



BUSI 297 - Personal Money Management Course Outline

Approval Date: 05/10/2018

Effective Date: 06/01/2018

SECTION A

Unique ID Number CCC000330495

Discipline(s) Business

Division Career Education and Workforce Development

Subject Area Business

Subject Code BUSI

Course Number 297

Course Title Personal Money Management

TOP Code/SAM Code 0504.00* - Banking and Finance* / C -
Occupational

Rationale for adding this course to the curriculum Lower priced textbook

Units 3

Cross List N/A

Typical Course Weeks 18

Total Instructional Hours

Contact Hours

Lecture 54.00

Lab 0.00

Activity 0.00

Work Experience 0.00

Outside of Class Hours 108.00

Total Contact Hours 54

Total Student Hours 162

Open Entry/Open Exit No

Maximum Enrollment

Grading Option Letter Grade or P/NP

Distance Education Mode of Instruction Hybrid
Entirely Online

SECTION B

General Education Information:

SECTION C

Course Description

Repeatability May be repeated 0 times

Catalog Description An introductory course for planning and managing individual finances and for money management. Topics will include purchasing decisions, sources of credit, personal tax strategies, budgeting, saving, investing in real estate and securities, insuring personal resources and retirement planning.

Schedule Description

SECTION D

Condition on Enrollment

1a. **Prerequisite(s):** *None*

1b. **Corequisite(s):** *None*

1c. **Recommended:** *None*

1d. **Limitation on Enrollment:** *None*

SECTION E

Course Outline Information

1. Student Learning Outcomes:

- A. To understand how to manage personal finances.
- B. To analyze and create a household budget.

2. Course Objectives: Upon completion of this course, the student will be able to:

- A. Explain money management concepts and terminology.
- B. Develop and analyze personal financial statements.
- C. Demonstrate an understanding and application of current tax laws for individuals.
- D. Analyze savings and investment alternatives.
- E. Estimate and determine risk exposures for personal assets.
- F. Create investment objectives and asset investment risk.
- G. Compare alternative investment choices.
- H. Identify issues and concerns affecting retirement planning.
- I.

3. Course Content

- A. Basic money management concepts and terminology
- B. The economic environment and financial terms
- C. Formation of future financial goals based on economic conditions
- D. Time value of money
- E. Personal financial statements
- F. Personal balance sheet
- G. Personal cash flow statement
- H. Personal cash budget
- I. Taxation of the individual
- J. Current tax laws-taxable income, exclusions, deductions, credits
- K. Tax saving strategies
- L. Education savings alternatives
- M. Retirement savings alternatives
- N. Savings and debt
- O. Alternative savings vehicle
- P. Consumer debt
- Q. Purchasing a home
- R. Insurance
- S. Property
- T. Disability

- U. Life
- V. Investments
- W. Setting objectives
- X. Assessment of risk
- Y. Investment vehicles
- Z. Retirement planning
- AA. Projected retirement income
- BB. Health and personal issues
- CC. Long-term care
- DD.

4. Methods of Instruction:

Discussion:

Distance Education:

Lecture:

Projects:

Other: Online: This method will be taught 100% online. Hybrid: This method will be taught using some online mixed with face-to-face tools.

5. Methods of Evaluation: Describe the general types of evaluations for this course and provide at least two, specific examples.

Typical classroom assessment techniques

- Exams/Tests --
- Home Work --
- Final Exam --
- Mid Term --

Additional assessment information:

- 1- Prepare a budget.
- 2- Create a plan for retirement.

Letter Grade or P/NP

6. Assignments: State the general types of assignments for this course under the following categories and provide at least two specific examples for each section.

A. Reading Assignments

Reading assignments from the textbook.

- 1- Read the chapter on taxes.
- 2- Read the chapter on managing credit.

B. Writing Assignments

Written preparation of special projects and current events related to the course.
Completion of all assigned projects assignments.

- 1- Household budget
- 2- Savings plan

C. Other Assignments

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7. Required Materials

A. EXAMPLES of typical college-level textbooks (for degree-applicable courses) or other print materials.

Book #1:

Author: Billingsley/Gitman/Joehnk

Title: PFIN6
Publisher: Cengage
Date of Publication: 2018
Edition: 6th

B. Other required materials/supplies.