

COURSE SYLLABUS

Department: Business

Date: 11/24/09

I. Course Prefix and Number: BUS 131

II Course Name: Personal Money Management

Credit and contact hours: 3 credit hours; 3 contact hours

Catalog Description:

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.

III. Course Outcomes and Objectives

Learning Outcomes:

Upon completion of the course, students will be familiar with:

- The importance and method of personal budgeting
- Cash and credit management principles and practices
- Guidelines and resources for making major purchasing decisions
- Types and characteristics of the various forms of insurance protection
- Investing instruments and methods of wealth accumulation
- College, retirement, and estate planning
- 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 competencies addressed by the course:

The Personal Money Management course addresses the following general competencies:

Writing, reading, mathematics, problem solving, ethics, citizenship, professional competency, and information resources.

IV. Method of Instruction

Types of course materials:

Required textbook, Personal Finance: An Integrated Planning Approach, Ralph R. Frasca, Prentice Hall, 8th edition. Individual instructors may require students to obtain additional materials.

Methods of instruction:

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

Assessment measures:

Faculty may use a variety of assessment measures including, but not limited to: informal writing, non graded quizzes, and discussions.

Methods of Evaluation:

Students will demonstrate their ability to communicate by discussing various aspects of personal financial planning and decision making.

Students will analyze and respond to case studies involving common problems in personal money management over the family life cycle.

Students will take in-class unit examinations.

Students will complete assigned readings and related homework assignments.

Students may work in problem solving teams on assigned topics.

V. General Outline of Topics

Course Outline

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