicating originality and independent work, a thorough mastery of the subject, and the satisfactory completion of more work than regularly required.

B: 80-89% (1104 - 1241) ...Indicates outstanding ability above the average level of performance.

C: 70-79% (966 - 1103)...Indicates satisfactory or average level of performance.

D: 60-69% (814 - 965)...The lowest possible passing grade, indicating work of below average quality and performance.

F: Equal to or less than 59% (0 -813)..Indicates failure.....What happened?

I have elected to use the plus/minus to indicate that a student's level of performance is slightly higher or lower than that of the letter grade alone. Please see the UAF Catalog for how these letter grades are utilized for calculating a student's GPA.

A+: 98-100% (1352 - 1380)

A : 92-97% (1269 - 1351)

A-: 90-91% (1242 - 1269)

B+: 88-89% (1214 - 1241)

B : 82-87% (1131 - 1213)

B-: 80-81% (1104 - 1130)

C+: 78-79% (1076 - 1103)

C: 72-77% (993 - 1075)

C-: 70-71% (966 - 992)

D+: 68-69% (938 - 965)

D: 62-67% (855 - 937)

D-: 59-61% (814 - 854)

F: <59% (<814

Course Schedule

Date	Topic	Assignment	Due
Week 1	Chapter 1 Personal Finance Basics and the Time Value of Money Chapter 3 Money Management Strategy And Financial Statements and Budgeting	<ol style="list-style-type: none"> 1. Get comfortable with using Blackboard and accessing your UAF email account by navigating around the site. 2. Examine the student CD-ROM and ensure that it runs effectively with audio. 3. Place a short bio about yourself on Blackboard. Click on Student Tools, click on Edit Your Homepage. Insert text to briefly tell others in the course about yourself. Photos are optional, but bear in mind that the class will never meet face-to-face. 4. Read Chapters 1 and 3 in text. Reflect. 5. Watch PowerPoint Lecture Chapters 1 and 2 on the course CD. 6. Take the quiz for both chapters found under Assignments in Blackboard. You may access it only once and complete it within the time allotted. 7. On the Discussion Board answer all questions posed for the chapters. 8. Execute tasks, if any, in Assignments. 	End of Week
Week 2	Chapter 4 Planning Your Tax Strategy	<ol style="list-style-type: none"> 1. Read Chapter 4 in text. Reflect. 2. Watch PowerPoint Lecture Chapter 4 3. Answer Discussion Board question. 4. Take the quiz for chapter. 5. Execute tasks, if any, in Assignments. 	End of Week
Week 3	Chapter 5 Financial Services : Savings Plans and Payment Accounts	<ol style="list-style-type: none"> 1. Read Chapter 5 in text. Reflect. 2. Watch PowerPoint Lecture Chapter 5 3. Answer Discussion Board question. 4. Take the quiz for chapter. 5. Execute tasks, if any, in Assignments. 	End of Week
Week 4	Chapter 6 Consumer Credit	<ol style="list-style-type: none"> 1. Read Chapter 6 in text. Reflect. 2. Watch PowerPoint Lecture Chapter 6 3. Answer Discussion Board question. 4. Take quiz for chapter. 5. Execute tasks, if any, in Assignments. 	End of Week
Week 5	Chapter 7 Choosing Source of Credit :	<ol style="list-style-type: none"> 1. Read Chapters 7 and 8. Reflect. 2. Watch PowerPoint Lectures for both chapters. 3. Answer Discussion Board questions. 	End of Week

	Costs of Credit Alternatives Chapter 8 Consumer Purchasing Strategies/ Legal Protection	4. Take quizzes for chapters. 5. Execute tasks , if any, in Assignments .	
Week 6	Midterm Examination	1. Review preceding Chapters. 2. Prep with self assessment questions in PowerPoint . 3. Arrange for proctor and time and place for exam. 4. Good luck!	End of Week
Week 7	Chapter 10 Property and Motor Vehicle Insurance Chapter 12 Life Insurance	1. Read Chapters 10 and 12. Reflect . 2. Watch PowerPoint Lecture for both chapters. 3. Answer Discussion Board questions. 4. Take quizzes . 5. Execute tasks , if any, in Assignments .	End of Week
Week 8	Chapter 13 Investing Fundamentals	1. Read Chapter 13. Reflect . 2. Watch PowerPoint Lecture for chapter. 3. Answer Discussion Board questions. 4. Take quiz . 5. Execute task , if any, in Assignments .	End of Week
Week 9	Chapter 14 Investing in Stocks	1. Read Chapter 14. 2. Watch PowerPoint Lecture for chapter. 3. Answer Discussion Board question. 4. Take quiz . 5. Execute task , if any, in Assignments .	End of Week
Week 10	Chapter 15 Investing in Bonds	1. Read Chapter 15. 2. Answer Discussion Board question. 3. Take quiz . 4. Execute task , if any, in Assignments . 5. Watch PowerPoint Lecture for chapter.	End of Week
Week 11	Chapter 16 Investing in Mutual Funds	1. Read Chapter 16. 2. Watch PowerPoint Lecture for chapter. 3. Answer Discussion Board question. 4. Take quiz . 5. Execute task , if any, in Assignments	End of Week
Week 12	Chapter 17 Investing in Real	1. Read Chapter 17. 2. Watch PowerPoint Lecture for chapter.	End of Week

	Estate and Other Investment Alternatives	3. Answer Discussion Board question. 4. Take quiz . 5. Execute task , if any, in Assignments	
Week 13		FINAL EXAMINATION	

STUDENTS WITH DISABILITIES

Students with learning disabilities who may need accommodations are encouraged to contact Disability Services (<http://uaf.edu/chc/disability.html>) or phone (907)474-7043. Additional assistance can also be obtained from Student Support Services (<http://www.uaf.edu/sssp/>) or phone (907) 474-6844.

OTHER STUDENT RESOURCES

An accounting/finance/math tutor is also available at no cost to students through the Applied Business Department at TVC. Call Susan Doren at (907) 455-2852 or email msdoren@alaska.edu

STUDENT CODE OF CONDUCT

UAF will maintain an academic environment in which freedom to teach, conduct research, learn and administer the university is protected. Students will benefit from this environment by accepting responsibility for their role in the academic community. The principles of the student code are designed to encourage communication, foster academic integrity and defend freedoms of inquiry, discussion and expression across the university community.

UAF requires students to conduct themselves honestly and responsibly, and to respect the rights of others. Conduct that unreasonably interferes with the learning environment or violates the rights of others is prohibited. Students and student organizations are responsible for ensuring that they and their guests comply with the code while on property owned or controlled by the university or at activities authorized by the university.

The university may initiate disciplinary action and impose disciplinary sanctions against any student or student organization found responsible for committing, attempting to commit or intentionally assisting in the commission of any of the following prohibited forms of conduct:

1. Cheating, plagiarism or other forms of academic dishonesty
2. Forgery, falsification, alteration or misuse of documents, funds or property
3. Damage or destruction of property
4. Theft of property or services
5. Harassment
6. Endangerment, assault or infliction of physical harm
7. Disruptive or obstructive actions
8. Misuse of firearms, explosives, weapons, dangerous devices or dangerous chemicals
9. Failure to comply with university directives
10. Misuse of alcohol or other intoxicants or drugs
11. Violation of published university policies, regulations, rules or procedures
12. Any other actions that result in unreasonable interference with the learning environment or the rights of others.

This list is not intended to define prohibited conduct in exhaustive terms, but rather offers examples as guidelines for acceptable and unacceptable behavior.