

Prepared by: R. Polski
Reviewed by: J. Ross
Reviewed by: S. Popejoy
Reviewed by: P. Bench
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Independent Living Skills (ILS) 0027 Personal Finance Level 3 (0 Units)

Prerequisite: Successful completion in Independent Living Skills 0026

Prerequisite knowledge and skills: Before entering the course, the student should 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,
16. understand the importance of a personal finance task list, and
17. follow the personal finance task list independently.

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

Catalog Description: This course is designed to facilitate advanced money management skills pertaining to self-sufficiency in banking transactions such as independent budgeting, paying personal bills online, maintaining good record keeping skills, independent check writing within the community, acquiring a personal visa check card, and intermediate to advanced online banking transactions and online banking tools.

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 personal needs lists independently,
2. demonstrate check writing within the community,
3. pay personal bills independently,
4. facilitate bank deposits into savings and checking accounts,
5. demonstrate sound filing system competency,
6. demonstrate balancing checking account with bank statement,
7. conduct banking transactions independently,
8. articulate bill pay and its function,
9. access banking accounts online,
10. demonstrate fund transfers amongst checking and savings accounts,
11. demonstrate requesting bank statements online,
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, paying, and meeting due dates on personal bills,
15. identify the personal choices within planning and adhering to a monthly budget,
16. understand the importance of a personal finance task list, and
17. follow the personal finance task list independently.

Course Scope, Content, and Student Learning Outcomes:

Unit I Demonstrating 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. Articulate the difference between a financial “want” versus a financial “need”	In class exercises, homework, exams

Unit II Demonstrate Personal Finance Competency

6. Demonstrate independent completion of deposit slips and accessing online banking	In class exercises, homework, exams
7. Demonstrate independent completion of a paycheck budget, explore responsibilities associated with the usage of a visa check card	In class exercises, homework, exams
8. Demonstrate established record keeping system	In class exercises, homework, exams
9. Demonstrate community check writing proficiency	In class exercises, homework, exams
10. Access and explore online banking, introduce and explore bill pay online banking services	In class exercises, homework, exams

11. Demonstrate knowledge of check information	In class exercises, homework, exams
12. Demonstrate independence of accessing banking accounts online	In class exercises, homework, exams

Unit III Understanding Online Banking

13. Balance checking accounts with bank statements and online banking information.	In class exercises, homework, exams
14. Demonstrate competency in reading and understanding bills	In class exercises, homework, exams
15. Explore transferring financial funds online	In class exercises, homework, exams
16. Explore requesting bank statements online	In class exercises, homework, exams
17. Articulate banking overdraft transaction fees, explore visa check card usages	In class exercises, homework, exams
18. Independently access 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