

**Section I: BASIC COURSE INFORMATION**

Outline Status: **Approved Course**

1. **COLLEGE: L.A. TRADE TECHNICAL COLLEGE**
2. **SUBJECT: BASIC SKILLS**
3. **COURSE NUMBER: 066CE**
4. **COURSE TITLE: FINANCIAL LITERACY - PERSONAL MONEY MANAGEMENT**
5. **CATALOG COURSE DESCRIPTION:**

This course develops a foundation of money management concepts to enable students to understand how to develop a financial plan to meet their educational goals using various strategies: FAFSA, BOGG, scholarships, social fund raising and banking products, such as checking and savings accounts.

**CLASS SCHEDULE COURSE**

6. **DESCRIPTION:**

This course develops a foundation of money management concepts to enable students to understand how to develop a financial plan to meet their educational goals using various strategies: FAFSA, BOGG, scholarships, social fund raising and banking products, such as checking and savings accounts.

**7. CLASS HOURS:**

	Standard Hrs	Total Hours per Term (standard hour x 18)
Lecture Hrs:	<b>0.5</b>	<b>9</b>
Lab Hrs:	<b>0</b>	<b>0</b>
Totals:	Lecture: <b>0.5</b>	Lecture: <b>9</b>
	Lab: <b>0</b>	Lab: <b>0</b>
	Total: <b>0.5</b>	Total: <b>9</b>
<i>Totals In Protocol:</i>	Lecture: <b>0.5</b>	Lecture: <b>9</b>
	Lab: <b>0</b>	Lab: <b>0</b>
	Total: <b>0.5</b>	Total: <b>9</b>

**8. OTHER LIMITATIONS ON ENROLLMENT**

(see Title 5,

Section 58106 and Board Rule 8603 for policy on allowable limitations. Other appropriate statutory or regulatory requirements may also apply):

None

## Section II: COURSE CONTENT AND OBJECTIVES

### 1. COURSE CONTENT AND OBJECTIVES:

COURSE CONTENT AND SCOPE - <b>Lecture:</b> Outline the topics included in the lecture portion of the course ( <i>Outline reflects course description, all topics covered in class</i> ).	Hours Per Topic	COURSE OBJECTIVES - <b>Lecture:</b> Upon successful completion of this course, the student will be able to...(Use action verbs - see <a href="#">Bloom's Taxonomy</a> for 'action verbs requiring cognitive outcomes.')
Managing money: Why money is management important, differentiating between wants & needs, setting financial goals, planning to achieve financial goals.	0.5	Understand the value of money management strategies.
Creating a monthly budget: Income, fixed expenses, variable expenses.	1	Develop a monthly spending plan.
Creating an educational budget: Course fees, expenses for books, tools and supplies, variable expenses, and budgeting FAFSA to support future university transfer goals.	1.5	Create an educational budget.
FAFSA: Financial Aid process, timeline, eligibility requirements, completion expectations, and the Higher One debit card.	3	Complete FAFSA application online.
Alternative sources to FAFSA: BOGG fee waiver, scholarships (public/private/campus-based), social entrepreneurial fundraising strategies.	1.5	Identify alternative source of revenue to support education with short- and long-term financial goals.
Financial institutions: Types of financial institutions and community credit unions, government regulations, available services.	0.5	Understand the differences between financial institutions, and their products and services.
Online Banking: checking account basics, savings account basics, online bank statements, Higher One services.	0.5	Compare and contrast banking options between checking, savings and Higher One.
Saving money: Reasons to save, the impact of saving, strategies for saving by trimming expenses, and alternative financial services, such as Individual Development Accounts.	0.5	Develop financial goals for saving money using various financial services.
Total:	9	
Total Lecture Hours In Section I Class Hours:	9	

\*Total lecture and laboratory hours (which include the final examination) must equal totals on page 1.

\*\*In general "activity" courses or portions of courses are classified "laboratory."

### 1. (cont'd) LAB:

COURSE CONTENT AND SCOPE - <b>Lab:</b> Outline the topics included in the lecture portion of the course ( <i>Outline reflects course description, all topics covered in class</i> ).	Hours Per Topic	COURSE OBJECTIVES - <b>Lab:</b> Upon successful completion of this course, the student will be able to...(Use action verbs - see <a href="#">Bloom's Taxonomy</a> for 'action verbs requiring cognitive outcomes.')
Total:	0	

Total Lab Hours In Section I Class Hours:0
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**1. (cont'd) STUDENT LEARNING OUTCOME (SLO):**

STUDENT LEARNING OUTCOMES - <i>(Quote the appropriate Institutional SLO's in this column):</i>		HOW WILL THESE STUDENT LEARNING OUTCOMES BE ASSESSED - <i>(Explain how each outcome will be assessed in this column):</i>
Identify the various strategies to fund higher education while balancing personal financial responsibilities.		In-class quiz using clicker technology.  Rubric Attached

**Essential Academic Skills: Reading and Communication**

**2. RESOURCE MATERIALS:**

Provide a representative list of resource materials.

Title	Author	Year
Instructor handouts on financial literacy		

**3. REPRESENTATIVE READINGS:**

If applicable, please provide representative examples of reading assignments.

Sample applications, sample scholarships essays, material related to FAFSA and description of banking services.

**4. WRITING ASSIGNMENTS:**

If applicable, please provide representative examples that demonstrate writing skills.

Completing application forms, creating a monthly budget and a financial plan for education.

**Essential Academic Skills: Critical Thinking and Other Course Components**

**5. REPRESENTATIVE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING:**

If applicable, please provide representative examples of assignments that demonstrate how students will begin to develop critical thinking skills.

Evaluating various applications and time lines.

#### 6. SELF-REFLECTIVE LEARNING:

If applicable, describe how students will reflect on their development as active learners. Provide representative examples below.

Assess personal financial goals and evaluating how they can be attained.

#### 7. COMPUTER COMPETENCY:

If applicable, explain how computer competency is included in the course.

Students complete FAFSA forms on line and are encouraged to examine on line banking records.

#### 8. INFORMATION COMPETENCY:

If applicable, explain how information competency is included in the course.

Students may gather information from various sources in order to compare and contrast money management options.

### Evaluation and Instruction

#### 9. REPRESENTATIVE OUTSIDE ASSIGNMENTS (Optional Homework):

Out of class assignments (Homework) may include, but are not limited to the following:

Visit financial institutions in person or on line to compare services they offer including rates and costs.

#### 10. METHODS OF EVALUATION:

Methods of evaluation may include, but are not limited to the following (please note that evaluation should measure the outcomes detailed "Course Objectives" at the beginning of Section II):

This is a noncredit course. No grades are assigned.

#### 11. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to the following:

- Discussion
- Activity
- Field Experience
-

- Independent Study**
- Purposeful Collaboration**
- Other (Please Explain)**

## 12. SUPPLIES:

List the supplies the student must provide.

None

## 13. DIVERSITY:

If applicable, explain how diversity (e.g., cultural, gender, etc.) is included in the course.

Students will discuss and learn about the cultural nuances, perceptions and practices regarding financial institutions and personal money management.

## 14. SCANS COMPETENCIES (required for all courses with vocational TOP Codes; recommended for all courses):

**SCANS** (Secretary's Commission on Necessary Skills) are skills the Department of Labor identified, in consultation with business and industry leaders, which reflect the skills necessary for success in the workplace. Check the appropriate boxes to indicate the areas where students will develop the following skills (please note that all SCANS competencies do not apply to all courses):

### *RESOURCES*

- Managing Time:** Selecting relevant goal-related activities, ranking them in order of importance, allocating time to activities, and understanding, preparing and following schedules.
- Managing Money:** Using or preparing budgets, including making cost and revenue forecasts; keeping detailed records to track budget performance, and making appropriate adjustments.
- Managing Material and Facility Resources:** Acquiring, storing, allocating, and distributing materials, supplies, parts, equipment, space or final products in order to make the best use of them.

### *INTERPERSONAL*

- Participating as Member of a Team:** Working cooperatively with others and contributing to group's efforts with ideas, suggestions and effort.
- Teaching Others New Skills:** Helping others learn needed knowledge and skills.
- Exercising Leadership:** Communicating thoughts, feelings, and ideas to justify a position, encouraging, persuading, convincing or otherwise motivating an individual or group, including responsibly challenging existing procedures, policies or authority.

- Negotiating:** Working toward agreement that may involve exchanging specific resources or resolving divergent interests.
- Working with Cultural Diversity:** Working well with men and women and with people from a variety of ethnic, social, or educational backgrounds.

### *INFORMATION*

- Acquiring and Evaluating Information:** Identifying a need for data, obtaining the data from existing sources or creating them, and evaluating their relevance and accuracy.
- Organizing and Maintaining Information:** Organizing, processing and maintaining written or computerized records and other forms of information in a systematic fashion.
- Interpreting and Communicating Information:** Selecting and analyzing information and communicating the results of others, using oral, written, graphic, pictorial, or multimedia methods.
- Using Computers to Process Information:** Employing computers to acquire, organize, analyze and communicate information.

### *SYSTEMS*

- Understanding Systems:** Knowing how social, organizational and technological systems work and operating effectively with them.
- Monitoring and Correcting Performance:** Distinguishing trends, predicting impacts of actions on system operations, diagnosing deviations in the functioning of a system/organization, and taking necessary steps to correct performance.
- Improving or Designs Systems:** Making suggestions to modify existing systems in order to improve the quality of products or services and developing new or alternative systems.

### *TECHNOLOGY*

- Selecting Technology:** Judging which sets of procedures, tools or machines, including computers and their programs, will produce the desired results.
- Applying Technology to Tasks:** Understanding overall intent and proper procedures for setting up and operating machines, including computers and their reprogramming systems.
- Maintaining and Troubleshooting Equipment:** Preventing, identifying, or solving problems with equipment, including computers and other technologies.

### Section III: SUPPLEMENTAL COURSE INFORMATION

1. **DEPT/DIVISION NAME:** [Academic Connections](#)

2. **DEPT/DIVISION CODE:** **10**

3. **SUBJECT CODE** : **982**

4. **SUBJECT ABBREVIATION** : **BSICSKL**

5. **BASIC SKILLS**

Title 5, section 55000(i) defines "Noncredit basic skills courses" as "Those courses in reading, writing, computation, and English as a Second Language, which are designated by the community college district as noncredit courses." **No**

6. **COURSE CLASSIFICATION:** **Credit Course**

Note: A course's Classification, TOP Code and SAM code must be aligned – e.g., Courses with an "Occupational" Course Classification must have an "Occupational" TOP Code and a SAM Code of A, B, C, or D; courses that do not have an "Occupational" Course Classification cannot have an Occupational TOP Code and must have an "E" SAM Code. Courses coded as "basic skills" in #11 should be coded "Adult and Secondary Basic Skills."

7. **NONCREDIT COURSE CLASSIFICATION:**

Courses that are part of a Noncredit Certificate of Completion should be coded J (Workforce Enhanced)  
Courses that are part of a Noncredit Certificate of Competency should be coded K (Other Enhanced)  
Courses that are not part of a Noncredit Certificate should be coded L (Non-Enhanced)

8. **NONCREDIT ELIGIBILITY CATEGORY:**

9. **TOP CODE** - (6 digits XXXX.XX) **4930.90**

Course content should match discipline description in Taxonomy of Programs found here: [Taxonomy Of Programs website](#)

10. **SAM CODE** (Student Accountability Model): **E**

11. **COURSE SPECIFICALLY DESIGNED FOR STUDENTS W/ DISABILITIES**



Title 5, section 56029 allows a course to be repeatable when continuing success of the students with disabilities is dependent on additional repetitions of a specific class. Is this course designated as an “approved special class” for students with disabilities? **No**

If yes, provide an explanation of how this course meets the requirements of Title 5, section 56029.

## 12. MATERIALS FEE:

The Los Angeles Community College District may require students to pay fees for instructional materials that are of continuing value to the student outside of the classroom setting, including, but not limited to, textbooks, tools, equipment, clothing, and those materials that are necessary for the student's vocational training and employment. If applicable, please indicate any such fees.

## 13. SPECIAL CHARACTERISTICS CODE DESCRIPTOR:

Please Check All That Apply

- Learning Assistance
- Bilingual Education
- Convalescent Setting
- Correctional Facility
- Persons with Substantial Disabilities
- Citizenship for Immigrants

## 14. JUSTIFICATION:

Briefly describe the primary method used to determine the need for this course. For example, LaborMarket Projections from Employment Development Department, employer survey, community or student interest survey, state licensing requirements or mandated certification.:

## 15. THIS COURSE WILL BE AN APPROVED REQUIREMENT FOR AN APPROVED ASSOCIATE DEGREE OR CERTIFICATE PROGRAM: **No**

a. If yes, the course will be a portion of the “approved program” listed on the State Chancellor’s Inventory of Approved Programs (approved programs can be found on the State Chancellor’s Office website at <https://misweb.cccco.edu/webproginv/prod/invmenu.htm>).

## 16. FUNDING AGENCY CODE: **Not Applicable**

**17. STATE COURSE ID:**

### Section IV: APPROVAL STATUS

**1. APPROVAL STATUS:**

	<b>Approval Date Of</b>	Board Date	Approved Effective Semester
a. <input type="checkbox"/> New Course	College:	Board: <b>10/2/07</b>	Effective Semester:
b. <input type="checkbox"/> Addition of Existing District Course	College:	Board:	Effective Semester:
c. <input checked="" type="checkbox"/> Course Change*	College: <b>5/7/16</b>		Effective Semester:
d. <input checked="" type="checkbox"/> Outline Update	College: <b>5/7/16</b>		Effective Semester:
e. <input type="checkbox"/> Archive Course	College:		Effective Semester:
f. <input type="checkbox"/> Reinstate Course	College:	Board:	Effective Semester:

## Section V: APPROVAL INFORMATION FOR NEW OR ADDED COURSES

(complete in consultation with Department Chair and the appropriate Academic Administrator)

1. **ORIGINATOR:** [Anketell, Christina](#)
2. **DEPARTMENT:** [Academic Connections](#)
3. **IF THIS IS A NEW COURSE, INDICATE HOW THE COLLEGE PLANS TO MEET THE EXPENSE OF THIS COURSE:**

By additional funds. Describe:

[Revenue from non-credit student apportionment based on student positive attendance.](#)

By deleting courses from the college catalog and course database. List specific courses to be deleted:

By deleting sections of existing course. List courses and number of sections to be deleted:

First Year:    Second Year:    Third Year:

By rotating sections of existing courses. List courses and number of sections to be rotated, as well as the semesters in which they will be offered:

### 4. IMPACT

**IMPACT -- Will this course directly impact other course offerings and/or associate degree or certificate programs on campus?** [No](#) (If yes, briefly explain how)

### 5. METHOD OF SUPPORT

**-- Indicate how the college plans to support the proposed course:**

A. Additional staff -- List additional staff needed:

B. Classroom -- List classroom type needed:

Any small, lecture-type classroom

C. Equipment -- List new equipment needed and indicate funding source for any new equipment:

None

D. Supplies- List supplies and indicate dollar value:

None

E. Library/Learning Resources- The course initiator shall consult with the College Librarian and review the college library, book, periodical, and electronic resource collections relevant to this course. List additional titles and resources to be considered for purchase as funding permits:

Existing

## Section VI: APPROVALS

### CERTIFICATION AND RECOMMENDATION

This course meets Title 5, 55002(c) requirements for Noncredit Course.

The Course treats subject matter and uses appropriate resource materials, teaching methods, and standards of attendance

The course outline of record specifies the number of contact hours normally required for a student to complete the course, the catalog description, the objectives, contents in terms of a specific body of knowledge, instructional methodology, examples of assignments and/or activities, and methods of evaluation for determining whether the stated objectives have been met.

We certify that the information and answers above properly represent this course.

Approver	Approval Date
Rodriguez-estrada, Alicia I.	4/18/2016
Anketell, Christina	3/16/2016
Albo-Lopez, Nicole	3/22/2016
Samuel, Judith C.	4/19/2016
Mcintosh, Melain F.	4/18/2016
	5/7/2016
Barajas, Leticia L.	5/6/2016
Hanley, Wallace G.	5/5/2016
Rodriguez-estrada, Alicia I.	5/4/2016

**Section VII: ADDENDA**

(Uploaded Documents)

<b>Type</b>	<b>Addendum Description</b>	<b>File</b>	<b>Delete</b>	<b>To View</b>
<i>SLO Rubric</i>	<i>SLO Rubric</i>	<i>BSICKSL 066CE Rubric.docx</i>	<a href="#"><u>Delete</u></a>	<a href="#"><u>View It</u></a>