



Adult Education: Financial Literacy Certificate

The Financial Literacy Certificate is a series of courses to prepare you for personal financial management, including personal budgeting, saving, credit, credit scores.



REQUIRED CORE COURSES: You MUST complete all three of these courses!

ADLTED 723:

Financial Mathematics

Mathematical computation with decimals, fractions, and percentages to personal finances, including budgeting and saving.

- 24-hour total course

- Completed **Required to attend*
- In Progress *at least 18 hours*
- Needed

ADLTED 791:

Personal Finance

Overview of personal financial management skills, positive banking relations, and achieving financial security.

- 24-hour total course

- Completed
- In Progress **Required to attend*
- Needed *at least 18 hours*

ADLTED 792:

Planning for the Financial Future

Review an individual financial situation, develop financial goals for retirement and identify means to achieve these goals.

- 24-hour total course

- Completed **Required to attend*
- In Progress *at least 18 hours*
- Needed

REQUIRED ELECTIVE COURSES: You MUST complete at least one of these courses!

ADLTED 761.1:

Computers - Level 1

Using the keyboard and mouse; browsing the internet; creating an email account.

- 18-hour total course

- Completed **Required to attend*
- In Progress *the 15 hours*
- Needed

ADLTED 761.2:

Computers - Level 2

Creating email contacts; creating events/invitations; and formatting texts.

- 18-hour total course

- Completed
- In Progress **Required to attend*
- Needed *at least 15 hours*

ADLTED 761.3:

Basic Computers: Level 3

Using complex word processing operations; basic principles of Excel.

- 18-hour total course

- Completed **Required to attend*
- In Progress *at least 15 hours*
- Needed

NON-DISCRIMINATION POLICY

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SANTA ROSA JUNIOR COLLEGE

Petaluma Adult School

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Once you have completed all required courses set up an appointment with Adult Education Outreach Specialist to submit the paperwork for the certificate.