

Proposal for Add-On/Certificate Course

St. Xavier's College, Ranchi
(Department of Commerce)

Proposal for Add-On/Certificate Course

Add-on Course by St. Xavier's College, Ranchi
Academic Year: 2025-26

Course Title: 1. Financial Literacy and Personal Finance Management
2. Corporate Governance and Business Ethics

Submitted by: Department of Commerce, St. Xavier's College, Ranchi

Eligibility: 10+2 pass candidates (from any stream or subjects) or equivalent can apply to join this course

1. Financial Literacy and Personal Finance Management

Duration: 30 Hours

Target Group: UG/PG students of Commerce, Business Administration, Economics, and Others

Mode: Offline / Online / Blended

Course Objectives

- To provide students with a comprehensive understanding of personal finance management.
- To enhance students' knowledge of financial markets, investment options, and budgeting.
- To empower students to make informed decisions regarding savings, investments, and risk management.
- To develop practical skills for managing finances, debt, and retirement planning.

Syllabus (Module-wise)

Module 1: Introduction to Financial Literacy (3 Hours)

- Definition and importance of financial literacy
- Overview of the financial ecosystem: Personal finance, banking, investments, insurance
- Key financial concepts: Assets, liabilities, equity, and net worth
- Financial planning as a life skill

Module 2: Budgeting and Money Management (5 Hours)

- Importance of budgeting and financial goal setting
- Types of budgets: Zero-based, 50/30/20 rule, and envelope system
- Tracking income and expenses effectively
- Tools and apps for personal finance management (e.g., Mint, YNAB)

Module 3: Introduction to Financial Markets (5 Hours)

- Overview of financial markets: Stock market, bond market, money market
- How financial markets work and their role in the economy
- Types of financial instruments: Stocks, bonds, mutual funds, ETFs
- Basic stock market concepts: Risk, return, diversification

Module 4: Investment Options and Strategies (5 Hours)

- Types of investments: Fixed deposits, stocks, bonds, real estate, gold, etc.
- Risk and return trade-off in investments
- Portfolio management basics: Diversification and asset allocation
- Understanding and using investment strategies

Module 5: Retirement Planning and Tax Management (5 Hours)

- Importance of retirement planning: PPF, EPF, NPS, and pension schemes
- Taxation and its impact on personal finance
- Tax-saving instruments: Section 80C, ELSS, PPF, and insurance
- How to optimize tax planning

Module 6: Insurance and Risk Management (4 Hours)

- Types of insurance: Life, health, car, and property insurance
- How to select the right insurance plans based on individual needs
- Understanding the role of insurance in financial planning
- Risk management strategies: Emergency funds, term life insurance, etc.

Module 7: Debt Management and Credit Score (4 Hours)

- Understanding the impact of debt on financial health
- Managing and reducing personal debt: Credit card debt, loans, mortgages
- Understanding credit scores and reports
- Tips for maintaining a healthy credit score

Module 8: Financial Planning Case Studies and Tools (4 Hours)

- Case studies on personal financial planning: Real-life scenarios and solutions
- Introduction to financial planning software and tools
- Creating a personalized financial plan
- Guest lecture or expert session on financial literacy

Assessment & Evaluation

- Assignments & Participation: 30%
- Personal Financial Plan Project: 40%

- Final Quiz/Viva: 30%
- Certificate will be awarded to those scoring at least 40%