

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

1. **COURSE ID:** BUS. 113    **TITLE:** Personal Finance  
**Units:** 3.0 units    **Hours/Semester:** 48.0-54.0 Lecture hours; 96.0-108.0 Homework hours; 144.0-162.0 Total Student Learning hours  
**Method of Grading:** Letter Grade Only  
**Prerequisite:** MATH 110 or appropriate score on the College Placement Test or other multiple measures assessment.
2. **COURSE DESIGNATION:**  
**Degree Credit**  
**Transfer credit:** CSU; UC
3. **COURSE DESCRIPTIONS:**  
**Catalog Description:**  
This course leads students toward financial literacy and enables students to obtain the foundation for a lifelong understanding of the basics of personal finance including money management, tax planning, investing, and retirement planning. Students learn to apply and use financial models through critical thinking, quantitative reasoning, and developing problem-solving abilities. Emphasis is placed on learning the fundamental concepts of everyday finance with a hands-on approach.
4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**  
Upon successful completion of this course, a student will meet the following outcomes:
  1. Demonstrate an understanding of personal finance and the associated terminology.
  2. Analyze financial models to solve common, day-to-day personal finance situations.
  3. Examine concepts in basic money management, financial analysis and planning.
  4. Develop problem-solving skills in personal finance.
5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**  
Upon successful completion of this course, a student will be able to:
  1. Understand the importance of financial planning.
  2. Define terms used in personal finance.
  3. Create money management strategy.
  4. Demonstrate proficiency in budgeting and money management.
  5. Identify financial goals and practices.
  6. Demonstrate proficiency in financial analysis.
  7. Create tax planning strategy.
  8. Develop savings and consumer credit plans.
  9. Purchasing strategies including owning, renting and managing your home.
  10. Personal property & insurance.
  11. Understand investment options like stocks, bonds and mutual funds.
  12. Explain risk, return, and the opportunity cost of capital.
  13. Planning for retirement and estate planning.
6. **COURSE CONTENT:**  
**Lecture Content:**
  1. Planning your Personal Finances
    - A. Understand the financial planning process
      - a. Step-by-step creation of an action plan
      - b. Review & Revise Plan
    - B. Develop personal financial goals
    - C. Understanding the value of money
      - a. Time Value of money
      - b. Opportunity costs
    - D. Achieving Financial Goals
      - a. Developing a flexible financial plan
      - b. Implementing your personal financial plan
    - E. Financial Aspects of Career Planning

- a. Career Choice Factors
- b. Career Opportunities
- c. Employment Search Strategies
- d. Financial & Legal Aspects of Employment
- e. Long-term Career Development
- f. Resumes, Cover Letters
- F. Money Management Strategy
  - a. Successful Money Management
  - b. Personal Financial Statements
  - c. Money Management: Budgeting
  - d. Money Management: Achieving Financial Goals
- G. Planning your Tax Strategy
  - a. Taxes & Financial Planning
  - b. Income Tax Fundamentals & Filing
  - c. Basics of filing, preparing & Audit Process
  - d. Tax Planning, assistance & strategies
  - e. Tax preparation, planning & audit process
- 2. Managing Personal Finances
  - A. Savings Plans & Payment Accounts
    - a. Financial Services for Financial Planning
    - b. Financial Institutions
    - c. Savings Plans
    - d. Evaluate various savings plan accounts like CDs and Money Market
    - e. Evaluating Savings Plans
    - f. Payment Methods
  - B. Introduction to Consumer Credit
    - a. What is Consumer Credit?
    - b. Types of Credit
    - c. Assess credit capacity & sources of credit
    - d. Credit history, the laws around credit ratings
    - e. Avoiding credit mistakes
  - C. Choice of credit source
    - a. Sources of Consumer Credit
    - b. Cost of credit Alternatives
    - c. Managing Your Debts
    - d. Consumer Credit Counseling Services
    - e. Declaring Personal Bankruptcy
- 3. Making Purchasing Decisions
  - A. Consumer Purchasing Strategies & Legal Protection
    - a. Major consumer purchases: Auto & Home
    - b. Legal Protection for Consumers
  - B. Housing Decisions: Factors & Finances
    - a. Housing Alternatives
    - b. Renting Your Home
    - c. Home-Buying Process
    - d. Finances of Home Buying
    - e. Selling Your Homes
- 4. Insuring Your Resources
  - A. Property, Personal & Auto Insurance
    - a. Insurance & Risk Management
    - b. Property & Liability Insurance
    - c. Home & Property insurance & Cost Factors
    - d. Automobile Insurance Coverages & Costs
  - B. Health, Disability & Long-Term Care Insurance
    - a. Health Care Costs
    - b. Health Insurance & Financial Planning
    - c. Types of Health Insurance Coverage
    - d. Private & Government Sources of health Care
    - e. Government Programs like Medicare & Medicaid
    - f. Disability income insurance

- C. Life Insurance
  - a. Introduction to Life Insurance
  - b. Determining Your Life Insurance Needs
  - c. Life Insurance: needs, types & process
  - d. Buying Life Insurance
  - e. Life Insurance Proceeds
- 5. Investing Financial Resources
  - A. Investing Fundamentals
    - a. Strategies for investing
    - b. Factors affecting the choice of investments
    - c. Asset allocation
    - d. Bringing a balanced approach to the investment process
  - B. Investing in Stocks
    - a. What Are Common & Preferred Stocks
    - b. Evaluating a Stock Issue
    - c. Numerical Measures That Influence Investment Decisions
    - d. Buying & Selling Stocks
    - e. Long-Term & Short-Term Investment Strategies
  - C. Investing in Bonds
    - a. Characteristics of Corporate Bonds
    - b. Why Buy or Sell Bonds?
    - c. Government Bonds & Debt Securities
    - d. The Decision to Buy or Sell Bonds
  - D. Investing in Mutual Funds
    - a. Why Do Investors Purchase Mutual Funds?
    - b. Classification of Mutual Funds
    - c. How to Decide Whether to Buy or Sell Mutual Funds
    - d. The Mechanics of a Mutual Funds Transaction
  - E. Investing in Real estate and other investment alternatives
    - a. Investing in Real Estate
    - b. Advantages of Real Estate Investments
    - c. Disadvantages of Real Estate Investments
    - d. Investing in Precious Metals, Gems & Collectibles
- 6. Controlling Your Financial Future
  - A. Retirement planning strategies and financial analysis
    - a. Conducting a Financial Analysis
    - b. Planning retirement income, housing, and other expenses
  - B. Estate planning
    - a. Why Estate Planning?
    - b. Legal Aspects of Estate Planning & Wills
    - c. Types & Formats of Wills
    - d. Types of Trusts & Estates
    - e. Federal & State Estate Taxes

## 7. REPRESENTATIVE METHODS OF INSTRUCTION:

Typical methods of instruction may include:

- A. Lecture
- B. Activity
- C. Discussion
- D. Guest Speakers

## 8. REPRESENTATIVE ASSIGNMENTS

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

### Writing Assignments:

- One short writing assignment per term approximately 1-2 pages in length, summarizing and reflecting on a topic relevant to a course topic. For example, students might be asked to create a personal financial plan and expand on how they can take concrete steps in the short- and long- term, to meet their personal financial goals.
- A minimum of one analytical essay per term 3 - 5 pages in length on the topics assigned, which is related to the topics discussed during classes on a given topic. For example, students might be asked to create a

personal investment plan with an imaginary portfolio and expand on how and why they chose to invest in certain types of stocks, bonds or other investments.

**Reading Assignments:**

- One chapter per week from the textbook of approximately 20-30 pages.
- Biweekly readings of approximately 1 - 2 articles from the Wall Street Journal and other publications.

**Other Outside Assignments:**

- None

**To be Arranged Assignments:**

- Not applicable

**9. REPRESENTATIVE METHODS OF EVALUATION**

Representative methods of evaluation may include:

- A. Class Participation
- B. Class Work
- C. Exams/Tests
- D. Group Projects
- E. Homework
- F. Oral Presentation
- G. Papers
- H. Portfolios
- I. Projects
- J. Quizzes
- K. Research Projects
- L. Written examination

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

Possible textbooks include:

- A. Kapoor, J. and Dlabay, L. and Hughes, R., J. and Hart, M.. *Personal Finance*, ed. McGraw Hill, 2019
- B. Garman, T., and Forgue, R., E.. *Personal Finance*, ed. Cengage, 2019
- C. Kapoor, J. and Dlabay, L. and Hughes, R., J. and Hart, M.. *Focus on Personal Finance*, ed. McGraw Hill, 2019

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**Course Originator:** Lale Yurtseven