



## HFST 2250

**Division:** Social and Behavioral Science

**Department:** Home and Family Studies

**Course:** HFST 2250

**Title:** Personal and Consumer Management

**Catalog Description:**

This course covers the effective use of management theory in dealing with human and material resources; designed to teach basic skills needed to be a competent consumer; the relationship between management of time, energy, money and other resources necessary for effective living.

**General Education Requirements:** N/A

**Semesters Offered:** TBA

**Credit/Time Requirement:** Credit: 3; Lecture: 3; Lab: 0

**Clock/Hour Requirements:** 3

**Offered for Non-Credit:** No

**Prerequisites:** none

**Corequisites:** none

**Justification:**

This course is designed to meet major requirements in the fields of family and consumer science and family resource management, as well as to help students become responsible consumers and more effective in their individual lives.

**Student Learning Outcomes:**

The student will

- develop an awareness of the individual potential which contributes to a satisfying life
- develop skill in managing those resources available to individuals and families
- develop an awareness of individual goals and values
- develop a plan for effective accomplishment of life goals
- develop awareness of and skill in becoming a responsible consumer
- gain an understanding of appropriate management of economic resources

**Content:**

- Management

- A. Philosophy and Definitions of Management.
- B. History of Management.
- C. Theories of Management
- Management Concepts and Principles
  - A. Values, Attitudes, Goals and Motivation
  - B. Resources.
  - C. Decision Making and Problem Solving
  - D. Planning, Implementing, and Evaluating.
- Management Applications
  - A. Human Resources.
  - B. Time.
  - C. Work and Family.
  - D. Stress and Fatigue.
  - E. Environmental Resources.
  - F. Finances.
- Future Challenges
  - A. Technology.
  - B. Family and Global Change.

### **General Education Outcomes:**

- 1) Read effectively, constructively, and critically.

Students are required to read two books. They are tested on their comprehension of the materials presented in the textbook. They are required to make a clear presentation on the second book (chosen from a list provided by the instructor) so that class members can understand the basic concepts given in the book. The entire course is based on increasing the students ability to logically understand and analyze the consequences of management decisions both in the present as well as over the long term.

- 3) Speak effectively in a variety of contexts.

Students participate in two oral presentations. The first presentation is done by a small group (2-4) in class and covers the concepts covered in an assigned chapter of the textbook. The second presentation is done by individual students where they do a book review for the class of the book chosen from list provided by the instructor. Both presentations require the use of visual aids.

- 4) Retrieve, evaluate, interpret, and deliver information through a variety of traditional and electronic media.

Students are required to use the Internet to find additional information on the application of management skills. E-mail skills required to transmit some assignments.

- 6) Apply computational skills to a variety of contexts.

Students will have a hands-on experience in the process of budget keeping and management including the

ability to do the necessary mathematical computations.

### **Key Performance Indicators:**

- Attendance / Participation: Required  
Attendance is required and discussion is strongly encouraged to help measure student understanding of the content matter.
- Examinations: 30 - 40% of the final grade  
A mid-term exam and a comprehensive final exam are administered.
- Assignments: 60-70% of the final grade  
Assignments require students to apply principles taught in class. They provide feedback on how well students are internalizing the concepts. Eight assignments are given that require practical application of management principles. Four additional assignments are given that require the use of the Internet to further the students understanding and application of management principles.
- Questions (no grade)  
Students turn in questions at the beginning of each lesson and time is spent in discussing them. This enables the instructor to gauge student learning and needs. Questions that are asked are usually a reflection of what the students are perceiving as important to their learning.
- Personal Contact (no grade)  
Students are encouraged to visit with the instructor outside of class for further clarification.

### **Representative Text and/or Supplies:**

Goldsmith, Elizabeth B., *Resource Management for Individuals and Families*, current edition. Wadsworth-Thomson Learning.

**Optimum Class Size: 25**

**Maximum Class Size: 35**

**Signatures:**

I hereby submit this course syllabus:

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Tracie Bradley, MEd, Associate Professor

I hereby find this course consistent with the goals and resources of the Home and Family Studies Department:

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Kim Cragun, MS, Associate Professor, Chair

I hereby find this course consistent with the goals and resources of the Social and Behavioral Science Division:

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Sue Dalley, M.S., Associate Professor, Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

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Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

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Michelle Olsen, MLS, Campus Librarian (Richfield Campus)