

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) 0026 Personal Finance Level 2 (0 Units)

Prerequisite: Successful completion in Independent Living Skills 0025

Prerequisite knowledge and skills: Before entering this course, the student should 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.

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

Catalog Description: This course is designed to facilitate intermediate money management skills pertaining to self-sufficiency in banking transactions such as independent budgeting, paying personal bills, maintaining good record keeping skills, independent check writing, and intermediate 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 and personal needs lists,
2. demonstrate check writing within the community,

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. continue to display courtesy at the bank,
9. access banking accounts number online,
10. articulate overdraft fees and why they occur,
11. distinguish junk mail from important mail,
12. articulate the difference between a financial “need” versus a financial “want”,
13. complete a budget and follow the proposed monthly budget,
14. demonstrate competency in reading and paying personal bills,
15. identify the personal choices within planning and adhering to a monthly budget, and
16. understand the importance of a personal finance task list and follow the personal finance task list independently.

Course Scope, Content, and Student Learning Outcomes:

Unit I Reviewing Personal Finance Basics

Learning Outcomes	Assessment
Understand and use	
1. Review key money management terms	In class exercises, homework, exams
2. Review file systems and record keeping	In class exercises, homework, exams
3. Demonstrate competency of record filing	In class exercises, homework, exams
4. Demonstrate independent budget planning	In class exercises, homework, exams
5. Verbalize the difference between a financial “want” versus a financial “need”	In class exercises, homework, exams
6. Demonstrate independent completion of deposit slips, access and explore online banking	In class exercises, homework, exams
7. Verbalize the importance of completing a paycheck budget	In class exercises, homework, exams
8. Demonstrate paperwork and establishing a good record keeping system	In class exercises, homework, exams
9. Demonstrate check writing proficiency	In class exercises, homework, exams

Unit II Understanding Basic Banking

10. Articulate how checks are cashed and how money is removed from the individual’s banking account; access and explore online banking	In class exercises, homework, exams
11. Demonstrate knowledge of the important information on a check (check number, account number)	In class exercises, homework, exams
12. Demonstrate knowledge of checking account information and social security numbers, and accessing banking accounts online	In class exercises, homework, exams

13. Demonstrate community check writing competency	In class exercises, homework, exams
14. Demonstrate reading bills and bill due dates	In class exercises, homework, exams

Unit III Reviewing Banking Basics

15. Articulate the importance of financial savings, accessing accounts online	In class exercises, homework, exams
16. Discuss and explain the difference between junk mail and important mail	In class exercises, homework, exams
17. Verbalize overdraft banking fees and how to avoid insufficient account charges	In class exercises, homework, exams
18. Independently access and explore online banking accounts	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
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