



5055 Santa Teresa Blvd
Gilroy, CA 95023

Course Outline

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

TERM EFFECTIVE: Spring 2021 **CURRICULUM APPROVAL DATE:** 11/10/2020

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

Out of Class Hrs: 108.00

Total Learning Hrs: 162.00

COURSE DESCRIPTION:

This course is designed to equip students with specific knowledge and skills enabling them to make sound financial decisions over the course of their life, in order to build and maintain wealth. Students will develop quantitative reasoning and critical analysis abilities, and will apply them to topics including: budgeting, time value of money calculations, financial planning, retirement planning, tax planning and related calculations, investing, credit and credit cards, insurance, and estate planning. Students will take a hands-on approach to learning by using mathematical reasoning and formulae to solve problems and complete projects. Instructors will provide student-centered activity-based instruction, which emphasizes the conceptual understanding and skills of mathematics and quantitative reasoning to develop competence and confidence in problem solving abilities. 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

71 - Dist. Ed Internet Simultaneous

72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. Upon completion of this course, students will be able to apply time value of money concepts and formulae to perform financial planning calculations.
2. Upon completion of this course, students will be able to use quantitative reasoning skills to apply federal tax codes in order to accurately compute adjusted gross income and tax liability.
3. Upon completion of this course, students will be able to apply quantitative reasoning and critical thinking skills when articulating the trade-offs among different investment opportunities.
4. Upon completion of this course, students will be able to explain and apply the expected value formula and related probabilities to accurately solve problems related to differences in insurance premiums.

COURSE CONTENT:

Curriculum Approval Date: 11/10/2020

(9 hours)

Topics:

Making Financial Decisions

Your Life Situation and Financial Planning

Social and economic influences

Financial Planning

Developing and Achieving Financial Goals

Opportunity Costs and Time Value of Money

Performing Time Value of Money Calculations

Career Choice and Financial Planning

Objectives:

Students will be able to:

- 1) Explain the notion of cost-benefit analysis as a rational framework for making sound financial decisions.
- 2) Set financial goals and use quantitative reasoning to create plans to achieve them.
- 3) Calculate the present value of a lump sum or annuity.
- 4) Calculate the future value of a lump sum or annuity.
- 5) Calculate the annual payment needed to achieve medium and long-term financial goals.

COURSE CONTENT (CONTINUED):

(3 hours)

Topics:

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

Objectives:

Students will be able to:

- 1) Create a personal cash flow statement by applying quantitative budgeting concepts.
- 2) Identify the factors that affect cash flows.
- 3) Create a personal balance sheet to compute net wealth.
- 4) Enumerate various short-term money management vehicles and use quantitative reasoning to describe the trade-offs between risk and expected return.

(3 hours)

Topics:

Taxes in Your Financial Plan

Planning Your Tax Strategy

Calculating Federal Tax Liability and Adjusted Gross Income

Social, Family, Cultural Implications

Tax Preparation Services

Tax Planning Strategies

Consumer Purchasing

Investment Decisions

Retirement and Education Plans

Objectives:

Students will be able to:

- 1) Analyze objective criteria to determine tax filing status.
- 2) Apply available deductions and exemptions in the tax code to minimize tax payments in problem sets.
- 3) Use quantitative reasoning to apply the IRS framework to calculate adjusted gross income.
- 4) Use quantitative reasoning to apply tax brackets to a given amount of taxable income to compute tax liability.

(3 hours)

Topics:

Financial Services: Savings Plans and Payment Accounts

Financial Services and Economic Conditions

Comparing Savings Plans

Money Market Accounts and Funds

U.S. Savings Bonds

Objectives:

Students will be able to:

- 1) Use quantitative reasoning to identify superior savings plans based on objective criteria.
- 2) Obtain data to assess and determine current economic conditions.
- 3) Weigh the costs and benefits of various low-risk short-term investment opportunities, and use quantitative reasoning to explain the trade-offs between risk and expected return.

COURSE CONTENT (CONTINUED):

(6 hours)

Topics:

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

Objectives:

Students will be able to:

- 1) List the various factors used to compute credit scores.
- 2) Describe common misuses of credit.
- 3) Use quantitative reasoning to explain when it might be appropriate to declare bankruptcy.

(3 hours)

Topics:

Consumer Purchasing Strategies

Warranties

Research-Based Buying

Major Consumer Purchases: Buying Motor Vehicles

Legal Options for Consumers

Objectives:

Students will be able to:

- 1) Use quantitative reasoning to calculate and compare the full cost of buying and leasing cars.
- 2) Describe strategies consumers can use to avoid and resolve issues related to major purchases.

COURSE CONTENT (CONTINUED):

(3 hours)

Topics:

Selecting and Financing Housing

Evaluating Renting and Buying

Lifestyle and Housing Choices

The Finances of Home Buying

Home-Selling Strategy

Objectives:

Students will be able to:

- 1) Use quantitative reasoning to calculate and compare the costs of renting versus buying a home.
- 2) Calculate the cost per square foot of homes in an area for the purpose of objectively assessing the value of a given home.
- 3) Estimate down payment requirements for purchasing a home and compute the effect of different interest rates on mortgage payments.

(3 hours)

Topics:

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

Factors Contributing to Insurance Premiums (expected value formula)

Objectives:

Students will be able to:

- 1) Explain the role of insurance companies in the sharing of risk in society.
- 2) Use quantitative analysis to apply the expected value formula to identify the factors contributing to different premiums for different people across insurance policies.
- 3) Explain the concept of liability.

(3 hours)

Topics:

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

Objectives:

Students will be able to:

- 1) Provide a brief explanation or overview of the different public health insurance options.
- 2) Explain the differences in the definition of "disability" among disability insurance policies.
- 3) Use quantitative analysis to apply the expected value formula to identify the factors contributing to different premiums for different people across insurance policies.

COURSE CONTENT (CONTINUED):

(3 hours)

Topics:

Financial Planning with Life Insurance
The Principle and Psychology of Life Insurance
Estimating Your Life Insurance Requirements
Financial Planning with Annuities
Tax Considerations

Objectives:

Students will be able to:

- 1) Explain the difference between term and whole-life policies.
- 2) Use quantitative analysis to apply the expected value formula to identify the factors contributing to different premiums for different people across insurance policies.
- 3) Describe how life insurance fits in with estate planning.

(3 hours)

Topics:

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
Trade-offs Among Investment Opportunities

Objectives:

Students will be able to:

- 1) Describe the different types of bonds.
- 2) Use quantitative reasoning in the application of time value of money concepts to compute the present value of a bond.
- 3) Enumerate the various sources of risk associated with investing in bonds.
- 4) Use the concept of diversification to differentiate between various investment opportunities.
- 5) Calculate the return on an investment in bonds.

(3 hours)

Topics:

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

Objectives:

Students will be able to:

- 1) Describe the different types of stocks that are available.
- 2) Explain different sources of risk associate with investing in stocks.
- 3) Interpret stock quotations.
- 4) Use the concept of diversification to differentiate between various investment opportunities.
- 5) Use quantitative analysis to calculate the return on an investment in stocks.

COURSE CONTENT (CONTINUED):

(3 hours)

Topics:

Investing in Mutual Funds

The Psychology of Investing in Funds

Classifications of Mutual Funds

Managed Funds versus Index Funds

Objectives:

Students will be able to:

- 1) Explain the costs and benefits of investing in mutual funds relative to picking individual stocks and bonds.
- 2) Use quantitative analysis to calculate the effect of loads on long-term investment returns.
- 3) Explain how mutual funds help investors achieve low-cost diversification.
- 4) Use quantitative analysis to calculate the return on an investment in mutual funds.
- 5) Explain the difference between open and closed-end mutual funds.

(3 hours)

Topics:

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

Objectives:

Students will be able to:

- 1) Apply the time value of money concepts to calculate the difference in annual savings amounts required to meet a specified retirement goal, for various ages at which saving begins.
- 2) Describe different types of trusts and some of their popular uses.
- 3) Identify the required elements of a valid will.
- 4) Use mathematical calculations to perform financial analyses.
- 5) Calculate the impact of estate taxes on family wealth and recommend strategies to minimize estate tax exposure.

(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:

CSU B4, effective 202130

IGETC:

CSU TRANSFER:

Transferable CSU, effective 202130

Not Transferable

UC TRANSFER:

Not Transferable

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