

**College of San Mateo**  
**Official Course Outline**

1. **COURSE ID:** ACTG 119    **TITLE:** Personal Financial Planning  
**Units:** 3.0 units    **Hours/Semester:** 48.0-54.0 Lecture hours; and 96.0-108.0 Homework hours  
**Method of Grading:** Grade Option (Letter Grade or Pass/No Pass)
  
2. **COURSE DESIGNATION:**  
**Degree Credit**  
**Transfer credit:** CSU  
**AA/AS Degree Requirements:**  
    CSM - GENERAL EDUCATION REQUIREMENTS: E5d. Career Exploration and Self-Development
  
3. **COURSE DESCRIPTIONS:**  
**Catalog Description:**  
    This course provides an overview of financial literacy, terminology, concepts and practices of personal finance. Students will learn how to navigate the financial decisions they must face and to make informed decisions related to career exploration, financial planning, budgeting, banking, credit, insurance, spending, taxes, saving, investing, buying/leasing a vehicle, living independently, and inheritance.
  
4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**  
    Upon successful completion of this course, a student will meet the following outcomes:
  1. Discuss the terminology, concepts, principles, and ethics used in personal financial planning.
  2. Using the proper formats, perform the calculations and explain the steps to solve personal financial planning problems.
  
5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**  
    Upon successful completion of this course, a student will be able to:
  1. Define commonly used terminology
  2. Develop a comprehensive financial plan involving asset acquisition, liability and insurance planning, saving and investment programs, tax planning, retirement and estate planning.
  3. Use the time value of money to make financial planning decisions.
  4. Identify and analyze ethical standards issued by professional organizations.
  
6. **COURSE CONTENT:**  
**Lecture Content:**
  1. The Financial Planning Process
  2. Measuring your Financial Health
  3. Understanding the Time Value of Money
  4. Tax Planning Strategies
  5. Cash Management
  6. The Role of Credit
  7. The Role of Planned Borrowing
  8. Purchasing a Home or Automobile
  9. Life and Health Insurance
  10. Property and Liability Insurance
  11. Investment Basics - Stocks, Bonds, Mutual Funds
  12. Retirement Planning**TBA Hours Content:**  
    No TBA
  
7. **REPRESENTATIVE METHODS OF INSTRUCTION:**  
    Typical methods of instruction may include:
  - A. Lecture
  - B. Activity
  - C. Discussion
  - D. Other (Specify): Typical methods of instruction may include: A. Online Lecture B. Online Discussion C. Other (Specify): Lecture on personal financial planning theory and practice. Online discussion of application of financial planning principles and problem solving techniques. Weekly readings on financial

planning theory, practice, and problem solving techniques.

#### 8. REPRESENTATIVE ASSIGNMENTS

Representative assignments in this course may include, but are not limited to the following:

##### **Writing Assignments:**

Weekly written homework assignments on financial planning theory, practice, and problem solving techniques. Preparation of a comprehensive financial plan involving asset acquisition, liability and insurance planning, saving and investment programs, tax planning, retirement and estate planning. Testing will be in the form of narrative analysis of issues in financial planning and numerical questions and answers using a publisher provided online testing system

##### **Reading Assignments:**

Weekly readings on financial planning theory, practice, and problem solving techniques. Readings will be from the text, publisher provided support materials (i.e. Powerpoint slides), instructor supplied reviews of the chapter content, and topical news articles.

##### **Other Outside Assignments:**

Weekly homework using publisher provided software assignments. Research on and preparation of a complete personal financial plan. Participation in weekly online forums.

##### **To be Arranged Assignments:**

none

#### 9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

- A. Class Participation
- B. Class Performance
- C. Exams/Tests
- D. Homework
- E. Projects
- F. Quizzes

#### 10. REPRESENTATIVE TEXT(S):

Possible textbooks include:

- A. Madura, Jeff. *Personal Finance*, 6th ed. New York: Pearson, 2017
- B. Heath. *Your Personal Financial Path*, 1st ed. San Mateo: n/a, 2021

Possible software includes:

- A. MyAccountingLab. Pearson, 6 ed.

MyAccountingLab is a learning management system provided by the publisher. All homework and testing is done on this site. The site also has several learning support tools to assist students in completing their work.

**Origination Date:** November 2021

**Curriculum Committee Approval Date:** January 2022

**Effective Term:** Fall 2022

**Course Originator:** Stephen Heath