

# **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

**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

- 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 re744 3BT/F1 11.04 Tf1 0 0 1 9

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

**B. Other required materials/supplies.**