

BUS R125: PERSONAL FINANCE

Originator

ptrujillo

Co-Contributor(s)
Name(s)

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College

Oxnard College

Discipline (CB01A)

BUS - Business

Course Number (CB01B)

R125

Course Title (CB02)

Personal Finance

Banner/Short Title

Personal Finance

Credit Type

Credit

Start Term

Fall 2021

Catalog Course Description

This course provides an overview of financial planning and budgeting. The process of financial planning logic and underlying fundamentals that drive financial planning will be discussed. Topics include banking, borrowing, taxes, insurance, various forms of investments, credit, interest rates, time value of money, large purchases such as real estate, estate and retirement planning.

Taxonomy of Programs (TOP) Code (CB03)

0504.00 - *Banking and Finance

Course Credit Status (CB04)

D (Credit - Degree Applicable)

Course Transfer Status (CB05) (select one only)

A (Transferable to both UC and CSU)

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

D - Possibly Occupational

Course Cooperative Work Experience Education Status (CB10)

N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)

Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)

N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)

Y - Not Applicable

Course Noncredit Category (CB22)

Y - Credit Course

Funding Agency Category (CB23)

Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)

1 - Program Applicable

General Education Status (CB25)

Y - Not Applicable

Support Course Status (CB26)

N - Course is not a support course

Field trips

Will not be required

Grading method

Letter Graded

Does this course require an instructional materials fee?

No

Repeatable for Credit

No

Is this course part of a family?

No

Units and Hours

Carnegie Unit Override

No

In-Class

Lecture

Minimum Contact/In-Class Lecture Hours

52.5

Maximum Contact/In-Class Lecture Hours

52.5

Activity

Laboratory

Total in-Class

Total in-Class

Total Minimum Contact/In-Class Hours

52.5

Total Maximum Contact/In-Class Hours

52.5

Outside-of-Class

Internship/Cooperative Work Experience

Paid

Unpaid

Total Outside-of-Class

Total Outside-of-Class

Minimum Outside-of-Class Hours

105

Maximum Outside-of-Class Hours

105

Total Student Learning

Total Student Learning

Total Minimum Student Learning Hours

157.5

Total Maximum Student Learning Hours

157.5

Minimum Units (CB07)

3

Maximum Units (CB06)

3

Student Learning Outcomes (CSLOs)

Upon satisfactory completion of the course, students will be able to:

- | | |
|---|---|
| 1 | Develop a financial plan. |
| 2 | Solve present value problems. |
| 3 | Solve future value problems. |
| 4 | Identify and analyze various lending instruments. |

Course Objectives

Upon satisfactory completion of the course, students will be able to:

- | | |
|----|--|
| 1 | Identify social and economic influences on personal financial goals and decisions. |
| 2 | Develop personal financial goals. |
| 3 | Identify the main components of wise money management. |
| 4 | Identify the major tax types in our society. |
| 5 | Identify commonly used financial services. |
| 6 | Analyze advantages and disadvantages of using consumer credit. |
| 7 | Determine whether you can afford a loan and how to apply for credit. |
| 8 | Identify strategies for effective consumer buying. Identify the marketing mix and key tools, terms and strategies related to each element. |
| 9 | Determine costs associated with purchasing a home. |
| 10 | Explain why you should establish an investment program. |

Course Content

Lecture/Course Content

1. Overview of Financial Planning
 - a. Developing a plan
 - b. Understanding the time value of money
 - c. Tax planning and strategies
2. Managing Money
 - a. Cash or liquid asset management
 - b. Credit cards: open credit
 - c. Consumer loans
 - d. Large purchases: home and auto
3. Insurance
 - a. Life and health insurance
 - b. Property and liability insurance
 - c. Disability insurance
4. Managing Investments
 - a. Investment basics
 - b. Securities markets
 - c. Stocks, bonds, mutual funds
5. Life Changes
 - a. Retirement planning
 - b. Estate planning

Laboratory or Activity Content

None

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Problem solving exercises

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Computational homework

Individual projects

Objective exams

Problem-Solving Assignments

Problem-solving exams

Quizzes

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Collaborative group work

Class activities

Class discussions

Case studies

Distance Education

Group discussions

Guest speakers

Internet research

Lecture

Small group activities

Describe specific examples of the methods the instructor will use:

1. This course will be taught by using lectures, class discussions and studying actual personal finance problems & situations. Course materials will use current examples of existing financial problems to encourage classroom discussion and enhance the learning experience. Multi-media presentations, guest speakers, and group activities may be used as methods of instruction. There will

also be many online resources, lecture and assistance available through Canvas and McGraw-Hill Connect and professor's office hours.

Representative Course Assignments

Writing Assignments

1. Writing assignments may include semester projects and research paper in topics such as financial management, personal accounting or other financial topics
2. Case study analysis typically involving home purchase or large item purchase such as auto, purchase of life insurance or other financial topics
3. Essays dealing with contemporary personal financial issues

Critical Thinking Assignments

1. Case Studies in which students have to answer problem solving and situation-identifying questions
2. Group think assignments where the students are given personal financial situations and the students must make decisions on how to move forward

Reading Assignments

1. Students will be assigned readings from the class text in addition to supplementary readings from newspapers and periodicals.
2. Students may be evaluated via test, quizzes or homework assignments on the various class reading assignments.
3. Assignments will include instructor-generated assignments on content, such as the skill set and cases on personal finance.

Other assignments (if applicable)

1. Viewing media materials dealing with financial planning issues
2. Assigned readings from Students may analyze the text values/behaviors of organizations and other sources their managers as appropriate related it relates to workplace the organizational behavior issues. body of knowledge.
3. Students must construct and manage a personal finance plan.
4. Problem solving using business cases.
5. Preparing for class discussion.

Outside Assignments

Representative Outside Assignments

1. Students are assigned weekly reading homework and lesson questions that must be answered and submitted.

District General Education

A. Natural Sciences

B. Social and Behavioral Sciences

C. Humanities

D. Language and Rationality

E. Health and Physical Education/Kinesiology

F. Ethnic Studies/Gender Studies

CSU GE-Breadth

Area A: English Language Communication and Critical Thinking

Area B: Scientific Inquiry and Quantitative Reasoning

Area C: Arts and Humanities

Area D: Social Sciences

Area E: Lifelong Learning and Self-Development

CSU Graduation Requirement in U.S. History, Constitution and American Ideals:

IGETC

Area 1: English Communication

Area 2A: Mathematical Concepts & Quantitative Reasoning

Area 3: Arts and Humanities

Area 4: Social and Behavioral Sciences

Area 5: Physical and Biological Sciences

Area 6: Languages Other than English (LOTE)

Textbooks and Lab Manuals

Resource Type

Textbook

Classic Textbook

Yes

Description

Kapoor, Jack (2016) *Focus on Personal Finance (5th edition)*. McGraw-Hill

Resource Type

Other Resource Type

Description

Websites of various corporations mentioned in text chapter material, such as Fidelity and Kiplinger..

Resource Type

Other Resource Type

Description

General Newspapers such as: Los Angeles Times and New York Times.

Resource Type

Websites

Description

McGraw-Hill Connect

Library Resources**Sufficient Library Resources exist**

Yes

Distance Education Addendum**Definitions****Distance Education Modalities**

Hybrid (51%–99% online)

Hybrid (1%–50% online)

100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

Regular Effective/Substantive Contact**Hybrid (1%–50% online) Modality:**

Method of Instruction	Document typical activities or assignments for each method of instruction
Face to Face (by student request; cannot be required)	Student will attend, participate (verbal and nonverbal) and engage during class periods.
Telephone	Student will have the ability and option to call or schedule a telephone call with the instructor.
E-mail	Student will have the ability and option to email the instructor with questions or concerns they may have in the class.

Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Face to Face (by student request; cannot be required)	Student will attend, participate (verbal and nonverbal) and engage during class periods.

Asynchronous Dialog (e.g., discussion board)	Students must show participation in online discussions in Canvas. To receive any credit for the discussion, a student must post their own original input/thoughts from the original discussion question posted. After this is completed by the first deadline, the student has the ability to earn the remaining points for the particular discussion by replying to a fellow student's post, asking or answering questions and/or expanding on agreeable entries.
Telephone	Student will have the ability and option to call or schedule a telephone call with the instructor.
E-mail	Student will have the ability and option to email the instructor with questions or concerns they may have in the class.

100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Students must show participation in online discussions in Canvas. To receive any credit for the discussion, a student must post their own original input/thoughts from the original discussion question posted. After this is completed by the first deadline, the student has the ability to earn the remaining points for the particular discussion by replying to a fellow student's post, asking or answering questions and/or expanding on agreeable entries.
Video Conferencing	Student will attend, participate (verbal and nonverbal) and engage in video conferences for the class. Students are not required to have their video turned on.
Face to Face (by student request; cannot be required)	Student will attend, participate (verbal and nonverbal) and engage during class periods.
Other DE (e.g., recorded lectures)	Students will have access to previously recorded lectures on the Power Point presentations for the class.
Telephone	Student will have the ability and option to call or schedule a telephone call with the instructor.
E-mail	Student will have the ability and option to email the instructor with questions or concerns they may have in the class.

Examinations**Hybrid (1%–50% online) Modality**

Online
On campus

Hybrid (51%–99% online) Modality

Online
On campus

Primary Minimum Qualification

BUSINESS

Review and Approval Dates**Department Chair**

09/14/2020

Dean

09/14/2020

Technical Review

10/28/2020

Curriculum Committee

10/28/2020

Curriculum Committee

12/09/2020

CCCCO

MM/DD/YYYY

Control Number

CCC000548436

DOE/accreditation approval date

MM/DD/YYYY