Course Name: Nuts and Bolts of Budgeting
2 Hours

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| **Course Description:**

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| Learning how to take control of your money starts with a budget. Unlock the secret of developing a monthly spending plan that really works. In this free informative two-hour seminar, you can get a glimpse of personal budgeting basics in order to manage your money, instead of it managing you. |

**Prerequisites:**N/A**Curriculum Resources: books, etc.**N/A**Course Goals & Objectives:**By the end of this course, the student should be able to:

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| 1. Describe how to live on less than you make
2. Manage a budget and pay your bills
3. Identify money for entertainment and still have money left over at the end of the month.
4. Define how to do a budget
5. List ways to stretch your money further
6. Setup your own cash-flow system
7. Demonstrate how to live on a budget
8. Describe how to get control and keep control of your money
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**Teaching Philosophy:**

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

**Evaluation Methods:**

Student success is based on participation in class activities and the completion of exercises. A certificate of completion requires 100% attendance and completion of all assigned activities.

**Grading Policy:**

Student success is based on participation in class activities and the completion of exercises. A certificate of completion requires successful completion of all assigned work within the established time frame. Types of graded assignments will be projects, review questions, activities and assignments.

S = Satisfactory
U = Unsatisfactory
A course grade of Unsatisfactory does not qualify the course as a prerequisite to other courses.

**Participants Responsibilities:**

To ensure a quality and safe learning environment, students are required to follow the Student Behavior policy found online at <https://www.middeltech.com/student-services/student-handbook>/.