

# ***COCONINO COMMUNITY COLLEGE***

## ***COURSE OUTLINE***

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Revised by: Paul Holbrook

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Status: Permanent

A. Identification:

1. Subject Area: Business
2. Course Number: BUS 101
3. Course Title: Personal Money Management
4. Credit Hours: 1
5. Catalog Description:

Introduction to spending money wisely, saving money, personal budgeting, applying for financial aid, understanding your credit score, how to interpret your paycheck, basic investing, and protecting yourself from identity theft. This class is a lecture format with interaction in a computer lab. One lecture. May be taken for S/U credit with instructor approval.

B. Course Goals:

Provide students with the necessary skills to understand how to budget financial resources, minimize debt, reduce potential for being sent to collections or falling into delinquency or default. Students will understand their credit score and what the implications of the score. They will also learn steps to take to improve their credit score. In addition, students will be able to explain and determine what they qualify for regarding the financial aid process. Students will also learn the importance of minimizing credit card and student loan debt.

C. Course Outcomes:

Students will:

1. Understand how to create a personal budget
2. Understand how the financial aid application process works
3. Describe loan debt and credit card debt and how to minimize it
4. Understand how to positively use credit
5. Describe the consequences of defaulting on student loans and other credit.
6. Create a plan for saving money and an emergency fund
7. Know their credit score, what it means and how to improve it
8. Understand how to protect themselves from identity theft
9. Understand interest rates, subprime lending and payday lending
10. How to read a paycheck

D. Assessment of Course Outcomes.

At a minimum, Assessments will reflect the outcomes identified for this course and will include:

1. Instructor assigned reading and homework

2. Exams
3. Projects

E. Course Content:

1. Financial Aid- how to apply and what to expect
2. Student loan debt and credit card debt
3. Understanding Credit
4. Budgeting
5. Consequences of delinquency and default
6. Goal-based saving
7. Credit scores
8. Rehabilitation
9. Identity theft
10. Interest rates, subprime lending, and payday lending
11. Asset building and basic investment information
12. Creating an emergency fund