

Las Positas College
3000 Campus Hill Drive
Livermore, CA 94551-7650
(925) 424-1000
(925) 443-0742 (Fax)

Course Outline for BUSN 33

PERSONAL FINANCIAL MANAGEMENT AND PLANNING

Effective: Spring 2019

I. CATALOG DESCRIPTION:

BUSN 33 — PERSONAL FINANCIAL MANAGEMENT AND PLANNING — 3.00 units

Designed to provide students with the practical, hands-on means of successfully managing their personal finances and of becoming financially empowered upon course completion. Among other topics, the course will cover the basics of credit management, assessing insurance needs, budgeting, personal financial statement preparation, investment and savings accounts, management of taxes, retirement accounts, will preparation and estate planning.

3.00 Units Lecture

Grading Methods:

Letter Grade

Discipline:

- Business or
- Accounting

	MIN
Lecture Hours:	54.00
Expected Outside of Class Hours:	108.00
Total Hours:	162.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

III. PREREQUISITE AND/OR ADVISORY SKILLS:

IV. MEASURABLE OBJECTIVES:

Upon completion of this course, the student should be able to:

- A. Analyze and evaluate personal financial goals and objectives
- B. Create an individual and family budget
- C. Describe how income and other forms of taxation affect financial plans
- D. Interpret common financial planning terms
- E. Evaluate various investing options
- F. Contrast various classes of investments
- G. Create an individual investment plan
- H. Define the major types of insurance
 - I. Evaluate various financing options
- J. Describe the proper use of credit
- K. Calculate credit costs using interest rates
- L. Analyze advantages and disadvantages of renting versus owning property
- M. Identify various careers within the field of financial planning

V. CONTENT:

- A. Importance of Personal Finance
 1. Time Value of Money
 2. Career-related money decisions
 3. Key steps in financial planning
- B. Financial Planning
 1. Balance Sheet and Cash Flow Statements
 2. Using Financial Ratios to evaluate financial strength
 3. Keeping financial records
 4. Selecting a Financial Planner
- C. Budgeting and Cash Flow
 1. Organizing a budget
 2. Decision making phase of budgeting
 3. Implementation and control phases of budgeting
- D. Managing Income Taxes
 1. Income tax rates
 2. Ways to pay income taxes

3. Calculating income taxes
- E. Credit Use and Credit Cards
 1. Obtaining Credits
 2. Credit Scores
 3. Types of consumer credit
 4. Managing credit wisely
 5. Dealing with over-indebtedness
- F. Managing major purchases
 1. Prioritizing needs
 2. Housing
 3. Automobile purchases
 4. Comparison shopping
 5. Negotiations
- G. Risk Management and Insurance
 1. Understanding how insurance works
 2. Homeowners' Insurance
 3. Automobile Insurance
 4. Liability Insurance
 5. Health Insurance
 6. Life Insurance
- H. Health Care Planning
 1. Sources of health care benefits
 2. Types of medical costs
 3. Long-term health care
- I. Investment Fundamentals
 1. Creating an investment plan
 2. Steps to take for effective long-term investing
 3. Factors that affect the rate of return on investments
 4. Personal financial decisions
- J. Retirement and Estate Planning
 1. Calculating your financial need in retirement
 2. Employer and personal established retirement plans
 3. Government plans including Social Security
 4. Transferring your estate to your heirs
 5. Advance directive documents
 6. Impact of estate and inheritance taxation
- K. Careers in the Financial Planning Field
 1. Available certifications
 2. Educational requirements for professional financial planners

VI. METHODS OF INSTRUCTION:

- A. **Lecture** - Instruction methods will include lecture and classroom discussions to introduce new concepts.
- B. **Classroom Activity** - Instruction methods may include classroom activities such as in-class assignments individually and in groups.
- C. **Guest Lecturers** - Instruction method may include guest lecturers on various investing strategies, as well as Certified Financial Planners.
- D. **Projects** - Instruction method may include term projects such as creating personal balance sheet and cash flow statements.
- E. **Student Presentations** - Instruction methods may include student presentations of long term investment strategies and major purchase decisions.
- F. **Simulations** - Instruction method may include simulations such as tax preparation and investment strategies.
- G. **Audio-visual Activity** - Instruction may include audio-visual activity such as videos and simulations.
- H. **Research** - The instruction method may include research projects assigned to individual students such as monitoring stock prices.

VII. TYPICAL ASSIGNMENTS:

- A. Prepare a personal balance sheet and personal cash flow statement
- B. Write a paper on the use and relevance of asset allocation
- C. Calculate financial ratios and analyze the strength and weaknesses of various investments
- D. Analyze a case from the textbook
- E. Complete homework assignments based on the textbook reading and lecture discussions.

VIII. EVALUATION:

Methods/Frequency

- A. Exams/Tests
 - One or more exams during the semester
- B. Quizzes
 - One or more quizzes during the semester
- C. Research Projects
 - One individual or group research project during the semester
- D. Papers
 - One or more written papers during the semester
- E. Oral Presentation
 - One group project during the semester
- F. Group Projects
 - A group project may be used as an assessment tool.
- G. Class Participation
 - Class participation may be used as an assessment tool
- H. Class Work
 - Class work may be used as an assessment tool
- I. Home Work
 - Periodic homework assignments will be assessed

IX. TYPICAL TEXTS:

1. Garman, E.. *Personal Finance*. 13th ed., Cengage Learning, 2017.
2. Madura, Jeff. *Personal Finance*. 6th ed., Pearson, 2016.
3. Kapoor, Jack, and Les Dlablay. *Personal Finance*. 12th ed., Mc-Graw Hill Education, 2016.
4. Keown, Arthur. *Personal Finance: Turning Money into Wealth*. 8th ed., Pearson, 2018.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

A. Internet Access