



Name: Hilda A Pettit

Submission Date: 10/14/2014



Organization: Vacca Office of Student Services

Course Catalog Update

<< Go back to Course Catalog Update form

Print

Course Catalog Update Information:

STU0004

Reference Number: CCU007514

Date: 03-SEP-14

Level: 2.00 of 2.00

Currently On The Worklist Of: Joanne Arhar, jarhar

Owner: Office of Curriculum Services, 330-672-8558 or 330-672-8559, curriculum@kent.edu

Basic Course Data		
Change type: Establish		
Faculty member submitting this proposal: Yvonne Michali		
Requested Effective Term: 201580		
Campus: Kent		
College: EH-Education, Health and Human Services		
Department: LDES-Lifespan Development and Educational Sciences		
Course Subject: CCS-Career and Community Studies		
Course Number: 00025		
Course Title: Financial Literacy I		
Title Abbreviation: Financial Literacy I		
Slash Course and Cross-list Information:		
Credit Hours		
Minimum Credit/Maximum Credit: 1 to 1		
Contact Hours: Lecture - Minimum Hours/Maximum Hours: 1 to 1		
Contact Hours: Lab - Minimum Hours/Maximum Hours:		
Contact Hours: Other - Minimum Hours/Maximum Hours:		
Attributes		
Is this course part of the LER, WIC or Diversity requirements: No		
If yes, course attributes: 1. 2. 3.		
Can this course be repeated for credit: No Repeat	Course Limit: 1	OR Maximum Hours:
Course Level: Undergraduate	Grade Rule: B-Standard letter	
Rationale for an IP grade request for this course (if applicable):		
Schedule Type(s): 1. LEC-Lecture 2. 3.		
Credit by Exam: N-Credit by exam-not approved		
Prerequisites & Descriptions		
Current Prerequisite/Corequisite/Catalog Description:		
Catalog Description (edited): This introductory course will provide the student with an opportunity to develop attitudes and skills to achieve personal financial wellness and satisfaction. Topics include setting up a budget, identifying where one might save money in daily living, calculating wages and understanding federal, state, and local taxes.		
Prerequisites (edited): Career and Community Studies (CCS) Major.		
Corequisites (edited): None		
Registration is by special approval only: No		
Content Information		
Content Outline:		
Content Hours per Course Topic	Topic Description	
1	Introduction: approach, procedures, expectations and responsibility.	
2	Attitudes, behavior, and skills that lead to financial satisfaction.	
6	Budgeting for short- and long-term goals: managing a household, savings, retirement, vacations, personal wants and needs.	
	Basic skills in keeping financial records:	

6	cashing checks, recording deposits and debits, balancing.
Display/Hide Delimited Course Outline	
Total Contact Hours: 15	
Textbook(s) used in this course: There is no textbook needed.	
Writing Expectations: Students will complete various written assignments using appropriate forms, conventions, and styles to communicate ideas and information with attention given to professionalism.	
Instructor(s) expected to teach: One KSU instructor is expected to teach, and CCS instructor will provide academic support.	
Instructor(s) contributing to content: Dr. Joanne Caniglia	
Proposal Summary	
Explain the purpose for this proposal:	
The purpose of this proposal is to establish a new course. The purpose of this course is for students to discover ways to maximize earning potential, develop strategies for managing their resources, and to understand the role of government taxations and its effect on consumers. Increasing adequate financial literacy skills is essential in meeting the financial challenges of the 21st century. Learning Outcomes: 1. The student will identify attitudes, behaviors, and skills that lead to financial satisfaction. 2. The student will demonstrate appropriate classroom behaviors and attitudes. 3. The student will identify expenses and sources of income. 4. The student will develop budget plans to spend, save, and give to others. 5. The student will describe decision-making steps that lead to meeting financial needs and wants. 6. The student will understand the importance of budgeting for short- and long-term needs and wants. 7. The student will make a budget and make responsible expenditures and know how to cut expenses when necessary. 8. The student will keep basic financial records using mathematical calculation. In Class Activities: 1. Actively participating in classroom exercises and group activities. 2. Demonstrating appropriate personal-social skills such as respecting others, taking turns, and interacting appropriately with faculty and class members. 3. Identifying personal wants and needs. 4. Establishing a working budget to track expenditures. 5. Completing various worksheets and activities that teach course topics. 6. Writing and solving real-world, multi-step problems involving money, elapsed time, and verify reasonableness of solutions. Out Of Class Activities: This course will have various assignments to be completed outside of the classroom. These assignments include: readings, written work, and hands-on activities pertaining to the weekly topics which are to be practiced before the next class meeting.	
Explain how this proposal affects program requirements and students in your unit:	
This course will be offered to approximately 20 students. This course is a Career and Community Studies (CCS) program requirement with credit hour(s) incorporated into total requisite credits for graduating from this program of study.	
Explain how this proposal affects courses, program requirements and student in other units:	
There will be no negative conflicts with other courses or students in other units. However, there are opportunities for students in other units to participate in the CCS program and courses offerings as either a volunteer academic mentor or tutor, or to complete service learning, experiential learning, field experience, practicum or internship credit that may satisfy requirements in their program of study.	
Explain how this proposal affects enrollment and staffing:	
Class enrollment is approximately 20 students to one staff person.	
Units consulted (other departments, programs or campuses affected by the proposal):	
Deans and Directors of colleges and schools have been consulted and endorsement has been granted.	

Comments (500 Character Maximum):

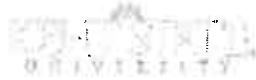
NOTE: Please do not use the following restricted characters: (~ * / \ --)

Comments:

Date	User	Comment
10/14/2014	Yvonne Ellen Michali	No comments available.

History:

Date	User	Status
10/14/2014	Mary M. Dellmann-Jenkins	Approved
10/14/2014	Yvonne Ellen Michali	Submitted



Name: Hilda A Pettit

Submission Date: 10/14/2014



Organization: Vacca Office of Student Services

Course Catalog Update

<< Go back to Course Catalog Update form

Print
STU0004

Course Catalog Update Information:

Reference Number: CCU007522

Date: 04-SEP-14

Level: 2.00 of 2.00

Currently On The Worklist Of: Joanne Arhar, jarhar

Owner: Office of Curriculum Services, 330-672-8558 or 330-672-8559, curriculum@kent.edu

Basic Course Data		
Change type: Establish		
Faculty member submitting this proposal: Yvonne Michali		
Requested Effective Term: 201580		
Campus: Kent		
College: EH-Education, Health and Human Services		
Department: LDES-Lifespan Development and Educational Sciences		
Course Subject: CCS-Career and Community Studies		
Course Number: 00125		
Course Title: Financial Literacy II		
Title Abbreviation: Financial Literacy II		
Slash Course and Cross-list Information:		
Credit Hours		
Minimum Credit/Maximum Credit: 1 to 1		
Contact Hours: Lecture - Minimum Hours/Maximum Hours: 1 to 1		
Contact Hours: Lab - Minimum Hours/Maximum Hours:		
Contact Hours: Other - Minimum Hours/Maximum Hours:		
Attributes		
Is this course part of the LER, WIC or Diversity requirements: No		
If yes, course attributes: 1. 2. 3.		
Can this course be repeated for credit: No Repeat	Course Limit: 1	OR Maximum Hours:
Course Level: Undergraduate	Grade Rule: B-Standard letter	
Rationale for an IP grade request for this course (if applicable):		
Schedule Type(s): 1. LEC-Lecture 2. 3.		
Credit by Exam: N-Credit by exam-not approved		
Prerequisites & Descriptions		
Current Prerequisite/Corequisite/Catalog Description:		
Catalog Description (edited): This course will provide the student with a more detailed opportunity to reflect on one's desire and ability to save money. It will include a wide variety of ways to save, as well as, how finance institutions can help your savings grow.		
Prerequisites (edited): Career and Community Studies (CCS) Major.		
Corequisites (edited): None.		
Registration is by special approval only: No		
Content Information		
Content Outline:		
Content Hours per Course Topic	Topic Description	
1	Introduction: approach, procedures, expectations, and responsibility.	
4	Math skills: estimate, compute, problem-solving, ratios, proportion, percent, and solutions, interpreting mathematical information, estimate, compute and solve problems involving real numbers, including ration, proportion and percent.	
	Wages: time card, earnings statement, calculating gross weekly wages, cashing	

5	your paycheck, direct deposit, contributing to a 401K plan.
5	Taxes: income tax, calculate and pay taxes, prepare income tax returns, Form W-4.
Display/Hide Delimited Course Outline	
Total Contact Hours: 15	
Textbook(s) used in this course: There is no textbook needed.	
Writing Expectations: Students will complete various written assignments using appropriate forms, conventions, and styles to communicate ideas and information with attention given to professionalism.	
Instructor(s) expected to teach: One KSU faculty is expected to teach and contribute to content, and one CCS instructor will provide academic support.	
Instructor(s) contributing to content: Dr. Joanne Caniglia	
Proposal Summary	
Explain the purpose for this proposal:	
<p>The purpose of this proposal is to establish a new course. The purpose of the course is to provide the student with an opportunity to reflect on one's desire and ability to save money. It will include a wide variety of ways to save, as well as, how finance institutions can help your savings grow. It is particularly important for individuals to learn how to manage their money as they become more independent and as they prepare for adult life. This knowledge includes using and realizing the value of simple financial records, knowing how to plan wise expenditures, and increasing computational skills in maintaining a checkbook and budget. Learning Outcomes: 1. The student will learn the importance of saving money to better prepare for things such as financial security, personal needs and wants, and retirement. 2. The student will understand the concept of interest on their savings and return on their money. 3. The student will understand the difference between simple and compound interest. 4. The student will estimate, compute and solve problems involving real numbers, including ratio, proportion, and percent. 5. The student will locate and interpret mathematical information accurately and communicate ideas, processes and solutions in a complete and easily understood manner. 6. The student will write and solve real-world, multi-step problems involving money, elapsed time, and verify reasonableness of solutions. In Class Activities: 1. Participating in small group activities. 2. Demonstrating abilities to keep financial records. 3. Identifying ways to save money. 4. Understanding the difference between wants and needs. 5. Recognizing the importance of saving for retirement. 6. Completing worksheets and in-class activities. 7. Practicing computation skills using real-world stories. 8. Watching videos and completing on-line modules that demonstrate financial concepts. Out Of Class Activities: This course will have various assignments to be completed outside of the classroom. These assignments include: readings, written work, and hands-on activities pertaining to the weekly topics which are to be practiced before the next class meeting.</p>	
Explain how this proposal affects program requirements and students in your unit:	
This course will be offered to approximately 20 students. This course is a Career and Community Studies (CCS) program requirement with credit hour(s) incorporated into total requisite credits for graduating from this program of study.	
Explain how this proposal affects courses, program requirements and student in other units:	
There will be no negative conflicts with other courses or students in other units. However, there are opportunities for students in other units to participate in the CCS program and courses offerings as either a volunteer academic mentor or tutor, or to complete service learning, experiential learning, field experience, practicum or internship credit that may satisfy requirements in their program of study.	
Explain how this proposal affects enrollment and staffing:	
Class enrollment is approximately 20 students to one staff person.	
Units consulted (other departments, programs or campuses affected by the proposal):	
Deans and Directors of colleges and schools have been consulted and endorsement has been granted.	

Comments (500 Character Maximum):

NOTE: Please do not use the following restricted characters: (~ * / \ --)

Comments:

Date	User	Comment
10/14/2014	Yvonne Ellen Michali	No comments available.

History:

Date	User	Status

10/14/2014	Mary M. Dellmann-Jenkins	Approved
10/14/2014	Yvonne Ellen Michali	Submitted



Name: Hilda A Pettit

Submission Date: 10/15/2014



Organization: Vacca Office of Student Services

Course Catalog Update

<< Go back to Course Catalog Update form

Print

Course Catalog Update Information:

STU0004

Reference Number: CCU007567

Date: 05-SEP-14

Level: 2.00 of 2.00

Currently On The Worklist Of: Joanne Arhar, jarhar

Owner: Office of Curriculum Services, 330-672-8558 or 330-672-8559, curriculum@kent.edu

Basic Course Data	
Change type: Establish	
Faculty member submitting this proposal: Yvonne Michali	
Requested Effective Term: 201580	
Campus: Kent	
College: EH-Education, Health and Human Services	
Department: LDES-Lifespan Development and Educational Sciences	
Course Subject: CCS-Career and Community Studies	
Course Number: 00225	
Course Title: Financial Literacy III	
Title Abbreviation: Financial Literacy III	
Slash Course and Cross-list Information:	
Credit Hours	
Minimum Credit/Maximum Credit: 1 to 1	
Contact Hours: Lecture - Minimum Hours/Maximum Hours: 1 to 1	
Contact Hours: Lab - Minimum Hours/Maximum Hours:	
Contact Hours: Other - Minimum Hours/Maximum Hours:	
Attributes	
Is this course part of the LER, WIC or Diversity requirements: No	
If yes, course attributes: 1. 2. 3.	
Can this course be repeated for credit: No Repeat	Course Limit: OR Maximum Hours:
Course Level: Undergraduate	Grade Rule: B-Standard letter
Rationale for an IP grade request for this course (if applicable):	
Schedule Type(s): 1. LEC-Lecture 2. 3.	
Credit by Exam: N-Credit by exam-not approved	
Prerequisites & Descriptions	
Current Prerequisite/Corequisite/Catalog Description:	
Catalog Description (edited): This course provides the student with real-life situations to practice basic math skills used in budgeting and managing money wisely. The student recognizes the hidden costs associated with many of the essentials and conveniences they use daily.	
Prerequisites (edited): Career and Community Studies (CCS) Major	
Corequisites (edited): None	
Registration is by special approval only: No	
Content Information	
Content Outline:	
Content Hours per Course Topic	Topic Description
3	Purchasing food: the cost of eating out, how to calculate tipping.
3	Leisure activities: planning for vacationing and travel.
3	Purchasing methods: taking out a personal loan.
3	Discounts: installment buying.
3	Costs of daily living needs: cell phones, fuel consumption, figuring fuel

consumption, renting a vehicle
Display/Hide Delimited Course Outline
Total Contact Hours: 15
Textbook(s) used in this course: There is no textbook needed.
Writing Expectations: Students will complete various written assignments using appropriate forms, conventions, and styles to communicate ideas and information with attention given to professionalism.
Instructor(s) expected to teach: One KSU faculty is expected to teach materials, and one CCS faculty will provide academic support.
Instructor(s) contributing to content: Dr. Joanne Caniglia
Proposal Summary
Explain the purpose for this proposal:
The purpose of this proposal is to establish a new course. The purpose of the course is for students learn how to manage their money. This knowledge includes using and realizing the value of simple financial records, knowing how to obtain and use bank and credit facilities, and planning for wise expenditures, and planning for those hidden fees and costs that one does not always consider. The emphasis in this course is on computational skills and their practical application, with real-life situational application being predominant. Learning Outcomes: 1. The student will demonstrate ability to budget and purchase food and how to calculate tips. 2. The student will critically think about leisure needs and to plan and to budget for vacationing or traveling. 3. The student will identify various purchasing methods and will evaluate what methods may work best for their personal budgeting needs. 4. The student will recognize the costs of daily living and determine ways in which to best manage budgets taking into account these daily needs. In Class Activities: 1. Establishing a weekly meal budget. 2. Tracking meal expenses to determine if students are staying within their food budget. 3. Calculating tipping when eating out and ensure this is figured into the food budget. 4. Identifying Ipad or Smart phone tipping applications to accommodate student needs. 5. Identifying vacation and travel interests and determining an expense line within the personal budget. 6. Participating in mock situations where students must identify the advantages and disadvantages of various purchasing methods. 7. Understanding the difference between generic and brand names when purchasing items, and how discounts can help one stay within their budget. 8. Completing worksheets and in-class projects in order to prioritize daily needs and the cost of each. 9. Participating in a final project where students must develop a business plan in order to manufacture a product taking into account all cost considerations. 10. Implement the business plan by creating and distributing the product. Out Of Class Activities: This course will have various assignments to be completed outside of the classroom. These assignments include: readings, written work, and hands-on activities pertaining to the weekly topics which are to be practiced before the next class meeting.
Explain how this proposal affects program requirements and students in your unit:
This course will be offered to approximately 20 students. This course is a Career and Community Studies (CCS) program requirement with credit hour(s) incorporated into total requisite credits for graduating from this program of study.
Explain how this proposal affects courses, program requirements and student in other units:
There will be no negative conflicts with other courses or students in other units. However, there are opportunities for students in other units to participate in the CCS program and courses offerings as either a volunteer academic mentor or tutor, or to complete service learning, experiential learning, field experience, practicum or internship credit that may satisfy requirements in their program of study.
Explain how this proposal affects enrollment and staffing:
Class enrollment is approximately 20 students to one faculty.
Units consulted (other departments, programs or campuses affected by the proposal):
Deans and Directors of colleges and schools have been consulted and endorsement has been granted.

Comments (500 Character Maximum):

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Comments:

Date	User	Comment
10/14/2014	Yvonne Ellen Michali	No comments available.

History:

Date	User	Status
10/14/2014	Mary M. Dellmann-Jenkins	Approved
10/14/2014	Yvonne Ellen Michali	Submitted



Name: Hilda A Pettit

Submission Date: 10/15/2014



Organization: Vacca Office of Student Services

Course Catalog Update

<< Go back to Course Catalog Update form

Print

Course Catalog Update Information:

STU0004

Reference Number: CCU007565

Date: 05-SEP-14

Level: 2.00 of 2.00

Currently On The Worklist Of: Joanne Arhar, jarhar

Owner: Office of Curriculum Services, 330-672-8558 or 330-672-8559, curriculum@kent.edu

Basic Course Data	
Change type: Establish	
Faculty member submitting this proposal: Yvonne Michali	
Requested Effective Term: 201510	
Campus: Kent	
College: EH-Education, Health and Human Services	
Department: LDES-Lifespan Development and Educational Sciences	
Course Subject: CCS-Career and Community Studies	
Course Number: 00325	
Course Title: Financial Literacy IV	
Title Abbreviation: Financial Literacy IV	
Slash Course and Cross-list Information:	
Credit Hours	
Minimum Credit/Maximum Credit: 1 to 1	
Contact Hours: Lecture - Minimum Hours/Maximum Hours: 1 to 1	
Contact Hours: Lab - Minimum Hours/Maximum Hours:	
Contact Hours: Other - Minimum Hours/Maximum Hours:	
Attributes	
Is this course part of the LER, WIC or Diversity requirements: No	
If yes, course attributes: 1. 2. 3.	
Can this course be repeated for credit: No Repeat	Course Limit: OR Maximum Hours:
Course Level: Undergraduate	Grade Rule: B-Standard letter
Rationale for an IP grade request for this course (if applicable):	
Schedule Type(s): 1. LEC-Lecture 2. 3.	
Credit by Exam: N-Credit by exam-not approved	
Prerequisites & Descriptions	
Current Prerequisite/Corequisite/Catalog Description:	
Catalog Description (edited): In this course, the student will understand how credit card debt, personal loans for housing, leisure, or transportation needs, and investing in savings and bonds can have an effect on the lifestyle that one hopes to achieve. Making wise financial decisions and planning is important when becoming an independent adult.	
Prerequisites (edited): Career and Community Studies (CCS) Major	
Corequisites (edited): None	
Registration is by special approval only: No	
Content Information	
Content Outline:	
Content Hours per Course Topic	Topic Description
5	Understanding Credit: credit card offers, credit card interest, payment strategies, competing card offers
5	i. Understanding Loans: Buying a car; compare car models and prices; depreciation; various loan offers; loan principle to depreciation; compare purchasing a home to renting a home; the process of financing a home.

5	Investing in savings and bonds: how money grows over time in a savings account, savings bonds and treasury bills contribute to wealth, what is the stock market, how does it work, risks and advantages, buying and selling stock using online services.
Displa;/Hide Delimited Course Outline	
Total Contact Hours: 15	
Textbook(s) used in this course: There is no textbook needed.	
Writing Expectations: Students will complete various written assignments using appropriate forms, conventions, and styles to communicate ideas and information with attention given to professionalism.	
Instructor(s) expected to teach: One KSU faculty is expected to teach materials, and one CCS faculty will provide academic support.	
Instructor(s) contributing to content: Dr. Joanne Caniglia	
Proposal Summary	
Explain the purpose for this proposal:	
The purpose of this proposal is to establish a new course. The purpose of the course is for students to learn the implications of sound financial decision making, appropriate use of credit, adequate insurance, and their impact on personal and workplace financial wellness. They will be able to use and evaluate technology for financial purposes, and to avoid financial fraud. They will address public policy as it relates to family financial well-being. Learning Outcomes: 1. The student will demonstrate knowledge of positive and negative aspects of credit cards. 2. The student will understand interest rates on credit and the importance of having good credit. 3. The student will recognize the difference between wants and needs when purchasing. 4. The student will understand the hidden costs to owning a vehicle. 5. The student will understand the concept of depreciation. 6. The student will recognize the expectations for owning a home and the costs for home repairs and upkeep. 7. The student will understand aspects of savings and bonds and the advantages and risks associated with both. 8. The student will recognize how easy it is to quickly get into financial difficulties if one does not have a financial plan and budget wisely. In Class Activities: 1. Completing worksheets and in-class assignment. 2. Participating in small group activities to discuss and complete various projects. 3. Participating in a class project where all students must contribute. 4. Developing and implementing a personal financial plan. 5. Completing online modules that provide instruction on course topics. Out Of Class Activities: This course will have various assignments to be completed outside of the classroom. These assignments include: readings, written work, and hands-on activities pertaining to the weekly topics which are to be practiced before the next class meeting.	
Explain how this proposal affects program requirements and students in your unit:	
This course will be offered to approximately 20 students. This course is a Career and Community Studies (CCS) program requirement with credit hour(s) incorporated into total requisite credits for graduating from this program of study.	
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Class enrollment is approximately 20 students to one faculty.	
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Deans and Directors of colleges and schools have been consulted and endorsement has been granted.	

Comments (500 Character Maximum):

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10/14/2014	Yvonne Ellen Michali	No comments available.

History:

Date	User	Status
10/14/2014	Mary M. Dellmann-Jenkins	Approved
10/14/2014	Yvonne Ellen Michali	Submitted

