

Submit original (including syllabi) and one copy to the governing curriculum & course changes.

CHANGE COURSE (MAJOR) and DROP COURSE PROPOSAL
 Attach a syllabus, except if dropping a course.

SUBMITTED BY:

Department	BA	College/School	SEAS
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1. COURSE IDENTIFICATION: As the course:

Dept	BA	Course #	F254	No. of Credits	3
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COURSE TITLE	Personal Finance
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2. ACTION DESIRED: Check the changes to be made:

Change Course	<input type="checkbox"/>	If Change, indicate below	Drop	<input type="checkbox"/>
		where changes are changing.	Course	<input type="checkbox"/>

NUMBER	TITLE	DESCRIPTION
PRE-REQUISITES		*Prerequisites will be required before a student is allowed to enroll.
CREDITS (including credit distribution)		COURSE CLASSIFICATION
ADD A STACKED LEVEL (400/600)	Dept.	Course #

How will the two course levels differ from each other? How will they be taught at the appropriate level?

Stacked course applications are reviewed by the Undergraduate Curriculum Review Committee and by the Graduate Academic and Advising Committee. Creating two different syllabi—undergraduate and graduate versions—will help emphasize the different objectives supposed to be two different courses. The committees will determine: 1) whether the two versions are being created; 2) are undergraduates being overtaxed; 3) are graduate students being undertaxed? In this context, the committees are looking out for the interests of the students taking the course. Typically, if either committee has questions, they do not get more info on the see URL at top of this page.

ADD NEW CROSS-LISTING	Dept. & No.	Requires approval of both departments and deans involved. Add lines at end of form for additional sign-offs.
STOP EXISTING CROSS-LISTING	Dept. & No.	Requires mutual agreement. Attach copy of email or memo.
OTHER (specify)	Add the X designation to specify course as a GER option.	

3. 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 and the appropriate faculty senate curriculum committee. Furthermore, any course compressed to less than six weeks must be approved by the Core.

COURSE FORMAT: (check <u>all</u> that apply)	<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
OTHER FORMAT (specify all that apply)						
Mode of delivery (specify lecture, field trips, labs, etc.)	Lecture					



8. GRADING SYSTEM: Specify only one.

LETTER: PASS/FAIL:

9. ESTIMATED IMPACT

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

This should only increase the requirement for a class hired by SOM

10. LIBRARY COLLECTIONS

Have you contacted the library collection development officer, (kjie@uic.edu, 474-6695) to determine what services are available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No

11. IMPACTS ON PROGRAMS/DEPTS:

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

12. POSITIVE AND NEGATIVE IMPACTS

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

13. JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus curriculum committees is to ensure that course change and new course applications to make sure that the quality of our education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If you ask for a change in # of credits, explain why; are you increasing the amount of time spent in the class? If you drop a prerequisite, is it because the material is covered elsewhere? If course is changing, explain why; explain the level of effort and performance required on part of students earning graduate credit. Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the course is not compromised as a result.

Many students have shown an interest in a personal finance course. Although this is a developed course, it has not been taught in the past five years. We believe that adding this course to the GER options for students will also give them a good basis on personal finance, a topic that every student needs an understanding of after leaving college.

APPROVALS: (Forms with signature blocks may be used if necessary.)

Signature, Chair, Program/Department of: Business Administration Date: 10/6/16

Signature, Chair, College/School: School of Management Curriculum Committee For: Date: 10/6/16

Signature, Dean, College/School of: School of Management Date: 10/6/16

Offerings above the level of approved programs must be approved in advance by the Provost (

Signature of Provost (if applicable)

Date

Signature, Chair
Faculty Senate

Date

Core Review ADAC

ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking; add more

Signature
Curriculum Council for:

Date

Signature, Dean, College/School
of:

Date

Note: If removing a cross-listing, you must attach copy of email or memo indicating mutual agreement of this action by the affected department(s).

If degree program is being discontinued, attach letter of intent from the affected department(s).

ATTACH COMPLETE SYLLABUS (as per <http://www.uaf.edu/academic/undergraduate/curriculum/>)

The Faculty Senate curriculum committees will review the syllabus to ensure that each of the items listed below are included. If items are missing or unclear, the proposed course (or changes to it) may be denied.

SYLLABUS CHECKLIST FOR ALL UAF COURSES

During the first week of class, the instructor must provide all the following information (although modifications may be made throughout the semester):

1. Course information:

title, number, credits, prerequisites, location, meeting time (make sure that contact hours are in line with credits).

2. Instructor (and if applicable, teaching assistant):

Name, office location, office hours, telephone, email address.

3. Course readings/materials:

- Course textbook, title, author, edition/publisher.
- Supplementary readings (indicate which are required).
- any supplies required.

4. Course description:

- Content of the course and how it fits into the discipline.
- Expected proficiencies required to undertake the course.
- Inclusion in the UAF catalog.
- Description of the course.

5. Course Goals (see #1), and (see #6)

6. Student Learning Outcomes (more specific than goals)

7. Instruction:

Describe the teaching techniques (e.g. lecture, small group discussion, private instruction, use of Blackboard, audio/video conferencing, etc.).

8. Course schedule:

A schedule of class topics and assignments must be included. Be specific so that it is clear that the instructor has thought this through and will not be making it up on the fly (e.g. it is not adequate to say "I will instead give a description of the course." You may want the course instructor to allow for modification during the semester).

9. Course policies:

Describe the policies regarding class participation, make-up exams, and plagiarism/academic integrity.

10. Evaluation:

Specify how students will be evaluated, what factors will be included, their relative value, and how they will be tallied (e.g. scores, etc.) Publicize UAF regulations with regard to the grades of "C" and below as applicable to this course. (Not required in the syllabus, but a convenient way to publicize this.) Link to PDF summary of grading policy for "C": <http://www.uaf.edu/files/ufaf/Info-to-Publicize-C-Grading-Policy-UPDATED-May-2013.pdf>

11. Support Services:

Describe the support services that are available and appropriate for the course.

12. Disabilities Services: Note that the phone# and location have been updated.

<http://www.uaf.edu/disability/> The Office of Disability Services implements the Americans with Disabilities Act (ADA), and ensures that UAF students have equal access to the course and course materials.

UAF is committed to providing reasonable accommodations to students with disabilities.

BA 254: Personal Finance COURSE SYLLABUS

Meets: MWF 10:00-11:00
(2 credits) no
Instructor: TRD

OFFICE LOCATION: TRD
OFFICE HOURS: M-F 9:00-10:00 am & W 2:00-4:00 pm
OFFICE PHONE: TRD
E-MAIL ADDRESS: TRD

A. COURSE DESCRIPTION: This course will provide a broad coverage of how available financial data influences personal and business decisions. Topics include: issues, management of savings, house and insurance purchases, the use of credit, and managing investments. Examination of the rational and irrational aspects of personal resources will also be discussed. Special emphasis will be placed on the role of financial institutions and governmental economic policy and how the methods they use affect personal finance decisions.

B. METHOD OF INSTRUCTION: Students are expected to be an active participant in the learning process in this course. Instruction will be given through a variety of methods including: discussions, videos, teamwork, etc.

C. COURSE PURPOSE: The course will provide the student with an introduction to the various concepts of personal finance. A broad range of topics will be covered, but a general understanding of practical knowledge that is necessary for financial decisions.

D. COURSE LEARNING OBJECTIVES: You will gain insights into the underlying components of personal finance and be able to:

- Make sound decisions relating to a personal budget
- Understand budgeting for individuals
- Understand the theory behind how interest rates are determined
- Understand the concept of risk
- Understand the various types of insurance plans available to individuals
- Understand the implications of financial decisions concerning finances.

E. REQUIRED COURSE MATERIALS

Personal Financial Planning, 10th Edition, by Gitman and Joehnk, published by Cengage Learning (2013). ISBN: 978-1-111-97162-2

F. **GRADING PLAN** (You can access your grades anytime by clicking on the "My Grades" in Blackboard)

Component	Weight	Grade	Percentage
Attendance	20%	A+	97-100%
Module Assignments	20%	A	93-96%
Exam #1	10%	A-	90-92%
Exam #2	10%	C-	70-72%
Final Cumulative Exam	30%		
Projects/Participation	20%	B-	80-82%
		D-	60-62%
		F	50 and below

We will not initiate faculty withdrawals or incompletes for this course.

G. **COURSE COMPONENT SPECIFICS**

Attendance: Please complete the reading links listed on the course schedule PRIOR to coming to the class. (Students who do not complete the reading links will be given at the very beginning of class and receive 5 points for correct answers and 1 point for incorrect answers.)

Module Assignments: Your course schedule provides the due dates for your assignments that must be completed prior to every Sunday evening at 11:59 p.m. Assignments are located on our Blackboard site under the module banners. To access these assignments, we recommend that you use Firefox as your browser. **Since your browser logs grades will be dropped, NO late module assignments will be accepted.**

Exams: You will have two exams that will cover your assignments. **Your lowest exam grade will be dropped, so there will be a makeup in exams.** (The exception is for student athletes, student government members, and other activities, and students who have current active military assignments. Please make arrangements to take the exam PRIOR to your assignment. If you are unable to take the exam, you will have a final exam.)

Projects/Participation: You will be assigned to a team that you will work with throughout the semester. In addition to the class team activities, you will be participating in activities throughout the semester. Your engagement in these activities is a key component of your grade. **It is expected that you will participate in all class activities.** Participation points will be deducted for non-participation or interrupting class with private discussions, etc.

H. **DEVICES**

ALL DEVICES must be turned off and put away during class. You will lose points if you are seen using electronics in class. The exception is when we allow you to use your devices for projects and assignments.

I. **CHEATING**

All forms of cheating and plagiarism will be dealt with according to the guidelines established by the University.

J. DISABILITY STATEMENT

Students with learning or other disabilities who may need class accommodations are encouraged to contact the Office of Disability Services (474-5655). Please inform me of your needs and if I need to meet with the Office of Disability Services to provide the appropriate accommodation. My goal is to meet the goals of this course.

Course

- Module assignments
- Exams will be given at the end of that week will be used for course projects and exam reviews.
- Friday of each week will also be devoted to projects and exam reviews assigned.

Week	Readings	Module
Week 1: Jan 17-22	Chapter 1: The Ten Behind Personal Finance	Module #1
Week 2: Jan 23- 29	Chapter 2: Time value of money and Financial	Module #2
Week 3: Jan 30-Feb 5	Chapter 3: Tax Considerations	Module #3
Week 4: Feb 6-12	Chapter 4: Savings	Module #4
Week 5: Feb 13-19	Chapter 5: Making Auto and Housing Decisions	Module #5
Week 6: Feb 20-26	Chapter 6: Investments	Module #6
Week 7: Feb 27-March 5	Chapter 7: Using Government and Financial Institutions in Decision Making	Module #7
Week 8: March 6-12	SPRING BREAK	Module #7
Week 9: March 13-19	Chapter 8: Health and Disability Insurance	Module #8
Week 10: March 20-26	Chapter 9: Health and Disability Insurance	Module #8
Week 11: March 27-April 2	Chapter 10: Auto and Health Insurance	Exam #2
Week 12: April 3-9	Chapter 11: Annuities for Personal Finance Decision Making	Module #9
Week 13: April 10-16	Chapter 12: Introduction to Stocks and Bonds	Module #10
Week 14: April 17-23	Introduction to Mutual Funds	Module #10
Week 15: April 24-30	Chapter 12: Planning for Retirement	Module #12
Week 16: May 1-5	FINALS WEEK	Final Exam