



Prepared by: R. Polski
 Reviewed by: J. Ross
 Reviewed by: S. Popejoy
 Reviewed by: P. Bench
 Date reviewed: February 23, 2009
 Board approved: March 12, 2009

Independent Living Skills (ILS) 0025 Personal Finance Level 1 (0 Units)

Prerequisite: Acceptance into the Transition to Independent Living Program

Total Hours: 16 hours lecture; 48 hours lab (64 hours total)

Catalog Description: This course is designed to facilitate basic money management skills pertaining to self-sufficiency in banking transactions, such as budgeting, paying personal bills, establishing good record keeping skills, check writing, and basic online banking.

Type of Class/Course: Non Credit

Texts: None

Additional Required Materials: None

Course Objectives:

By the end of the course, a successful student will be able to

1. complete bank deposit slips,
2. demonstrate check writing,
3. pay room and board independently,
4. facilitate bank deposits into savings and checking accounts,
5. save and file important receipts,
6. establish and maintain a sound filing system,
7. conduct banking transactions independently,
8. display courtesy at the bank,
9. memorize bank account number and online banking password,
10. access banking account information online,
11. distinguish junk mail from important mail,
12. articulate the difference between a financial “need” versus a financial “want”,
13. complete a budget, and
14. demonstrate competency in reading and paying personal bills.

Course Scope, Content, and Student Learning Outcomes:

Unit I Understanding Personal Finance Basics

Learning Outcomes	Assessment
Understand and use	

1. Introduction of key money management terms	In class exercises, homework, exams
2. Identifying file systems and record keeping	In class exercises, homework, exams
3. Understanding the importance of filing records	In class exercises, homework, exams
4. Understanding the purpose of a budget	In class exercises, homework, exams
5. Exploring the difference between a financial “want” versus a financial “need”	In class exercises, homework, exams
6. Exploring deposit slips and their purpose	In class exercises, homework, exams
7. Exploring a paycheck budget	In class exercises, homework, exams

Unit II Developing Personal Finance Independence

8. Processing paperwork and establishing a good record keeping system	In class exercises, homework, exams
9. Learning to write checks proficiently, practicing writing checks in class	In class exercises, homework, exams
10. Exploring how checks are cashed and how money is removed from the individual’s banking account; introduction of online banking	In class exercises, homework, exams
11. Learning to read the important information on a check (check number, account number)	In class exercises, homework, exams
12. Memorizing checking account information and social security numbers, accessing accounts online	In class exercises, homework, exams
13. Practice writing checks within the community	In class exercises, homework, exams

Unit III Understanding Personal Finance Responsibilities

14. Learning to read bill and bill due dates	In class exercises, homework, exams
15. Exploring the importance of financial savings, accessing accounts online	In class exercises, homework, exams
16. Establishing the difference between junk mail and important mail	In class exercises, homework, exams
17. Understanding overdraft banking fees and how to avoid insufficient account charges	In class exercises, homework, exams
18. Examining overall semester record keeping and accumulated savings, accessing accounts online	In class exercises, homework, exams

Learning Activities Required Outside of Class:

The students will spend a minimum of 8 hours per week outside of their regular class time doing the following:

1. Studying
2. Completing homework exercises

Methods of Instruction:

1. Assigned exercises from textbook/workbook
2. Lecture
3. Group work/role playing
4. Lab assignments

5. Discussion
6. Individual conference

Methods of Evaluation:

1. Class participation
2. Written homework
3. Quizzes
4. Oral evaluations/Role playing
5. Exams
6. Midterm and final