**COURSE OUTLINE OF RECORD**

**Number:** BUS G121  
**TITLE:** Personal Finance

**ORIGINATOR:** Bern Baumgartner  
**EFF TERM:** Spring 2008

**FORMERLY KNOWN AS:**

**CROSS LISTED COURSE:**

**SEMESTER UNITS:** 3.0

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<th>HRS LEC</th>
<th>HRS LAB</th>
<th>HRS OTHER</th>
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**CONTACT HRS TOTAL:** 54.0

**STUDY NON-CONTACT HRS RECOMMENDED:** 108.0

**CATALOG DESCRIPTION:**
An introductory course in financial affairs involving management of expenditures. The course includes the budgeting process, using consumer loans and credit, savings on taxes, decisions on transportation and home buying, insurance planning, investments, financial planning, career planning, retirement and estate transfer decisions.

**JUSTIFICATION FOR COURSE:**

**PREREQUISITES:**

**COREQUISITES:**

**ADVISORIES:**

**ASSIGNED DISCIPLINES:**
- Business
- Economics
- Management
- Marketing

**MATERIAL FEE:** Yes [X] No [ ] Amount: $0.00

**CREDIT STATUS:** Noncredit [ ] Credit - Degree Applicable [X] Credit - Not Degree Applicable [ ]

**GRADING POLICY:** Pass/No Pass [ ] Standard Letter [X] Not Graded [ ] Satisfactory Progress [ ]

**OPEN ENTRY/OPEN EXIT:** Yes [ ] No [X]

**TRANSFER STATUS:** CSU Transferable[X] UC/CSU Transferable[ ] Not Transferable[ ]

**BASIC SKILLS STATUS:** Yes [ ] No [X]  
**LEVELS BELOW TRANSFER:** Not Applicable

**CALIFORNIA CLASSIFICATION CODES:** Y - Not Applicable

**NON CREDIT COURSE CATEGORY:** Y - Not applicable, Credit Course

**OCCUPATIONAL (SAM) CODE:** D

**REPEATABLE ACCORDING TO STATE GUIDELINES:** No [X] Yes [ ] NUMBER REPEATS:

**REQUIRED FOR DEGREE OR CERTIFICATE:** No [ ] Yes [X]

Associate in Arts: Liberal Arts: Emphasis in Social Behavior and Self-Development(Associate in Arts)  
Associate of Arts: Liberal Arts: Emphasis in Business and Technology(Associate in Arts)  
Business Administration(Certificate of Achievement)

**GE AND TRANSFER REQUIREMENTS MET:**

**COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:**
1. Recognize the importance of long-term savings and retirement and estate planning.

2. Interpret the meaning of key terms used in personal finance.

3. Identify the components of a Personal Financial Plan.

4. Analyze the advantages and disadvantages of using consumer credit; purchasing new versus used vehicles; and renting versus owning a home.

5. Indicate the importance of various forms of insurance including automobile, home, health, and life insurance.

6. Identify and distinguish between various types of investments including stocks, bonds, and mutual funds.

COURSE OBJECTIVES:
1. Apply Unit I: Getting Started Principles
2. Complete, analyze, and evaluate a financial statement.
3. Demonstrate knowledge of the insurance area and formulate a problem.
4. Reduce expenses and taxes by 10 percent or more.
5. Set up a retirement and estate transfer plan.
6. Judge appropriate investments.
7. Reduce borrowing costs by over 10 percent.

COURSE CONTENT:

LECTURE CONTENT:

A. TOPICS Unit I: Getting Started
1. Introduction
2. Your Career and Income
3. Your Financial Starting Point
4. Budgeting Unit II: Protecting What You Have
5. Insurance Principles
6. Property Insurance
7. Comprehensive Liability and Auto Insurance
8. Health Insurance
9. Life Insurance Unit III: Getting the Most Out of Your Income
10. Federal Income Taxes on Individuals
11. Borrowing
12. Consumer Financial Services
13. Automobiles and Major Appliances
14. Housing Unit IV: Increasing Your Income
15. Investment Principles
16. Fixed Dollar Investments
17. Stocks and Bonds
18. Buying and Selling Stocks and Bonds
19. Mutual Funds and Other Professional Management
20. Real Estate Unit V: Planning for Retirement and Estate Transfer
22. Transferring your Estate

METHODS OF INSTRUCTION:

A. Lecture:
B. Online:
C. Independent Study:
INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:
   Out-of-class Assignments

   Complete the following:
   1. Five-year goal plan
   2. Family budget
   3. Financial statement
   4. Food cost survey

   Two cost saving papers

Writing Assignments

   The student demonstrates his/her proficiency of the areas listed in the Course Content and Scope section by problem solving exercises in each chapter that include the use of essays.

Reading Assignments

Textbook

METHODS OF STUDENT EVALUATION:

Midterm Exam
Final Exam
Short Quizzes
Written Assignments
Essay Examinations
Objective Examinations
Report
Projects (ind/group)
Problem Solving Exercises
Oral Presentations
Skills Demonstration

Demonstration of Critical Thinking:

   The student demonstrates his/her proficiency of the areas listed in the Course Content and Scope section by problem solving exercises in each chapter that include the use of essays.

Required Writing, Problem Solving, Skills Demonstration:

   The student demonstrates his/her proficiency of the areas listed in the Course Content and Scope section by problem solving exercises in each chapter that include the use of essays.

TEXTS, READINGS, AND RESOURCES:

LIBRARY:
   Adequate library resources include:
   Comments:

Attachments:
   Attached Files