

To Kolb 2/1/06

UWOC Appr 1/24/06

05-34 Senate Info  
2/28/06

**Undergraduate Distance Education Review Form**  
(Required for all courses taught by distance education for more than one-third of teaching contact hours.)

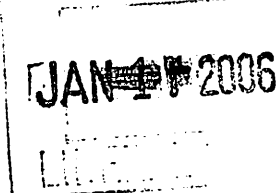
**Existing and Special Topics Course**

Course: CNSV 101 Personal and Family Management

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.

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?



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. Gill M. McCall has been teaching this course for several years. She completed

WebCT training during the summer of 2005. She incorporated WebCT into this course

during the Fall 2005 semester. Students took exams and submitted two papers on line

- Timed exams using WebCT with password protection

- Group projects
- Individual assignments and projects

- Discussion contributions

7. 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

CNSV101 (001) PERSONAL AND FAMILY MANAGEMENT  
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OFFICE HOURS:

**Catalog Description**

CNSV 101 Personal and Family Management

Management as a system and its relationship to individuals and families. Formulation of goals, values and

standards; use of decision-making process; utilization of resources

## Areas of Study

- I. History of Management in Families
- II. Management in Family Life- the family, other social systems, the environment
  - a. Family roles

- ii. Stages of family life cycle
- iii. Conceptual framework of management process
- iv. Functions of home management

- b. Values, Goals, Standards, Priorities

- i. Classification of human needs
- ii. Characteristics
- iii. Relationships to one another and to the management process

- III. The Management Process

- a. Planning
  - i. Dimensions
  - ii. Factors and aspects
- b. Controlling and Implementing
  - i. Information exchange
  - ii. Checking
  - iii. Factors and aspects
- c. Evaluating
  - i. Relationship to planning
  - ii. Function of feedback

- IV. Decision-making

- a. Components

- iii. Family patterns
- d. Low Income Families and young families
  - i. Characteristics
  - ii. Resources
  - iii. Application of managerial process
- e. Elderly Homemakers and Handicapped Homemakers

- ii. Attitudes and relationships
- iii. Simplifying work and rehabilitation

- f. Social Usage
  - i. Introduction
  - ii. Invitations and replies
  - iii. Hospitality

**Bibliography:**

Consumer Credit Counseling Services. (1999). *Budgeting basics: Taking control of your finances*.  
Pittsburgh: Consumer Credit Counseling Services of Western Pennsylvania

Covey, S. R. (1989). *7 Habits of highly effective people*. New York: Simon & Schuster.

*I have to maintain the following schedule however circumstances may vary.*

*will be posted on WebCT.*

Week of July 10

**Module 1**

**Introduction to course**



## The Process of Decision Making

decision could be selecting a gift for someone, figuring out what to have for dinner, selecting a video to watch.

Define the situation - who is involved, what things are involved, what happened, when did it happen, where did it happen, and why did it happen.

4. Now that you have read the book what is the one most important concept or theme that

would encourage others to also read this book.

### **INSTRUCTION FOR MANAGING FINANCES PAPER**

Paper is due **Aug. 9**

Paper is worth **50 points**.

Attach the following completed work sheets to the paper (All worksheets are posted on WebCT.).

1. Net Worth Statement
2. Income and expense Statement for the past year
3. Budget for the coming year
4. The paper must also include responses to the following questions:
  - (1) Overall how good am I at planning how I spend my money?
  - (2) Specifically, what areas need to be seriously examined?
  - (3) What are my plans to change my behavior?

leisure time you had and "leisure" time your parents had. There is no right or wrong kind of

family, just the realization of what kind of family you have. What kind of family do you want,

grew up?

This paper requires you to do some thinking about your past, present, and future. Take this seriously because it displays your values, standards, and goals. It is where you are going! So do some planning to get where you want to be!

There are three parts to this paper. The first is the mission statement, the second is the time management worksheet and third how your time fits with your priority statement

1. Write your mission statement. What do you want to be, do, have, and plan on in the next 5 years?

*This does not have to be a long statement. It needs to have some feeling, what's important to you*

who's important to you, what kind of person do you want to be, where do you want to be...?

*On the first page of your next worksheet, identify the values you are placing this week, what are the*

**SYLLABUS OF RECORD**

**Catalog Description**

CNSV 101 Personal and Family Management

Management as a system and its relationship to individuals and families. Formulation of goals, values and standards; use of decision-making process; utilization of resources.

**Text:** Management of the Modern Home, Oppenheim, Irene, 1979.

**Course Objectives**

Students will:

Apply the conceptual framework of management.

Develop expertise in decision-making, problems solving, resources, and understanding of self.

**Areas of Study**

VI History of Management in Families

**X. Specific Areas of Study**

**a. Resources**

- i. Characteristics and factors**
- ii. Human**
- iii. Non-human**

**b. Work Simplification**

- i. History**
- ii. Body mechanics**

**iv. Application- limitations**

**c. Communication**

- i. The process- components**
- ii. Barriers**
- iii. Family patterns**

**d. Low Income Families and young families**

- i. Characteristics**
- ii. Resources**

**e. Elderly Homemakers and Handicapped Homemakers**

- i. Specific problems**
- ii. Attitudes and relationships**
- iii. Simplifying work and rehabilitation**

**f. Social Usage**

- i. Introduction**
- ii. Invitations and replies**
- iii. Hospitality**

**Bibliography:**

**Sample Lesson  
From  
Module 2**

Values- principles that guide behavior

~~A person's judgments are based on how he/she thinks (cognitive domain) and how he/she feels~~

(affective domain).

**Attitudes-** concepts that may express values, serve as a means of evaluation, or demonstrate feeling in regard to some idea, person, object, event, situation or relationship.

**Discussion question:** Which are more subject to change, values or attitudes?

**Types of values**

1. Absolute and Relative
2. Intrinsic and Extrinsic
3. Traditional, Personal, and Professional
4. Instrumental and Terminal

**Discussion:** Can you give real-life examples of each?

Complete worksheet entitled "Here I Stand". This worksheet will be used as a major discussion. You will be required to give your input.

In Chapter 3 of your text, you will see a research study called "VALS". Be prepared to discuss the



**HERE I STAND**

Following are two lists of 11 values each. There "terminal" ones have to do with ultimate goals and