



El Camino College
COURSE OUTLINE OF RECORD - Approved

I. GENERAL COURSE INFORMATION

Subject and Number: Business 17
Descriptive Title: Personal Finance
Course Disciplines: Management or Accounting and Business
Division: Business

Catalog Description:

In this course, students will learn how to develop personal financial goals and how to use financial planning to help achieve life goals. Students will learn budgeting, planning for the financial future, and how to incorporate investment choices such as stocks, real estate, bonds, and mutual funds. Students will examine how personal financial management impacts individuals and families and how to calculate the financial impacts of their decisions.

Conditions of Enrollment:

Prerequisite: Mathematics 40 or qualification by appropriate assessment

Recommended Preparation: eligibility for English 84 or qualification by appropriate assessment
AND eligibility for English A or qualification by appropriate assessment

Course Length:	X Full Term	Other (Specify number of weeks):
Hours Lecture:	3.00 hours per week	TBA
Hours Laboratory:	0 hours per week	TBA
Course Units:	3.00	

Grading Method: Both
Credit Status: Associate Degree Credit

Transfer CSU: X Effective Date: 12/02/2003
Transfer UC: Proposed

General Education:

El Camino College:
2C – Social and Behavioral Sciences – General
Term: Other:

CSU GE:
B4 - Mathematics/Quantitative Thinking
Term: Other:

E - Lifelong Understanding and Self-Development
Term: Other:

IGETC:

II. OUTCOMES AND OBJECTIVES

A. COURSE STUDENT LEARNING OUTCOMES (The course student learning outcomes are listed below, along with a representative assessment method for each. Student learning outcomes are not subject to review, revision or approval by the College Curriculum Committee)

1. **Develop Financial Goals** Students learn how to develop short and long-term goals and create a budget to achieve life goals.
2. **Develop Financial Plans** Students learn how to develop financial plans that assist in building financial security at retirement and other major life stages; understand investment options; and how to analyze and choose appropriate investments including stocks, bonds, and real estate.
3. **Financial Impacts on Life** Students learn the basic concepts of financial management, examine how personal financial decisions integrate with social and economic influences, and recognize how money management affects a person's psychological and physiological well-being.

The above SLOs were the most recent available SLOs at the time of course review. For the most current SLO statements, visit the El Camino College SLO webpage at <http://www.elcamino.edu/academics/slo/>.

B. Course Student Learning Objectives (The major learning objective for students enrolled in this course are listed below, along with a representative assessment method for each)

1. Discuss the use of money as a tool for achieving personal financial goals.
 - Other (specify)
 - Final project
2. Apply financial tools to better one's overall financial position and prepare for the future.
 - Objective Exams
3. Explain the purpose and use of credit reports and how to improve a credit score.
 - Written homework
4. Identify loan and insurance options, analyze the relative benefits of the options, and choose the best option available based on financial goals.
 - Objective Exams

III. OUTLINE OF SUBJECT MATTER (Topics are detailed enough to enable a qualified instructor to determine the major areas that should be covered as well as ensure consistency from instructor to instructor and semester to semester.)

Lecture or Lab	Approximate Hours	Topic Number	Major Topic
Lecture	6	I	<p>The impact of financial decisions on individuals and family to achieve physiological and psychological well-being</p> <ul style="list-style-type: none"> A. Short-term and long-term financial and life goals B. National economic factors C. The Time Value of Money Formula D. Present Value and Future Value calculations E. Society and the economic impacts F. Impacts of life stages and personal/moral values G. Financial aspects of career planning H. Career planning
Lecture	9	II	<p>Financial management as a tool to achieve long-term goals</p> <ul style="list-style-type: none"> A. Strategies to achieve life goals through financial management B. Current income and expense analysis C. Existing expenses and desired goals prioritization D. Budget development based on life goals E. Budget management with goal and life stage changes F. Tax liabilities and impacts on financial planning G. Tax changes for different life and family stages H. Tax planning strategies and tax calculations
Lecture	9	III	<p>Personal finance tools and their impact on the individual, family, and society</p> <ul style="list-style-type: none"> A. Cash management strategies B. Financial accounts and account usage C. The credit report, credit score formula, and credit strategies D. The credit score: impact on family, career, and well-being E. Sources of credit and the cost of credit alternatives F. The cost of poor use of credit to individuals, family and society G. Personal financial management through marriage, parenthood, divorce, retirement, and death

Lecture	9	IV	<p>Making purchasing decisions</p> <ul style="list-style-type: none"> A. Consumer buying activities and impacts on society and the economy B. Purchasing cars and other assets C. Unit price calculations D. Renting vs. buying a home: considerations and calculations E. Home ownership F. Total cost of ownership calculation G. Researching and renting an apartment or house H. Researching and buying a house or condo I. Home buying and home selling processes J. Home purchase financing options and calculations
Lecture	6	V	<p>Insurance</p> <ul style="list-style-type: none"> A. Insurance premium calculation and basic actuarial principles B. Motor vehicle, renter's, home, and property insurance C. Health insurance and impact on physical well-being D. Private, personal, and government health insurance/care options E. Life insurance F. Importance for family well-being G. Types and provisions of life insurance H. Life insurance value/needs calculations
Lecture	9	VI	<p>Investing for retirement and other life goals.</p> <ul style="list-style-type: none"> A. Investing fundamentals B. Asset allocation and investment alternatives C. Stock analysis and investment D. Mutual and index fund analysis and investment E. Corporate and government bond analysis and investment F. Real Estate and alternatives analysis and investment G. Measures of dispersion and other risk calculations H. Geometric mean, yield, and other measures of return
Lecture	6	VII	<p>End-of-life planning, Estates and Wills</p> <ul style="list-style-type: none"> A. End-of-life planning B. Retirement planning calculations and end-of-life well-being C. Wills, trusts, and other estate planning tools D. End-of-life philanthropy and legacy E. Estate tax liability calculations

Total Lecture Hours	54
Total Laboratory Hours	0
Total Hours	54

IV. PRIMARY METHOD OF EVALUATION AND SAMPLE ASSIGNMENTS

A. PRIMARY METHOD OF EVALUATION:

Substantial writing assignments

B. TYPICAL ASSIGNMENT USING PRIMARY METHOD OF EVALUATION:

Using short and long-term goals, develop a budget that includes expected income and desired expenses. Using the expenses you tracked for the last 3 weeks, write a one-page paper analyzing how your actual expenses compare to the budget you developed. What surprised you about your expenses? Is there anything obvious you want to give up spending on in order to get one of your dreams?

C. COLLEGE-LEVEL CRITICAL THINKING ASSIGNMENTS:

1. Identify a city or neighborhood you would like to live in. Research the rental rates and purchase prices of housing in that area. (Choose housing that fits your current needs) Write a one-page analysis of your ability to live in that area including:
 - For the house you are interested in purchasing: what is the monthly mortgage cost of purchasing the house or condo and how does it compare to renting? (remember, any bank website has simple mortgage calculators)
 - What are the expected additional property taxes and other costs associated with owning this house.
 - For the apartment you would like to rent: what are the amenities of the rental property (or of the condo facility)?
 - How does the monthly cost of each compare to your current housing costs? Could you afford to live in that area?

What adjustments to your budget must be made in order to live in this area?

2. After analyzing your credit report, write a one page analysis of your credit. (Do not include your credit report, account information, or other personally identifiable information). Based on the information you analyzed:
 - What credit score repair strategies might be used to improve your score?
 - What major changes could you make to your lifestyle to improve your score?
 - How do your financial habits affect your ability to take on the challenges of purchasing a car, moving to a better apartment or purchasing a home, or starting a family?
 - How will your financial habits and credit score affect your ability to achieve your life goals?
 - Do they support them or work against them?

D. OTHER TYPICAL ASSESSMENT AND EVALUATION METHODS:

Objective Exams
 Quizzes
 Written homework
 Homework Problems
 Term or other papers
 Multiple Choice
 Completion
 Matching Items

True/False
Other (specify):
Development of a complete financial plan

V. INSTRUCTIONAL METHODS

Demonstration
Discussion
Lecture
Multimedia presentations

Note: In compliance with Board Policies 1600 and 3410, Title 5 California Code of Regulations, the Rehabilitation Act of 1973, and Sections 504 and 508 of the Americans with Disabilities Act, instruction delivery shall provide access, full inclusion, and effective communication for students with disabilities.

VI. WORK OUTSIDE OF CLASS

Study
Answer questions
Required reading
Problem solving activities
Written work

Estimated Independent Study Hours per Week: 6

VII. TEXTS AND MATERIALS

A. UP-TO-DATE REPRESENTATIVE TEXTBOOKS

Kapoor, Dlabaym and Hughes. PERSONAL FINANCE. 12th ed. McGraw-Hill, 2016.

B. ALTERNATIVE TEXTBOOKS

C. REQUIRED SUPPLEMENTARY READINGS

D. OTHER REQUIRED MATERIALS

VIII. CONDITIONS OF ENROLLMENT

A. Requisites (Course and Non-Course Prerequisites and Corequisites)

Requisites	Category and Justification
Course Prerequisite Mathematics-40	Other (please Specify) CSU Requirement for qualification as Area B4 GE

B. Requisite Skills

Requisite Skills
Manipulate algebraic expressions, including expressions with fractions and radicals. MATH 40 - Use the properties of the real numbers to evaluate, simplify, and factor algebraic expressions, including expressions with fractions and radicals.
Solve quadratic equations and systems of linear equations. MATH 40 - Set up and solve application problems using linear equations and inequalities, systems of two linear equations with two variables, and quadratic equations.

C. Recommended Preparations (Course and Non-Course)

Recommended Preparation	Category and Justification
Non-Course Recommended Preparation AND eligibility for English 84	Students must be eligible for English 84 to ensure they have the reading skills necessary to understand the reading assignments and ability to apply the personal finance theories discussed.
Non-Course Recommended Preparation eligibility for English A	Students must be eligible for English A to ensure they have the writing skills necessary to complete the writing assignments.

D. Recommended Skills

Recommended Skills
Demonstrate rules of English grammar, mechanics, and usage. Construct clear and concise sentences. Read financial information such as a credit report, personal budget, and insurance documents with comprehension. Demonstrate study and test-taking techniques.
ENGL B - Apply appropriate strategies from the writing process to create, compose, revise, and edit drafts, incorporating feedback from one-on-one tutorials.
ENGL B - Read and respond to short readings or one book-length work of appropriate Lexile (900 to 1000).
ENGL 82 - Discuss elements of a book-length text orally or by means of journals, summaries or compositions.

E. Enrollment Limitations

Enrollment Limitations and Category	Enrollment Limitations Impact
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Course created by Phillip Knypstra on 01/01/1978.

BOARD APPROVAL DATE:

LAST BOARD APPROVAL DATE: 05/21/2019

Last Reviewed and/or Revised by Melissa Som de Cerff

Date: 3/28/2019

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