

**AURO UNIVERSITY
(INDIA)**

School of Business

Program Handbook

Online

Short-Term Certificate Program

In

Money Management

Module Leader

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1. Module Introduction:

1.1 Introduction

This short-term certificate course has been designed as a foundation of understanding and managing your money. With the global pandemic situation and fluctuating income, it has not been not for anyone to cater to changing money requirement. Proper planning and timely investment always gives an individual an opportunity to stand in adverse situation with ease. This program has been designed in such a manner that anyone can plan their finances in a way that they have funds when required. Financial Literacy is essential for challenges faced and this course offers understanding of different concepts related to personal finance, stock markets, banking and insurance, taxes and savings & investments.

1.2: Objectives

The objectives course is to familiarize the learner in a very practical way the concept of money and time along with planning for life and career as well.

- ✚ Learning Personal financial planning as an important life skill
- ✚ Learning to analyse economic information to understand the effect of current happenings and anticipate the same for future.
- ✚ Understand basics of income tax and be able to do efficient tax planning
- ✚ Identify how personal risk is managed with proper banking and insurance facilities
- ✚ Learn the art of investing in various avenues like shares, mutual funds, debt instruments and various other options.

1.3 Outcomes:

After completing this course, the participant will be able to understand:

- ✚ How s/he can manage their own finances
- ✚ Why it is important to save and invest and how that can be done
- ✚ Which investment opportunities are available to him/ her
- ✚ Use the benefits of Income tax for tax planning and tax management.
- ✚ Understand the implications of economic and financial information and utilize them for their money management.

Most importantly, each participant shall be able to prepare a financial plan for planning all his/her life goals based on return aspiration and risk appetite.

2. Duration and Timings:

The course duration is one week and sessions will be conducted for 2 hours every day beginning August 1st, 2020.

3. Assessment & Certification

The participant will be provided a certificate on successful completion of the course based on his/her assessment. The assessment will consist of a variety of mechanisms that will include:

- Daily deliberations
- Newspaper readings
- Quizzes
- Essay Submissions
- Presentation of financial plan
- Reflections

3. Syllabus and Course Plan

S. No	Topic	Duration	Assessment
1	Introduction to Personal Finance	2 Hours	Discussion on importance and bottlenecks to savings and investments; filling a questionnaire to calculate risk tolerance levels
	1.1 Science & Art of Financial Planning		
	1.2 Understanding life cycle and wealth cycle		
	1.3 Basics of Good financial plan		
	1.4 Understanding financial		

	goals and assessing risk tolerance		
2.	Basics of Indian Economic environment	2 Hours	Video clippings of Business channels
	2.1 Indian Economy today		
	2.2 Economic Growth		
	2.3 Business cycles and Inflation		
	2.4 Effect of economic decisions on your income		
3.	Introduction to Stock Markets	2 Hours	Newspaper readings and deliberations
	3.1 Overview of Indian Financial system		
	3.2 Understanding the features of financial markets		
	3.3 Investment Avenues		
	3.4 Investing mistakes to be avoided		
4.	Basics of Insurance	2 Hours	Quiz
	4.1 Life Insurance and different policies		
	4.2 General Insurance and different products		
	4.3 Calculating your insurance needs		
5.	Managing Income Taxes	1.5 Hours	Quiz – MCQ Based 10 Questions -1 Marks Each
	5.1 What is Income Tax, Assessment year, Previous year, Person and tax slab, tax planning, tax management, tax evasion and tax avoidance		
	5.2 What are five heads of		

	income		
	5.3 What are deductions under chapter VIA		
	5.4 What is return and assessment of Income.		
6.	Final Assessment	Presentation of Financial Plan	

Suggested readings:

1. “Rich Dad & Poor Dad” by Robert T. Kiyosaki
2. “Show me the money” by Meghna Pant

Articles and Video links will be shared during sessions.