



## BMGT 1210

**Division:** Business and Technology

**Department:** Business Management

**Course:** BMGT 1210

**Title:** Personal Finance

**Catalog Description:**

This is a practical course in money management consisting of financial planning, budgeting, taxes, consumer borrowing, housing, transportation, insurance, investing, and retirement planning.

**General Education Requirements:** Individual Choice

**Semesters Offered:** Fall, Spring

**Credit/Time Requirement:** Credit: 3; Lecture: 3; Lab: 0

**Clock/Hour Requirements:** 0

**Offered for Non-Credit:** Yes

**Prerequisites:** None

**Corequisites:** None

**Justification:**

In order to be truly educated in today's society one must know how to manage personal finances. Therefore, this course provides the student population at large with a practical business class that will educate them on the handling of their personal financial affairs. It also introduces the student to basic financial concepts and is an elective in the Business Management program.

**Student Learning Outcomes:**

Students will be able to demonstrate competence in the following areas:

- Explain the importance of financial planning
- Calculate and write verifiable short- and long-term goals
- Be able to develop a set of personal financial records including a balance sheet and cash-flow statement
- Develop a complete budgeting system
- Be able to outline the major areas of the income tax system and explain the relationship to each element
- Understand the tax bracket concept in their daily financial transactions
- Be able to explain the distinguishing features of lending versus ownership investments
- Be able to apply the following criteria in evaluating investments: Risk, rate of return, maturity, dollar amount needed, tax features, and flexibility
- Be able to explain the main features of investing in common stock including: Capital gains, dividends, primary and secondary market indexes
- Be able to apply different strategies in selecting and timing the purchase and sale of stock

- Understand the special features of investing in mutual funds
- Understand how to invest in corporate and government bonds
- Be able to explain the cost-benefit approach to the use of consumer credit
- Be able to explain how the following factors impact the cost of credit: APR (annual percentage rate), time, down payment, and taxes
- Be able to calculate rebate of finance charges
- Be able to determine a prudent amount of credit to use
- Be able to calculate the cost per mile of owning and operating an automobile
- Be able to estimate the monthly cash costs and net costs of owning and living in a single-family home
- Be able to calculate risk exposure for various personal risks identified
- Be able to determine if insurance is needed and how much
- Be able to calculate how much life insurance is needed using the needs approach
- Understand the importance of retirement planning and the steps needed to accomplish that end
- Explain the relationship between career selection/planning and financial security.

### **Content:**

Each of the above objectives will be covered in the context of the following course outline:

- Personal financial planning
- Career planning
- Financial and personal records
- Personal budgeting
- Managing income tax
- Credit management
- Automobile and transportation costs
- Cost of home ownership
- Auto and home insurance
- Life insurance
- Fundamentals of investing
- Investing in bonds
- Investing in stocks
- Investing in mutual funds
- Retirement planning.

### **General Education Outcomes:**

2) Write clearly, informatively, and persuasively.

This course requires twelve typewritten papers that must explain in a clear and informative manner each of the following subjects: Financial Goals, Career Goals, Financial Records, Income Taxes, Credit Calculations, Cost to Operate an Automobile, Cost to Live in My Dream Home, Risk Exposure, Amount of Life Insurance Needed, Investing in Stocks, Investing in Bonds, and Investing in Mutual Funds. The typical paper emphasizes the use of calculations to inform and persuade.

4) Retrieve, evaluate, interpret, and deliver information through a variety of traditional and electronic media.

Students are required to retrieve and interpret a variety of data from charts, graphs, the Internet, and current

hard-copy sources. This data must be used in completing assignments.

6) Apply computational skills to a variety of contexts.

Students must understand and use a variety of computational skills. Each topic addressed requires that the students calculate the revenues, expenses or values associated with that topic. This course requires a great deal of basic mathematical calculation.

**Key Performance Indicators:**

- Each objective listed above will be evaluated by testing, assigned problems and application projects.
- Three tests will be given during the course.
- Students will also complete assignments at the end of each chapter which will be graded to determine their comprehension of the material read.
- Key concept problems which focus on the objectives of each chapter will be given following the lecture to assess students comprehension.
- An application project will be given allowing students to apply the concepts learned in their personal life.
  - 11-12 Reading quizzes (T or F) corresponding to each assigned chapter in the book - 15% of grade
  - 11-12 Key concept quizzes (multiple choice) that test all of the course objectives - 20% of grade
  - 11-12 Typewritten personal finance projects - 25% of grade
  - Two mid-term test and one final exam - 40% of grade.

**Representative Text and/or Supplies:**

- Kapoor, J.R., Dalbay, L.R., Hughes, R.J., *Personal Finance*, current edition, McGraw-Hill/Irwin, New York, NY 10020.

**Optimum Class Size:** 20

**Maximum Class Size:** 35

**Signatures:**

I hereby submit this course syllabus:

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Russ Johnson, MIM, Assistant Professor

I hereby find this course consistent with the goals and resources of the Business Management Department:

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Russ Johnson, MIM, Assistant Professor, Chair

I hereby find this course consistent with the goals and resources of the Business and Technology Division:

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Doug Dyreng, MS, Associate Professor, Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

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Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

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Michelle Olsen, MLS, Campus Librarian (Richfield Campus)