

Approved 2-6-07
Senate Info. 2-27-07

06-33

Undergraduate Distance Education Review Form

(Required for all courses taught by distance education for more than one-third of teaching contact hours.)

Existing and Special Topics Course

Course: CNSV 315 Consumer Economics and Family Finance

Instructor(s) of Record: Dr. Sally M. McCombie

Phone: 7-4412

Email: smccomb@iup.edu

Step One: Proposer

A. Provide a brief narrative rationale for each of the items, A1- A5.

1. How is/are the instructor(s) qualified in the distance education delivery method as well as the discipline?
2. How will each objective in the course be met using distance education technologies?
3. How will instructor-student and student-student, if applicable, interaction take place?
4. How will student achievement be evaluated?
5. How will academic honesty for tests and assignments be addressed?

B. Submit to the department or its curriculum committee the responses to items A1-A5, the current official syllabus of record, along with the instructor developed online version of the syllabus, and the sample lesson. This lesson should clearly demonstrate how the distance education instructional format adequately assists students to meet a course objective(s) using online or distance technology. It should relate to one concrete topic area indicated on the syllabus.

Step Two: Departmental/Dean Approval

Recommendation: Positive (The objectives of this course can be met via distance education)

Negative

Mary C. Seiden
Signature of Department Designee

1/25/07
Date

Endorsed:

Parkees C. Zoni
Signature of College Dean

Jan. 21, 2007
Date

Received

FEB - 6 2007

Liberal Studies

A. Provide a brief narrative rationale for each of the items, A1- A5.

1. How is/are the instructor(s) qualified in the distance education delivery method as well as the discipline?

Dr. Sally M. McCombie's area of expertise is Family and Consumer Sciences. She took an intensive 2-day workshop entitled Family Economics & Financial Education during the summer of 2006 to update her content knowledge. Dr. McCombie currently teaches another DL consumer course, CNSV 101 Personal and Family Management.. She offered this course on-line for the first time during the summer of 2006. She completed WebCT training during the summer of 2005 and has taken two updates at the IDC.

2. How will each objective in the course be met using distance education technologies?

The on-line course will consist of course material, quizzes and assignments presented through WebCT. The discussion tool will be used to facilitate discussion participation. Students will be required to purchase and complete a personal financial planner.

Upon completion of the course, students will:

- 1. Understand basic terminology and concepts.**

Basic terminology and concepts will be covered in Module 1. Throughout the course students will be required to use these basics in assignments and discussions.

- 2. Apply fundamental economic principles.**

Students will be required to complete a personal financial planner. Assignments in the planner address personal financial planning and money management. Each student will be required to mail his/her completed planners at the end of the course.

- 3. Become acquainted with publications which pertain to the consumer.**

Students will be directed to various websites pertaining to consumerism. Several of the assignments in the planner require the use of such websites including: www.bls.gov (Inflation rate and consumer price index); www.federalreserve.gov ; www.bankrate.com ; www.treasurydirect.gov ; www.globalindicators.org ; and www.bea.doc.gov (gross domestic product).

- 4. Acquire knowledge of family finance—i.e. budgeting, credit, insurance, home ownership, wills and estates, taxes.**

Required projects and quizzes entail students to apply this knowledge. The information will also be presented using the discussion tool on WebCT as well as required textbook readings.

- 5. Communicate and apply facts to everyday situations.**

Numerous case studies will be presented to the students for class discussion purposes. The culminating project will involve a family case study, a group project.

6. Understand consumer rights and responsibilities.

Consumer rights and responsibilities are integrated into each major topic. Students will also be posed with discussion questions concerning consumer rights and responsibilities. Some of the case studies will call upon the understanding of these rights and responsibilities.

4. How will instructor-student and student-student, if applicable, interaction take place?

Students will be required to actively participate in on-line discussions. There will be questions embedded in the notes as well as weekly postings by the instructor. The instructor will facilitate the discussions. Students will participate in chat room discussions within groups assigned to work on designated activities. The instructor will be available at regular times for contact via telephone, email or chat room.

5. How will student achievement be evaluated?

Multiple assessment techniques will be implemented to evaluate student achievement including:

- Timed exams using WebCT with password protection
- Group project
- Individual project
- Discussion contributions

6. How will academic honesty for tests and assignments be addressed?

The on-line quizzes will be designed in a manner such that items are randomly numbered so that no two exams are exactly identical. The exams will not be printable. This method was implemented by the Instructor of Record for this course during the Fall 2005 semester.

DE SYLLABUS

CS 315 (801) Consumer Economics and Family Finance

TEXT: Personal Finance, Garman/Forgue, 8th Edition, Houghton/Mifflin, 2006.

My Personal Financial Planner, Garman/Forgue, Houghton/Mifflin, 2006.

OBJECTIVES: During the study of Consumer Economics and Family Finance each students will:

1. Understand basic terminology and concepts.
2. Apply fundamental economic principles.
3. Become acquainted with publications which pertain to the consumer.
4. Acquire knowledge of family finance—i.e. budgeting, credit, insurance, home ownership, wills and estates, taxes.
5. Communicate and apply facts to everyday situations.
6. Understand consumer rights and responsibilities.

Student Outcomes Matrix for FCSE

INTASC Standard	Discipline Specific Standard/ Program Objective	Course Objective	Course Assessment Measuring Objective*
Principles 3,7,8,9	I.C,F	1	Quiz 1
Principles 3,7,8,9	I.C,F	2	Group Case Study & Financial Planner
Principles 3,7,8,9	I.C,F	3	Financial Planner Quiz 2
Principles 3,7,8,9	I.C,F	4	Discussion Tool Group Case Study Quizzes 2 & 3
Principles 3,7,8,9	I.C,F	5	Case Studies Discussion Tool
Principles 3,7,8,9	I.C,F	6	Case Studies Quizzes 2, 3, & 4

*Assignments/products chose for aggregation are bolded

AREAS OF STUDY: The course is responsive to changing economic conditions.

- I. **Basic Economic (2 weeks)**
 - a. **Basic economic facets and problems**
 - b. **Terminology**
 - c. **Production**
 - i. **Supply and demand**
 - ii. **Price**
 - iii. **Elasticity**
 - iv. **Law of diminishing returns**
 - d. **GNP**
 - e. **Incomes**
 - f. **Aspects of modern economic life**
 - i. **Capital**
 - ii. **Specialization**
 - iii. **Money**
 - iv. **Inflation-recession**
 - g. **The consumer**
 - i. **History of the movement**
 - ii. **Welfare**
 - iii. **Technology**
 - iv. **Advertising. Packaging**
 - v. **Motivational research**
 - h. **Consumer agencies**
 - i. **Federal and state**
 - ii. **Private**
- II. **Income and budgeting (1 week)**
 - a. **Income vs. occupation**
 - b. **Budgeting**
 - i. **Forms**
 - ii. **Purposes**
 - iii. **Categories and expenditures**
 - c. **Income Management**
 - i. **Purposes and satisfaction**
 - ii. **Decision-making techniques**
- III. **Use of Credit (1 week)**
 - a. **Charge accounts**
 - b. **Credit cards**
 - i. **Establishing credit**
 - ii. **Women and credit**
 - iii. **Function of credit bureaus**

- c. Buying on the installment plan
 - i. Protection for seller
 - ii. "Let the buyer beware"
 - d. Government regulations
 - i. Truth-in-Lending
 - ii. Equal Credit Opportunity
 - iii. Fair Credit Reporting
 - iv. Fair Credit Billing
 - v. Fair Debt Collection Practices
- IV. Borrowing (1 week)
 - a. Shopping for a loan
 - i. Obtaining credit
 - ii. Choosing a lender-advantages vs. disadvantages
 - b. Cost of the loan
- V. Using your bank (1/2 week)
 - a. National vs. state
 - b. Available services
 - c. All about checks
 - d. Transferring funds
 - e. Obtaining a loan
 - f. New trends in banking
 - g. Electronic banking
- VI. Savings (1/2 week)
 - a. Commercial banks
 - b. Savings banks
 - c. Savings and loan
 - d. Credit unions
 - e. Savings bonds
- VII. Life Insurance (1/2 week)
 - a. Terminology
 - b. Questions to ask
 - c. Policies
 - i. Term
 - ii. Straight Life
 - iii. Combination policies
 - iv. Universal life
 - d. New regulations
- VIII. Health Insurance (1/2 week)

- a. Protection provided
 - b. Categories
 - i. Hospital expense
 - ii. Surgical
 - iii. Limited medical
 - iv. Major medical
 - v. Comprehensive
 - vi. Disability
 - c. Rising costs/ catastrophic coverage
 - d. Nursing homes
 - e. Role of hospice
- IX. Property and Automobile insurance (1 week)
- a. Terminology
 - b. Smaller policies available to homeowners
 - i. Liability
 - ii. Burglary and theft
 - iii. Fire
 - iv. Property
 - c. Homeowner's policy
 - d. Coinsurance
 - e. Autos
 - i. Liability vs. physical damage
 - ii. PA law
 - iii. Insurance & women, the young , and older drivers
- X. Social Security (2 weeks)
- a. Social Security
 - i. Becoming insured
 - ii. Basic benefits—all age groups
 - iii. Medicare
 - b. Annuities and pensions
 - i. Immediate annuities
 - ii. Deferred annuities
 - iii. Zero vs. fully funded
 - iv. IRA. Keogh, other options
 - c. Life-care retirement
- XI. Estate planning (1 week)
- a. Terminology
 - b. Wills
 - c. Regulation of estate planning
 - d. Estate taxes
 - e. Use of trusts

- XII. Buying a home (1 week)
 - a. Terminology
 - b. Advantages vs. disadvantages
 - c. Points to consider before you buy
 - d. Mortgages
 - i. Kinds
 - ii. Sources of loans
 - e. Co-ops vs. Condominiums

- XIII. Taxes (1 week)
 - a. Filing a return
 - b. Exemptions vs. deductions
 - c. Taxable and non-taxable income
 - d. Capital gain or capital loss

- XIV. Investments (1 week)
 - a. Reading the financial page
 - b. Securities and securities markets
 - i. Terminology
 - ii. Government and corporate
 - iii. The exchanges
 - c. Risks and returns
 - d. Designing a portfolio

METHODS OF PRESENTATION: Course material, quizzes, and assignments will be presented through WebCT. The discussion tool will be used to facilitate discussion participation. Students will complete a personal financial planner.

EVALUATION METHODS: Grades are based on scores from the four quizzes, a group project (Case Studies), an individual project (Financial Planner), plus discussion contributions. The following scale is used:

<u>Course Requirements</u>		<u>*Grading</u>
Quizzes: 4 @ 100 points each	400	630-700 = A
Case Study Group Project	100	560-629 = B
Financial Planner	100	490-559 = C
Discussion Contributions	100	420-558 = D
Total	700	Below 420 = F

* In order to complete course requirements, all assignments must be done. Failure to complete any assignment(s) will result in a total letter grade reduction on your final course grade.

REQUIRED TEXTS: Personal Finance, Garman/Forgue, 8th Edition, Houghton/Mifflin, 2006.

My Personal Financial Planner, Garman/Forgue, Houghton/Mifflin, 2006.

COURSE SCHEDULE

I hope to maintain the following schedule, however, circumstances may require changes. Any changes will be posted on WebCT.

Week of July 09	Module 1 Introduction to Course The Importance of Financial Planning Income and Budgeting Taxes Savings Banking
July 13	First Quiz—Chapters 1,2,3,4,5
Week of July 16	Module 2 Use of Credit Borrowing Buying a Home Automobile and Other Major Purchases
July 20	Second Quiz—Chapters 6,7,8,9
Week of July 23	Module 3 Property and Auto Insurance Health Insurance Life Insurance
July 27	Group Project Due
Week of July 30	Module 4 Investments
Aug. 2	Third Quiz—Chapters 10,11,12,13,14
Week of Aug. 6	Module 5 Retirement and Estate Planning
Aug. 9	Financial Planner Due
Fourth Quiz—Chapters 15,16,17,18,19 Aug. 09	

Additional Resources:

www.bls.gov (Inflation rate and consumer price index)

www.federalreserve.gov

www.bankrate.com

www.treasurydirect.gov

www.globalindicators.org

www.bea.doc.gov (gross domestic product)

SYLLABUS OF RECORD

CS 315 Consumer Economics and Family Finance

TEXT: Personal Finance, Garman/Forgue, 8th Edition, Houghton/Mifflin, 2006.

**Personal Finance Handbook: A Guide to Securing Your Financial Future,
Garman/Forgue, Houghton/Mifflin, 2004.**

OBJECTIVES: During the study of Consumer Economics and Family Finance each students will:

1. Understand basic terminology and concepts.
2. Apply fundamental economic principles.
3. Become acquainted with publications which pertain to the consumer.
4. Acquire knowledge of family finance—i.e. budgeting, credit, insurance, home ownership, wills and estates, taxes.
5. Communicate and apply facts to everyday situations.
6. Understand consumer rights and responsibilities.

AREAS OF STUDY: The course is responsive to changing economic conditions.

XV. Basic Economic (2 weeks)

- a. Basic economic facets and problems
- b. Terminology
- c. Production
 - i. Supply and demand
 - ii. Price
 - iii. Elasticity
 - iv. Law of diminishing returns
- d. GNP
- e. Incomes
- f. Aspects of modern economic life
 - i. Capital
 - ii. Specialization
 - iii. Money
 - iv. Inflation-recession
- g. The consumer
 - i. History of the movement
 - ii. Welfare
 - iii. Technology
 - iv. Advertising. Packaging
 - v. Motivational research
- h. Consumer agencies
 - i. Federal and state
 - ii. Private

XVI. Income and budgeting (1 week)

- a. Income vs. occupation
 - b. Budgeting
 - i. Forms
 - ii. Purposes
 - iii. Categories and expenditures
 - c. Income Management
 - i. Purposes and satisfaction
 - ii. Decision-making techniques
- XVII. Use of Credit (1 week)
- a. Charge accounts
 - b. Credit cards
 - i. Establishing credit
 - ii. Women and credit
 - iii. Function of credit bureaus
 - c. Buying on the installment plan
 - i. Protection for seller
 - ii. "Let the buyer beware"
 - d. Government regulations
 - i. Truth-in-Lending
 - ii. Equal Credit Opportunity
 - iii. Fair Credit Reporting
 - iv. Fair Credit Billing
 - v. Fair Debt Collection Practices
- XVIII. Borrowing (1 week)
- a. Shopping for a loan
 - i. Obtaining credit
 - ii. Choosing a lender-advantages vs. disadvantages
 - b. Cost of the loan
- XIX. Using your bank (1/2 week)
- a. National vs. state
 - b. Available services
 - c. All about checks
 - d. Transferring funds
 - e. Obtaining a loan
 - f. New trends in banking
 - g. Electronic banking
- XX. Savings (1/2 week)
- a. Commercial banks
 - b. Savings banks

- c. Savings and loan
- d. Credit unions
- e. Savings bonds

XXI. Life Insurance (1/2 week)

- a. Terminology
- b. Questions to ask
- c. Policies
 - i. Term
 - ii. Straight Life
 - iii. Combination policies
 - iv. Universal life

- d. New regulations

XXII. Health Insurance (1/2 week)

- a. Protection provided
- b. Categories
 - i. Hospital expense
 - ii. Surgical
 - iii. Limited medical
 - iv. Major medical
 - v. Comprehensive
 - vi. Disability
- c. Rising costs/ catastrophic coverage
- d. Nursing homes
- e. Role of hospice

XXIII. Property and Automobile insurance (1 week)

- a. Terminology
- b. Smaller policies available to homeowners
 - i. Liability
 - ii. Burglary and theft
 - iii. Fire
 - iv. Property
- c. Homeowner's policy
- d. Coinsurance
- e. Autos
 - i. Liability vs. physical damage
 - ii. PA law
 - iii. Insurance & women, the young , and older drivers

XXIV. Social Security (2 weeks)

- a. Social Security
 - i. Becoming insured

- ii. Basic benefits—all age groups
 - iii. Medicare
 - b. Annuities and pensions
 - i. Immediate annuities
 - ii. Deferred annuities
 - iii. Zero vs. fully funded
 - iv. IRA, Keogh, other options
 - c. Life-care retirement

- XXV. Estate planning (1 week)
 - a. Terminology
 - b. Wills
 - c. Regulation of estate planning
 - d. Estate taxes
 - e. Use of trusts

- XXVI. Buying a home (1 week)
 - a. Terminology
 - b. Advantages vs. disadvantages
 - c. Points to consider before you buy
 - d. Mortgages
 - i. Kinds
 - ii. Sources of loans
 - e. Co-ops vs. Condominiums

- XXVII. Taxes (1 week)
 - a. Filing a return
 - b. Exemptions vs. deductions
 - c. Taxable and non-taxable income
 - d. Capital gain or capital loss

- XXVIII. Investments (1 week)
 - a. Reading the financial page
 - b. Securities and securities markets
 - i. Terminology
 - ii. Government and corporate
 - iii. The exchanges
 - c. Risks and returns
 - d. Designing a portfolio

METHODS OF PRESENTATION: Course material, quizzes, and assignments will be presented through WebCT. The discussion tool will be used to facilitate discussion participation. Students will complete a personal financial planner.

EVALUATION METHODS: Grades are based on scores from the four quizzes plus projects. The following scale is used:

90%-100% = A
80%-89% = B
70%- 79% = C
60%-69% = D
Below 60% = F

REQUIRED TEST: Personal Finance, Garman/Forgue, 8th Edition, Houghton/Mifflin, 2006.

Personal Finance Handbook: A Guide to Securing Your Financial Future, Garman/Forgue, Houghton/Mifflin, 2004.
Garman/Forgue, Personal Finance, 2nd edition. Houghton/Mifflin, 1988.

BIBLIOGRAPHY:

Brown, Judith N. & Christina Baldwin, A Second Start: A Widow's Guide to Financial Survival at a Time of Emotional Crisis, 1986, Simon & Schuster, Inc.

Consumer Handbook to Credit Protection Laws, Board of Governors of the Federal Reserve System.

Consumer News- Consumer Union of the U.S., Inc.

CONSUMER PROTECTION REPORTING SERVICE, Vol. I & II, Donald P. Rothschild, National Law Publishing Corp.

Consumer Reports, Consumer Union of the U.S., Inc.

Family Economics Review- USDA

FDA Consumer, Food and Drug Administration

How to Establish and Use Credit, Department of Consumer Affairs, Federal Reserve Bank, Philadelphia

Mature Americans, Financial Planning for Retirement, Financing Long-Term Health Care, Getting Started, 1988, American Express Co.

Newsletter, American Council on Consumer Interests

News Summary- FTC

Peterson, Esther, Choice Time: Thinking Ahead on Long-Term Care, 1987, Aetna Life Insurance & Annuity Co.

Schulz, J.H., The Economics of Aging, 1988, Auburn House Publishing Co.

“Still Killing Us Softly: Advertising’s Image of Women” – 1987. Cambridge Documentary Films, Inc.

The Equal Credit Opportunity Act and... Women, Board of Governors of the Federal Reserve System.

REQUIRED READING: One of the following:

Blue, Ron, Master Your Money, Thomas Nelson Publishers, 1986.

Norton, Eleanor Holmes and Susan Deller-Ross, Sex Discrimination and the Causes and Remedies, Case Book, 1975.

Pritchard, Robert E., Gregory C. Potter, and Larry E. Howe, Be Your Own Financial Advisor, Prentice Hall, 1988.

Sample Lesson from Module 1

Introduction to Consumer Economics and Family Finance

Lesson Objectives:

Students will be able to:

- List some benefits of studying personal finance
- Summarize the six key steps in successful personal financial planning
- Explain fundamental economic considerations that affect decision making in personal finance

The least efficient way to learn about personal finance is through experience. While the lessons learned are not forgotten easily, the negative consequences that taught the lessons can be very costly. Instead it is best to approach the study of personal finance in a RATIONAL, PROACTIVE, and PREVENTATIVE MANNER.

Think about this. Do you agree or disagree? We will be using this statement as a catalyst for our first discussion on WebCT.

Look at Figures 1.1 *Steps in Financial Success* and 1.2 *The Building Blocks of Financial Success* in your textbook on pages 6 & 7. Now that you see some of the subjects that we will cover and some of the building blocks needed to be successful do you know how you feel, what you value, where you want to be financially in 5 years, 10 years, 25 years from now?

Relationship Between Education and Income

(Annual Household Earning)

1. No High School Diploma - \$20,724
2. High School Diploma - \$34,373
3. Some College - \$41,658
4. Bachelor's Degree - \$62,188
5. Professional Degree - \$95,309

In order to progress throughout this course, it is important that you understand the meaning of the following terms in Chapter 1: The Importance of Personal Finance:

Business cycle

Compound interest

Employee benefit

Federal funds rate

Financial literacy

Financial success

Flexible spending account

Future value (FV)

Inflation
Interest
Marginal tax rate
Opportunity cost
Personal finance
Present value
Pretax dollars
Purchasing power
Qualified retirement plan
Rule of
Tax-sheltered income
Time value of money