

# North Central **Michigan College**

NCMC CURRICULUM/COURSE OUTLINE FOR YEARS: 2001-2003

DIVISION/AREA: Business and Technology

DEPARTMENT: Business

AREA DEAN: Timothy Dykstra, Ph.D.

ORIGINATOR: April Rice Cameron

TOTAL HOURS OF INSTRUCTION:      Lecture: 3    Lab:      Total Contact Hours:

COURSE NUMBER: B 155

CREDIT HOURS: 3

COURSE TITLE: PERSONAL FINANCE

PREREQUISITE(S)/COREQUISITE(S)/ADVISORY: None.

CATALOG DESCRIPTION: A course in making personal economic decisions: budgeting income; borrowing and buying on credit; choosing savings instruments, stocks, bonds, real estate and other investments; life insurance; annuities; buying or renting a house; and use of financial institutions.

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#### GENERAL EDUCATION OUTCOMES OR OCCUPATIONAL PROGRAM OUTCOMES

Refer to College catalog or specific occupational program outcomes and describe how this course meets those outcomes.

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COURSE OBJECTIVES & OUTCOMES: Upon successful completion of this course, you should have a basic understanding of financial record keeping, personal tax planning, managing your credit, buying various types of insurance, the importance of saving and various investment vehicles available today.

METHODS OF INSTRUCTION: Lecture, Discussion, Examinations.

**COURSE TITLE AND NUMBER: PERSONAL FINANCE B 155**

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**METHODS OF EVALUATION:** 7 Chapter tests (total points = 100)  
 Midterm Exam (85 points)  
 Final Exam (85 points)  
 Worksheets (total points = 130)  
 Attendance(100 points)

**REQUIRED TEXTS:** (Representative List) Personal Finance, 6<sup>th</sup> Edition, Kapoor, Dlabay, Hughes, Richard D. Irwin, Inc., 2001.

Optional supplementary Materials: Personal Financial Planner to accompany Personal Finance, 6<sup>th</sup> Edition.  
Student Resource Manual for Personal Finance, Kapoor, Dlabay, Hughes, Richard D. Irwin, Inc., 2001.

Reasonable accommodations may be provided for students with documented physical, sensory, cognitive, systemic, and/or psychiatric disabilities. Please contact the Education Opportunity Program (EOP) at (231) 348-6687 to arrange services for this course.

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**TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:**

Week 1	Course Introduction, Chapter 1 (Intro to Financial Planning) Chapter 2 (Career Planning)
Week 2	Chapter 3 (Financial Records and Budgeting)
Week 3	Chapter 4 (Tax Planning)
Week 4	Chapter 5 (Financial Services)
Week 5	Chapters 6 & 7 (Consumer Credit)
Week 6	Chapter 8 (Consumer Purchasing and Legal Protection)) Chapter 9 (Housing)
Week 7	Chapter 10 (Home and Auto Insurance)
Week 8	Chapter 11 (Health Care and Medical Insurance)
Week 9	Chapter 12 (Life Insurance) Review Chapters 1-12
Week 10	MIDTERM Chapter 13 (Investing Fundamentals)
Week 11	Chapter 14 (Investing in Stocks) Chapter 15 (Investing in Bonds)
Week 12	Chapter 16 (Investing in Mutual Funds)
Week 13	Chapter 17 (Real Estate and Other Investments)
Week 14	Chapter 18 (Retirement Planning)
Week 15	Chapter 19 (Estate Planning) Review Chapters 13-19
Week 16	FINAL

APPROVED FOR ADOPTION BY THE CRD/AP COMMITTEE ON \_\_\_\_\_