

**LAKE AREA TECHNICAL INSTITUTE
MARKETING/MANAGEMENT/SALES
SYLLABUS**

Course: BUS 220 – Personal Finance

Credits: 3

Required Textbook: *Personal Finance*, 6th Edition, Garman and Fargue

Course Objective: The objective of this course is to help develop and implement long-range plans to achieve financial objectives. Achieving financial success requires that one practice effective personal financial management. Students must plan, analyze, and control financial resources to meet their personal financial goals. This involves using knowledge, skills, and tools in a confident manner to take advantage of favorable financial opportunities, to resolve personal financial problems, to achieve self-satisfaction, and to strive toward personal or family financial security.

Course Content: The following chapters will be covered from the textbook. You will have a study guide for each chapter and four (4) reports or projects will be assigned. Chapters 1, 2, 4, 5, 6, 7, 8, 9, 13, 14, 15, 16.

Grading/Attendance:

13 tests @ 100 points each	1300 points	71.2% of grade
13 Study Guides @ 25 points each	325 points	17.8% of grade
Special projects and reports @ 50 points each	200 points	10.9% of grade

All assignments are expected to be handed in on the assigned date after that no credit will be given.

100 – 94%	A	1825 – 1715
93 – 87%	B	1714 – 1587
86 – 80%	C	1586 – 1460
79 – 0%	F	1459 – below

Every student is allowed to miss the class (5/6) class hours during the semester. A class that meets M-W-F is a one (1) hour class and a class that meets T-TH is a one and a half (1 1/2) hour class. A night class is three (3) hours in length and you may miss up to six hours total. Your missing of excessive class time will affect your standing as a member of the class. Any more than the allowed absences will result in removal from the class. Doctor visits, dentists, illness, funerals, weather, and children are considered an absence. You may appeal your dismissal with the administration. Use your absences wisely.