MENDOCINO COLLEGE
COURSE OUTLINE
APPROVED COURSE BUS 138

CATALOG INFORMATION

Dept & Nbr: BUS 138 Title: PERSONAL FINANCE
Full Title: Personal Finance

Units		Course Hours Per Week		Nbr of Weeks	Course Hours	Total
Max:	3.0	Lecture	3.0	17	Lecture	51.0
Min:	3.0	Lab	0.0		Lab	0.0
		Contact DHR	0.0		Contact DHR	0.0
		Contact Total	3.0		Contact Total	51.0
		Non-contact DHR	0.0		Non-contact DHR	0.0

Title 5 Category: 01 AA Degree Applic
Grading: GC Credit course for grade or CR/NC
Repeatability: 00 No repeatability allowed or defined
Also listed as:

CATALOG DESCRIPTION:
This course will provide practical decision-making tools for individuals interested in improving their knowledge of income management, budgeting, investing, and financing. This course will also covers taxation, insurance and retirement as it pertains to wealth and estate management.

PREREQUISITES:

COREQUISITES:

RECOMMENDED PREPARATION:
No advisories.

LIMITS ON ENROLLMENT:

SCHEDULE OF CLASSES INFORMATION:
This course will provides practical decision-making tools for individuals interested in improving their knowledge of income management, budgeting, investing, and financing. This course will also covers taxation, insurance, and retirement as it pertains to wealth and estate management. (Grade or CR/NC)
Transfer Credit: CSU.

ARTICULATION and CERTIFICATE INFORMATION

ASSOCIATE DEGREE: Effective: FALL 1981 Inactive:
Area: B2 SOCIAL & BEHAVIORAL SCIENCES

CSU GE: Effective: FALL 1981 Inactive:
Transfer area: D2 ECONOMICS

IGETC: Effective: Inactive:
Transfer area:

CSU TRANSFER: TRANSFERABLE   Effective: FALL   1981 Inactive:

UC TRANSFER: Effective: Inactive:

CAN:

CERTIFICATE APPLICABLE: C   CERTIFICATE APPLICABLE COURSE

APPROVAL AND DATES
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Version 02   Submitted by: JULIE FINNEGAN   Date: 02/06/2008
Department approved: Debra Polak   Date: 02/08/2008
Curriculum approved: 06/01/1981   Version approved: 02/08/2008
Prerequisites approved: 02/08/2008   Last reviewed: 02/08/2008
Term effective: SUMMER 2008 Last taught: SUMMER 2008 Inactive:

COURSE CONTENT
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OUTCOME AND OBJECTIVES:
Students will:
1. Acquire and demonstrate clear understanding and application of personal financial budgeting as an integrated part of wealth and debt management.
2. Apply practical decision-making tools when confronted with life's difficult and often confusing financial predicaments involving debt and investment ,insurance, retirement, and estate planning.
3. Develop greater confidence in managing every day as well as long-term financial issues.
4. Command quantitative methods for financial decision-making, such as mortgage calculations (debt repayment), as well as present and future valuations of investments.
4. Gain greater exposure and understanding of the financial planning benefits of education and career, home purchase, and retirement; as well as the pitfalls of poor(or lack thereof) decision-making when faced with life events (such as excessive credit card debt, loss of job, bankruptcy, foreclosure, lack of healthcare/SSI/insurance/adequate retirement income).

TOPICS AND SCOPE:
Course content includes thorough discussion of
1. How to build, maintain, and use a personal budget on a weekly, monthly, and annual basis.
2. How to create personal financial statements, including income and statements of net worth.
3. How to make financial decisions concerning real estate, rent vs. buy, and investment.
4. Financial planning concepts including life, automobile, accidental injury, and workmens compensation insurance.
5. How to make and manage investments in real estate, stocks, bonds, and and mutual funds.
6. How to manage your debt, including discussion of credit scores, repayment methods, installment debt such as student loan debt, mortgage, and automobile credit; as well as revolving credit card debt and lines of credit.
7. How to plan for retirement and various retirement investment accounts, 401K, 403B,IRA and SEP accounts, as well as SSI.
8. When and how to use Estate and Trust Planning for wealth and legacy management.
9. How to manage consumption habits for improved well being and wealth creation.

ASSIGNMENTS:

READING ASSIGNMENTS:
Students are assigned textbook and outside sourced reading material, such as articles from major newspapers and business periodicals.
WRITING ASSIGNMENTS:
Students will be asked to demonstrate understanding of concepts by creating budgets and financial plans with short and long-term goals.
OUTSIDE ASSIGNMENTS
Students are expected to complete outside assignments as indicated in course syllabus, such as preparing a personal budget, researching investment options, historical and future investment/ cost of living expectations.

METHOD OF INSTRUCTION:
For ground course:
1. Interactive lecture with visual aids.
2. Discussion and problem solving performed in class.
3. Quiz and examinations performed in class.
4. Homework and extended projects.
For hybrid or online format:
The content of the hybrid course is delivered using some form or forms of distance education technology such as television, videotape, audiotape, or the Internet. For telecourses, no less than 11 hours of personal contact between instructor and students shall be included through group or individual meetings; orientations and review sessions; or supplemental in-person activities.
For online courses, instructor/student contact may take place in a face-to-face setting and or through e-mail, or some other electronic means. Students may interact with each other through in-person study groups, electronic message board, or other means.

METHODS OF EVALUATION:
Mid-term and final examinations; financial plan submission including budget and wealth and/or debt management strategy for short and long term goals.

BASIS FOR GRADING:
The assignment of a grade is based on the level of achievement of the outcomes and objectives of the course outline and is reflected in quantifiable terms in the course syllabus.

REPRESENTATIVE TEXTBOOKS:
Personal Money Management, Bailard, Hiehl, and Kaiser, Science Research Associates, Inc.