

Course Code: BUS 131

Course Title: Personal Finance

Department: Business/Computer Science and Technologies

Effective Date: Summer 2026

PCS Code: 1.2 - Occupational/Technical Instruction

CIP Code: 52.0807

Repeatability: 0

Credit Hours

Catalog Notation: 3-0-3

Credit Hour Distribution:

Lecture: 3

Lab: 0

Clinical: 0

Total: 3

General Course Information

Catalog Description

Overview of financial planning. In-depth study of investments and asset management relating to insurance, retirement, financial, and tax planning. Stocks, bonds, mutual funds, IRAs, real estate, collectibles, and other investments.

General Course Objectives

Students will be able to:

- Understand basic terminology used in personal financial planning,
- Identify factors that affect financial goals and establish those goals, and
- Be able to evaluate alternatives to reach personal financial goals relative to the risks assumed.

Minimum Placement Levels

English	Reading	Math
None	Placement into CCS 098	None

Prerequisites

None

Methods of Evaluation

4 exams, weekly assignments, and Personal Financial Plan project.

Instructional Materials and Additional Supplies

Personal Financial Planning, Billingsley, Gitman, Joehnk: Cengage. Most recent edition.

Course Content

General Learning Outcomes (GLOs)

- Critical Thinking and Information Literacy: Students will demonstrate the ability to evaluate perspectives, evidence, and implications, and to locate, assess, and use information effectively.
- Reasoning and Inquiry: Students will demonstrate the ability to solve problems using deductive reasoning and logic, quantitative reasoning, or the scientific method.

Course Segments and Student Learning Outcomes

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Personal Financial Planning Process	1. Describe the personal financial planning process.	3	0	0
Setting Objectives	1. Explain the importance of setting objectives.	3	0	0
Basic Insurance Principles and Social Security	1. Describe risk management. 2. Explain the principles of Social Security.	3	0	0
Life and Health Insurance	1. List sources of life insurance protection. 2. Identify types of life insurance contracts. 3. Explain planning related to life insurance. 4. Explain types of health insurance. 5. Explain cost and application of insurance products.	3	0	0
Property and Liability Insurance	1. Describe property, personal liability, and auto insurance risk, as well as products and costs.	3	0	0
Basic Investment Principles	1. List basic investment objectives and how to select them. 2. Identify forms of investment. 3. List and describe the factors in choosing investments.	3	0	0
Common Stock and Other Equity Investments	1. Describe when to buy and sell stock and other equity investments. 2. Explain how to buy and sell these products. 3. Describe investment categories and identify examples.	3	0	0
Mutual Funds	1. Describe types of mutual funds. 2. Explain how to invest in mutual funds. 3. List and explain factors to use in selecting a mutual fund.	3	0	0
Investing in Fixed Income Securities	1. Define fixed income securities. 2. Describe the strategies for investing in fixed income securities.	3	0	0
Income Tax Planning	1. List basic tax savings techniques. 2. Define tax-sheltered investments. 3. Explain tax planning for investors.	3	0	0
Pension and Profit-Sharing Plans	1. Define corporate retirement plans, IRAs, and HR10. 2. Describe how to prepare for retirement.	3	0	0
Other Retirement Plans	1. Define annuities and explain thrift plans, stock purchase, and ESOPs.	3	0	0

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Estate Planning Principles	1. Compare and contrast annuities, thrift plans, stock purchases, and ESOPs.	3	0	0
Planning for Death Taxes	1. Define state death taxes. 2. Describe united credit. 3. Define liquidity.	3	0	0
Wills and Will Substitutes in the Estate Plan	1. Define and explain joint property. 2. Explain the use of life insurance in estate planning. 3. Define and explain the use of a will.	3	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
45	0	0