

# Course Syllabus

**Department:** Business

**Date:** 2/23/12

## I. Course Prefix and Number: BUS 131

**Course Name:** Personal Money Management

**Credit and Contact Hours:** 3 credit hours and 3 contact hours

### **Catalog Description Including Pre- and Co-Requisites:**

This course deals with management of personal finances over the life cycle of the individual consumer. Topics covered include establishment of personal financial objectives, budgeting, use of credit, property, liability and life insurance, major purchases such as housing, transportation and education; taxes, savings, investments, and retirement and estate planning. No prerequisites or co-requisites.

## II. Course Outcomes and Objectives:

Students will:

- Apply methods of personal budgeting.
- Demonstrate the ability to comprehend, interpret, analyze and evaluate college level materials.
- Identify cash and credit management principles and practices.
- Select guidelines and resources for making major purchasing decisions.
- Design a personal budget.
- Identify types and characteristics of the various forms of insurance protection.
- Select investing instruments and methods of wealth accumulation.
- Analyze college, retirement, and estate planning using current periodicals.
- Demonstrate knowledge of the concept of the time value of money and the use of time value tables.

### **Relationship To Academic Programs and Curriculum:**

This course is a business elective.

### **College Learning Outcomes Addressed by the Course:**

writing	ethics/values
oral communications	citizenship
X reading	global concerns
X mathematics	X information resources
X critical thinking	
computer literacy	

### **III. Instructional Materials and Methods:**

#### **Types of Course Materials:**

Textbook and current periodicals.

#### **Methods of Instruction (e.g. Lecture, Labs, Seminars ...):**

Instruction will be conducted through lectures, class discussion, case study assignments, Internet resources, and group work. Asynchronous online distance learning technology may be used for some course sections.

### **IV. Assessment Measures (Summarize how the college and student learning outcomes will be assessed):**

In class unit exams will assess reading comprehension, mathematics, critical thinking and knowledge of course content.

Case studies will assess critical thinking, mathematics and information resources.

Homework assignments will assess mathematics, critical thinking, reading comprehension and application of presented course concepts.

Group work will assess critical thinking and mathematics.

## **V. General Outline of Topics Covered:**

1. Personal financial tools: financial statements and budgets.
2. Basic money management: liquidity, credit, taxes
3. Effective buying: transportation and housing.
4. Insurance protection: property, liability, health, and life.
5. Investing: securities and mutual funds
6. Financial planning for tomorrow: college, retirement, estate planning.