

Course Outline

COURSE: BUS 14 **DIVISION:** 50 **ALSO LISTED AS:** ECON 14

TERM EFFECTIVE: Fall 2020 **CURRICULUM APPROVAL DATE:** 01/14/2020

SHORT TITLE: PERSONAL FINANCE

LONG TITLE: Personal Finance

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
3	18	Lecture:	3	54
		Lab:	0	0
		Other:	0	0
		Total:	3	54

COURSE DESCRIPTION:

This course is designed to assist individuals to analyze their financial affairs for lifelong decision making. Students examine the social, psychological, and physiological issues related to planning and managing a personal financial plan. Topics include goal setting, budgeting, taxes, borrowing, money management, insurance, investments, retirement, estate planning, and the financial impact of major life events such as marriage and divorce will be examined. This course is also listed as ECON 14. Prerequisite: Skills and knowledge equivalent to Algebra 1 or as determined by the math placement process.

PREREQUISITES:

- Score of 2600 on MM Placement Tool Math
- OR
- Score of 2600 on MM CCCApply Math
- OR
- Completion of MATH 242, as UG, with a grade of C or better.
- OR
- Completion of MATH 1A, as UG, with a grade of C or better.
- OR
- Completion of MATH 1B, as UG, with a grade of C or better.
- OR
- Completion of MATH 1C, as UG, with a grade of C or better.
- OR
- Completion of MATH 2, as UG, with a grade of C or better.
- OR
- Completion of MATH 2C, as UG, with a grade of C or better.
- OR
- Completion of MATH 5, as UG, with a grade of C or better.

OR

Completion of MATH 6, as UG, with a grade of C or better.

OR

Completion of MATH 7, as UG, with a grade of C or better.

OR

Completion of MATH 8A, as UG, with a grade of C or better.

OR

Completion of MATH 8B, as UG, with a grade of C or better.

OR

Completion of MATH 11, as UG, with a grade of C or better.

OR

Completion of MATH 12, as UG, with a grade of C or better.

OR

Completion of MATH 14, as UG, with a grade of C or better.

OR

Completion of MATH 16, as UG, with a grade of C or better.

OR

Completion of MATH 208, as UG, with a grade of C or better.

OR

Completion of MATH 233, as UG, with a grade of C or better.

OR

Completion of MATH 235, as UG, with a grade of C or better.

OR

Completion of MATH 240, as UG, with a grade of C or better.

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

L - Standard Letter Grade

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

02 - Lecture and/or discussion

05 - Hybrid

72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. Explain fundamental economic considerations that affect decision making in personal finance.
2. Students will create a financial plan for themselves or for another individual.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 01/14/2020

Outline of Course Lecture Content:

(6 hours)

Making Financial Decisions

Your Life Situation and Financial Planning

Social and economic influences

Financial Planning in Our Economy

Developing and Achieving Financial Goals

Opportunity Costs and the Time Value of Money

Career Choice and Financial Planning

Time Value of Money

(6 hours)

Money Management Skills

Psychology of Money: Wealth and Status

Components of Money Management

Personal Financial Statements

Your Cash Flow Statement: Inflows and Outflows

Money Management and Achieving Financial Goals

(3 hours)

Taxes in Your Financial Plan

Planning Your Tax Strategy

Social, Family, Cultural Implications

Tax Preparation Services

Tax Planning Strategies

Consumer Purchasing

Investment Decisions

Retirement and Education Plans

(3 hours)

Financial Services: Savings Plans and Payment Accounts

Financial Services and Economic Conditions

Comparing Savings Plans

Money Market Accounts and Funds

U.S. Savings Bonds

(6 hours)

Consumer Credit: Advantages, Disadvantages, Sources, and Costs

The Importance of Consumer Credit in Our Economy

Psychological implications of credit

Uses and Misuses of Credit

General Rules of Credit Capacity

Credit Scores

Familial and Social Obligations

Cosigning a Loan

Consumer Credit Protection Laws

Managing Your Debts

Financial Counseling Services

Declaring Personal Bankruptcy

(3 hours)

Consumer Purchasing Strategies

Warranties

Research-Based Buying

Major Consumer Purchases: Buying Motor Vehicles

Legal Options for Consumers

(3 hours)

Selecting and Financing Housing

Evaluating Renting and Buying

Lifestyle and Housing Choices

The Finances of Home Buying

Home-Selling Strategy

(3 hours)

Home and Automobile Insurance

Insurance and Risk Management for Various Life Stages

Risk Management Methods

Physiological Factors Affecting Options and Cost

Property and Liability Insurance

Home and Property Insurance

Renter's Insurance

Automobile Insurance Coverages

No-Fault Insurance

(3 hours)

Health and Disability Income Insurance

Health Insurance and Financial Planning

Private Health Care Plans and Government Health Care Programs

Health Insurance and the Patient Protection and Affordable Care Act of 2010

Disability Income Insurance

(3 hours)

Financial Planning with Life Insurance

The Principle and Psychology of Life Insurance

Estimating Your Life Insurance Requirements

Financial Planning with Annuities

Tax Considerations

(3 hours)

Investing Basics and Evaluating Bonds

Asset Allocation and Diversification

The Psychology of Investing in Bonds

Government Bonds and Debt Securities

Corporate Bonds

Current Yield Calculations

(3 hours)

Investing in Stocks

Common and Preferred Stock

Numerical Measures That Influence Investment Decisions

Dividend Yield and Total Return

Long-Term and Short-Term Investment Strategies

(3 hours)

Investing in Mutual Funds

The Psychology of Investing in Funds
Classifications of Mutual Funds
Managed Funds versus Index Funds
(3 hours)
Starting Early: Retirement and Estate Planning
Conducting a Financial Analysis
Estimating Retirement Living Expenses
Employer Pension Plans
Public Pension Plans
Personal Retirement Plans
Annuities
Legal Documents
Types of Wills
Types of Trusts
Taxes and Estate Planning
(2 hours) FINAL

METHODS OF INSTRUCTION:

Lecture, demonstration, discussion, collaborative student projects.

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours: 108

Assignment Description: Homework for each week:

Read the chapters covered in the class lectures, and do the homework at the end of the chapters.

METHODS OF EVALUATION:

Writing assignments

Percent of total grade: 10.00 %

10% - 30% Written homework Reading reports

Problem-solving assignments

Percent of total grade: 10.00 %

10% - 70% Homework problems Quizzes Exams

Skill demonstrations

Percent of total grade: 20.00 %

20% - 50% Performance exams

Objective examinations

Percent of total grade: 30.00 %

30% - 70% Multiple choice True/false Matching items Completion

REPRESENTATIVE TEXTBOOKS:

Jack Kapoor. Focus on Personal Finance. McGraw Hill,2018.

Reading Level of Text, Grade: 12+ Verified by: MS Word

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 200770

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department: BUS

CSU Crosswalk Course Number: 14

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: D

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000435825

Sports/Physical Education Course: N

Taxonomy of Program: 050100