

SYLLABUS

Code: BUSI116

Title: Money Management & Personal Finance

Division: Business and Technology **Department:** Business Management

Course Description: The student will design and utilize a personal budget, create and evaluate a savings, investment, insurance and retirement program. The student will be able to use credit judiciously and make rational decisions in utilizing his purchasing power. In addition, the student will be able to identify the basic elements of will and estate planning. The student will have the opportunity to utilize current, user-friendly computer software and instructor-created exercises to apply the above concepts to their personal financial situation. Field trips may be required.

Prerequisites: Prerequisite: MATH 012, MATH 015 or passing score in computation on Basic Skills Test

Corequisites: --

Prerequisites or Corequisites: --

Credits: 3

Lecture Hours: 3

Lab/Studio Hours: 0

REQUIRED TEXTBOOK/MATERIALS:

TEXTBOOK: Personal Finance – Turning Money Into Wealth

AUTHOR: Arthur J. Keown, 4th Edition

PUBLISHER: Pearson, Prentice Hall, 2007

ADDITIONAL TIME REQUIREMENTS:

Students will be required to complete selected homework assignments using the Internet.

COURSE LEARNING OUTCOMES:

Upon completion of this course, students will be able to:

- Demonstrate personal management skills using a practical, hands-on approach to financial planning the student will learn how to spend and save money. (Mathematical reasoning, critical thinking)
- Analyze information, identify solutions, make logical decisions and solve problems by examining real life financial concepts. (Critical thinking)
- Using computer systems and other appropriate forms of technology, such as the Internet, to achieve professional, educational, and personal objectives in financial management. (Personal development, information literacy)
- Analyze, interpret and communicate the results of financial and money management applications. (Mathematical reasoning, Communication)

Disclaimer: “This course is not intended to provide financial advice or recommendations. It is strongly recommended that a Certified Financial Consultant or Planner with the appropriate credentials be consulted prior to making any investment decisions.”

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GRADING STANDARD: (See instructor addendum)

1. 50% - Four (4) Unit Exams @ 12.5% points each. The student must earn an average grade of 65% or better on the unit exams in order to receive a passing grade for the course, exclusive of other requirements. Each unit exam will cover material from the textbook, class lectures and discussion, and homework.
2. 40% - Unit projects. See instructor addendum for specifics. Selected exercises may require the use of the Internet.
3. 10% - Class participation (verbal contribution to class discussion), homework assignments, and oral presentation as required by the instructor.

TOTAL: 100%

Testing

Exams and assignments are due by the date specified by your instructor. As assignments are reviewed during the week they are due, assignments will not be accepted late. A grade of "0" will be recorded if an assignment is not submitted by the due date. Make up assignments are not provided. A student may make up one missed exam during the semester. Ten points will be deducted from the grade earned on the make-up exam. Make-up exams are completed in the testing center during the incomplete period. There is no retesting under any circumstances.

The scale used for final grading is as follows:

93 - 100%	= A
90 - 92%	= A-
87 - 89%	= B+
83 - 86%	= B
80 - 82%	= B-
76 - 79%	= C+
70 - 75%	= C
65 - 69%	= D
64 - below	= F

REQUIREMENTS FOR A GRADE OF INCOMPLETE:

1. If you have completed 70% of your course requirements, you may be eligible for a grade of incomplete.
2. Refer to the incomplete contract for specifics.
3. You must obtain an incomplete application form and submit it to your course instructor for his/her approval on/or before the last class meeting date.

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COURSE CONTENT:

Unit 1: FINANCIAL PLANNING

Chapter 1 - The Financial Planning Process

Learning Objectives: After you have studied this unit, you should be able to:

1. Explain why personal financial planning is so important.
2. Describe the five basic steps of personal financial planning.
3. Set your financial goals.
4. List fifteen principles of a solid financial strategy.

Chapter 2 – Measuring Your Financial Health and Making a Plan

Learning Objectives: After you have studied this unit, you should be able to:

5. Calculate your level of net worth or wealth using a balance sheet.
6. Analyze where your money comes from and where it goes using an income statement.
7. Use ratios to identify your financial strengths and weaknesses.
8. Set up a record-keeping system to track your income and expenditures.
9. Implement a financial plan or budget that will provide for the level of savings needed to achieve your goals.

Chapter 3 – Understanding the Time Value of Money

Learning Objectives: After you have studied this unit, you should be able to:

10. Explain the mechanics of compounding.
11. Understand the power of time in compounding.
12. Explain the importance of the interest rate in determining how an investment grows.
13. Calculate the present value of money to be received in the future.
14. Define an annuity and calculate its compound or future value.

Unit 2: MANAGING YOUR MONEY and PROTECTING YOURSELF WITH INSURANCE

Chapter 5 – Cash or Liquid Asset Management

Learning Objectives: After you have studied this unit, you should be able to:

1. Manage your cash and understand why you need liquid assets.
2. Automate your savings.
3. Establish and use a checking account.
4. Describe how a checking account should be used.
5. Transfer funds electronically and understand how electronic funds transfers (EFTs) work.

Chapter 6 - Using Credit Cards: The Role of Open Credit

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Learning Objectives: After you have studied this unit, you should be able to:

1. Know how credit works.
2. Understand the costs of credit.
3. Describe the different types of credit cards.
4. Know what determines your credit card worthiness and how to secure a credit card.
5. Manage your credit cards and open credit.

Chapter 7 – Using Consumer Loans: The Role of Planned Borrowing

Learning Objectives: After you have studied this unit, you should be able to:

1. Calculate the cost of a consumer loan.
2. Pick an appropriate source for your loan.
3. Get the most favorable interest rate possible on a loan
4. Know when to borrow.
5. Control your debt.

Chapter 10: Property and Liability Insurance

6. Buy the automobile insurance that is right for you.
7. File a claim on your automobile insurance.

Unit 3: MANAGING YOUR INVESTMENTS

Chapter 11 - Investment Basics

Learning Objectives: After you have studied this unit, you should be able to:

1. Set your goals and be ready to invest.
2. Understand how taxes affect your investments.
3. Calculate interest rates and real rates of return.
4. Manage risk in your investments.
5. Allocate your assets in the manner that is best for you.

Chapter 12 - Securities Markets

Learning Objectives: After you have studied this unit, you should be able to:

6. Identify and describe the primary and secondary securities markets.
7. Trade securities using a broker.
8. Locate and use several different sources of investment information to trade securities.
9. Discuss how the financial markets operate.
10. Explain the process of buying and selling securities.

Chapter 13: Investing in Stocks

Learning Objectives: After you have studied this unit, you should be able to:

11. Invest in stocks.

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12. Read stock quotes in the newspaper or in financial periodicals.
13. Classify common stock according to basic market terminology.
14. Value stocks.
15. Understand the risks associated with investing in common stock.

Unit 4: MANAGING YOUR INVESTMENTS, con't

Chapter 14 - Investing in Bonds and Other Alternatives

Learning Objectives: After you have studied this unit, you should be able to:

1. Invest in the bond market.
2. Understand basic bond terminology and compare the various types of bonds.

Chapter 15 - Mutual Funds: An Easy Way to Diversify

Learning Objectives: After you have studied this unit, you should be able to:

3. Weigh the advantages and disadvantages of investing in mutual funds.
4. Differentiate between types of mutual funds, ETFs, and investment trusts.
5. Classify mutual funds according to objectives.
6. Select a mutual fund that's right for you.
7. Calculate mutual fund returns.

Chapter 16 – Retirement Planning

Learning Objectives: After you have studied this unit, you should be able to:

8. Understand the changing nature of retirement planning.
9. Set up a retirement plan.

DEPARTMENT POLICIES:

Attendance and Late Policy for Students:

In the event a student accumulates more than three (3) absences, a student's final grade will be lowered one grade level.

Academic Integrity:

Any incidence of cheating will be fully processed in accordance with Brookdale Community College Regulation 6.3000 entitled STUDENT CONDUCT and the Student Conduct Code, Section V, "Academic Integrity Code" as found in the student handbook. The Business Management Department supports this regulation.

Brookdale e-mail/Website:

You are required to check your Brookdale e-mail at least (3) times per week for communication from your instructor. The syllabus is subject to change per the rights of the instructor. These changes may be communicated to you via e-mail.

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COLLEGE POLICIES:

For information regarding:

- ◆ Brookdale's Academic Integrity Code
- ◆ Student Conduct Code
- ◆ Student Grade Appeal Process

Please refer to the [BCC STUDENT HANDBOOK AND BCC CATALOG](#).

NOTIFICATION FOR STUDENTS WITH DISABILITIES:

Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify must contact the Disabilities Services Office at 732-224-2730 (voice) or 732-842-4211 (TTY) to provide appropriate documentation of the disability, and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

ADDITIONAL SUPPORT/LABS:

Study Aid: Supplemental Instructional support materials are available on the Angel Site for this course. See Instructor's Addendum for sign-on information.

Tutoring: There is no tutoring from the department's learning assistant for this course.