

CATALOG INFORMATION

Dept and Nbr: ADLTED 791    Title: PERSONAL FINANCE  
Full Title: Personal Finance  
Last Reviewed: 11/28/2022

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	9	Lecture Scheduled	0
Minimum	0	Lab Scheduled	2.00	4	Lab Scheduled	18.00
		Contact DHR	0		Contact DHR	0
		Contact Total	2.00		Contact Total	18.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 18.00

Title 5 Category: Non-Credit  
Grading: Non-Credit Course  
Repeatability: 27 - Exempt From Repeat Provisions  
Also Listed As:  
Formerly: CSKLS 791

**Catalog Description:**  
In this course, students will gain the basic building blocks of financial literacy. Students will learn about personal financial management skills, positive banking relations, and financial security. Topics include personal budgeting, savings, credit, banking services, and consumer installment loans.

**Prerequisites/Corequisites:**

**Recommended Preparation:**

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: In this course, students will gain the basic building blocks of financial literacy. Students will learn about personal financial management skills, positive banking relations, and financial security. Topics include personal budgeting, savings, credit, banking services, and consumer installment loans. (Non-Credit Course)  
Prerequisites/Corequisites:

Recommended:  
Limits on Enrollment:  
Transfer Credit:  
Repeatability: Exempt From Repeat Provisions

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>		Effective:	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**  
Certificate Applicable Course

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Demonstrate understanding of financial planning essentials including income statements, savings, budgets, and banking.
2. Evaluate credit card options and specialized applications for common types of installment loans.

### **Objectives:**

At the conclusion of this course, the student should be able to:

1. Describe and explain available banking services and how to build a positive relationship with a financial institution
2. Outline how to use a checking account and debit card responsibly
3. Track daily spending habits and prepare a personal spending plan
4. Identify ways to decrease spending and increase income
5. Explain ways to save money and saving options
6. Outline ways to protect individual consumer rights
7. Discuss how credit works, the types of credit that are available, and whether or not an individual is ready to apply for credit
8. Explain how to use credit cards responsibly and what to do when a credit card is lost or stolen
9. Read and analyze a credit report, and explain how to build and repair credit history
10. List the characteristics of consumer installment loans
11. Outline the home-buying process

### **Topics and Scope:**

- I. Banking Services
  - A. Major types of insured financial institutions
  - B. Steps involved in opening a bank account

- C. Types of depository accounts
- D. Benefits of using a checking account
- E. Managing a checking account wisely
- II. Personal Budgeting
  - A. Tracking daily spending habits
  - B. Preparing a personal spending plan to estimate monthly income and expenses
  - C. Identifying ways to decrease spending and increase income
  - D. Identifying budgeting tools that help to manage bills
  - E. Listing and prioritizing financial goals
- III. Saving and Protecting Your Rights as a Consumer
  - A. Importance of saving
  - B. Determining savings goals
  - C. Identifying saving options
  - D. Federal deposit insurance
  - E. Identity theft
- IV. Borrowing Basics
  - A. Types of loans
  - B. Costs associated with getting a loan
  - C. Factors lenders use to make loan decisions
  - D. Ways to guard against predatory lending practices
  - E. The purpose of credit cards and determining which credit card is best
  - F. How to use a credit card responsibly
- V. Credit
  - A. Definition of credit and why it is important
  - B. Credit report and how it is used
  - C. Obtaining and analyzing a personal credit report
  - D. Differentiating between good and bad credit
  - E. Identifying ways to build and repair your credit history
- VI. Consumer Installment Loans
  - A. Types of installment loans
  - B. Federal laws that protect consumers when applying for a loan
  - C. Buying a car
  - D. Rent-to-own, payday loans, and refund anticipation services
  - E. Predatory lending practices
- VII. Securing Housing
  - A. Advantages and disadvantages of renting versus owning a home
  - B. Determining the rental and housing market
  - C. Steps required to rent or purchase

### **Assignment:**

Group exercises, handouts, short writing exercises, and oral presentations on topics, such as:

1. Banking services
2. Checks and balances for checking accounts
3. Daily spending diary
4. Tracking monthly expenses
5. Identifying spending leaks
6. Establishing a realistic savings goal
7. Savings mountain climber
8. Finding the best loan
9. Shopping for a credit card
10. Understanding a credit score

11. Reading a credit report
12. Buying a car
13. Rental calculator

### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None

Writing  
0 - 0%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Group exercises and oral presentations

Problem solving  
60 - 70%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None

Skill Demonstrations  
0 - 0%

**Exams:** All forms of formal testing, other than skill performance exams.

None

Exams  
0 - 0%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation

Other Category  
30 - 40%

### Representative Textbooks and Materials:

Instructor prepared materials