

# Personal Finance

## Course Syllabus

**BUA-111-PLKI1, Spring 2020**



Number of Credits: 3

Location/Venue: MDOC- Lakeland facility  
via distance learning

JPay will be used for communication.

Course Time Frame: July 6 – August 22, 2020

Instructor: Ron Betzig

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## Course Description

Provides a fundamental knowledge of financial concerns including financial services, stocks, bonds, budgeting, insurance, real estate, estate and tax planning, buying on credit, borrowing, saving, investing intelligently, and retirement. Analysis of personal objectives to financial planning will be discussed and put into practice. **Prerequisite: CIS 095 or equivalent.**

## Course Goals

The overarching goal of this course is that you develop a personal financial plan that is meaningful to you and that you feel competent in modifying as circumstances change and you attain new information.

This is a fast-paced seven-week course; it is imperative that the required work be completed on time. You will need to study the video/power point presentations (three per week: currently scheduled to broadcast in the facility on Mondays, Wednesdays, and Fridays at 12:30 PM), and complete the textbook reading as well as quizzes, assignments and any additional work provided in the course pack. We are grateful that, despite the coronavirus, we are able to provide this course to you—although we hope to return to face-to-face teaching within the facility in the not-too-distant future. For this semester, I will be providing feedback on your work through JPay.

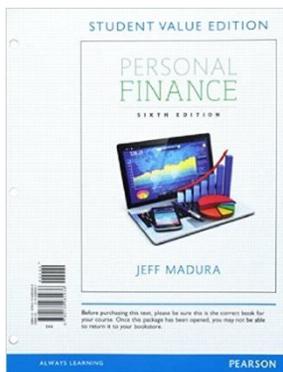
Each week will cover topics that are relevant to your personal financial planning. During the last week of the course, you will submit for your instructor's review your complete personal financial plan.

## Course Objectives/Outcomes

1. Define at least four types of investments and discuss their relative allocation in your projected investment portfolio.
2. Construct a personal balance sheet.
3. Construct a monthly cash flow statement.
4. Develop a comprehensive personal financial plan.

The course goals and objectives incorporate specific General Education Outcomes (GEOs) established by the JC Board of Trustees, administration, and faculty.

## Textbook



- **Personal Finance, 6<sup>th</sup> Edition**
- **Author: Madura**
- **Edition: 6<sup>th</sup>**
- **Copyright Year: 2017**
- **Publisher: Pearson**
- **ISBN-13: 9780134082561**

You should also have access to a handheld calculator.

## Grading Procedures

### Weighting of Grade Categories

Quizzes	20%
Individual Assignments	60%
Personal Financial Plan (submitted during last week of course)	20%

## Grading Scale

GPA	GRADE RANGE
4.0	94-100%
3.5	89-93%
3.0	84-88%
2.5	78-83%
2.0	72-77%
1.5	66-71%
1.0	60-65%
0.5	55-59%
0.0	0-54%

Please note that the above figures are thresholds; for example, a percentage of 71.9% is below the threshold of 72% and therefore receives the grade 1.5. Also note that 2.0 is the minimum grade needed to pass this course.

## Expectations of the Instructor

1. Provide a lively and useful learning experience. For this to happen, I encourage you to give me honest, respectful feedback at appropriate times regarding what is working for you and what I (we) need to do differently.
2. Thoroughly prepare the course material; pose and answer relevant questions related to that material.
3. Give helpful feedback on your assignments and answer additional questions you may have through JPay.

## Expectations of the Student

1. Carefully study the required reading and video/power point presentations.
2. Submit your work on time. **NO LATE WORK WILL BE ACCEPTED: Please pay special attention to the four dates listed below on which work will be picked up at your facility.**
3. Jackson College Attendance - Participation Policy: In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring student participation through the submission of written work on a regular basis and officially reporting student activity throughout the term to assure compliance with college policy and federal regulations. Not actively participating in class by submitting regular work on time may result in you being withdrawn from the course. Being withdrawn from a course

can have an impact on financial aid. As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you.

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## **Failure**

Failure will result when an insufficient amount of work is submitted on time, or when the work does not adequately meet the requirements given in the instructions. Failure can also result when a student does not adhere to Jackson College policies, including academic honesty, as outlined below:

## **Academic Honesty Policy**

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

**Plagiarism is defined as the failure to give credit for the use of material from outside sources.**

**Plagiarism includes but is not limited to:**

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

**Cheating is defined as obtaining answers/material from an outside source without authorization. Cheating includes, but is not limited to:**

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying, submitting others' work as your own, or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical

## **Accessibility**

Jackson College understands that cultivating a broadly diverse community is crucial to our educational mission and to our foundational commitment to leadership and service. Jackson College is fully committed to ensuring our courses are accessible to everyone including those with disabilities. We are currently working to increase accessibility and usability of our course materials in order to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and Web Content Accessibility Guidelines (WCAG) 2.0.

### Course Management: Withdrawal

If you decide to withdraw from the course, be sure to consult with your Navigator/Academic Advisor regarding the permitted dates to drop/add courses and the associated financial consequences.

### Makeup Policy: Incompletes

Incomplete grades will be given only in accordance with Jackson College policy. Please note that are very rare and that it is the instructor’s decision whether an incomplete grade will be given.

### Help: Academic Advising and Accommodations

It is important for you or your Navigator/Academic Advisor to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester. At the Center for Student Success, we are committed to providing all students the opportunity to achieve academic success by providing a variety of support services free of charge to Jackson College students. This includes, but is not limited to, peer and faculty tutoring, mental health referral, temporary assistance with transportation, various workshops, and the TRIO program. In addition, the CSS staff is committed to adapting the College’s general services to meet the individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities.

### Course Calendar: First Draft

VIDEOS FOR WEEK #	DUE DATE: HAVE YOUR COMPLETED WORK READY FOR PICK UP	TOPICS	HOMEWORK: <u>DOCUMENTS ARE IN COURSE PACK</u> . NOTE: WRITTEN ASSIGNMENTS AND QUIZZES MUST BE SUBMITTED AT THE TIME OF PICK UP ON THE “DUE DATE” SHOWN IN THE SECOND COLUMN.
1	JULY 15	<ul style="list-style-type: none"> <li>-Introduction to Course</li> <li>-Chapter 1: Overview of Financial Plan</li> <li>-Chapter 2: Financial Statements</li> <li>-Chapter 3: Time Value Concepts</li> <li>-Chapter 4: Tax Concepts</li> </ul>	<ul style="list-style-type: none"> <li>-Syllabus quiz</li> <li>-Read textbook chapters 1-4 and complete quizzes and assignments for these chapters in the course pack. Submit these quizzes and assignments on the pick-up date shown in the second column.</li> </ul>
2	JULY 29	<ul style="list-style-type: none"> <li>-Chapter 5: Banking and Interest Rates</li> <li>-Chapter 6: Managing Your Money</li> <li>-Chapter 7: Assessing and Securing Your Credit</li> <li>-Chapter 8: Managing Your Credit</li> </ul>	<ul style="list-style-type: none"> <li>-Read textbook chapters 5-8 and complete quizzes and assignments for these chapters in the course pack. Submit these quizzes and assignments on the pick-up date shown in the second column.</li> </ul>

3	JULY 29	<ul style="list-style-type: none"> <li>-Chapter 9: Personal Loans</li> <li>-Chapter 10: Purchasing and Financing a Home</li> </ul>	<p>-Read textbook chapters 9 &amp; 10 and complete quizzes and assignments for these chapters in the course pack. Submit these quizzes and assignments on the pick-up date shown in the second column.</p>
4	AUGUST 10	<ul style="list-style-type: none"> <li>-Chapter 11: Auto &amp; Homeowners Insurance</li> <li>-Chapter 12: Health &amp; Disability Insurance</li> <li>-Chapter 13: Life Insurance</li> </ul>	<p>-Read textbook chapters 11-13 and complete quizzes and assignments for these chapters in the course pack. Submit these quizzes and assignments on the pick-up date shown in the second column.</p>
5	AUGUST 10	<ul style="list-style-type: none"> <li>-Chapter 14: Investing Fundamentals</li> <li>-Chapter 15: Investing in Stocks</li> <li>-Chapter 16: Investing in Bonds</li> <li>-Chapter 17: Investing in Mutual Funds</li> <li>-Chapter 18: Asset Allocation</li> </ul>	<p>-Read textbook chapters 14-18 and complete quizzes and assignments for these chapters in the course pack. Submit these quizzes and assignments on the pick-up date shown in the second column.</p>
6	AUGUST 22	<ul style="list-style-type: none"> <li>-Chapter 19: Retirement Planning</li> <li>-Chapter 20: Estate Planning</li> </ul>	<p>-Read textbook chapters 19 &amp; 20 and complete quizzes and assignments for these chapters in the course pack. Submit these quizzes and assignments on the pick-up date shown in the second column.</p>
7	AUGUST 22	<ul style="list-style-type: none"> <li>-Chapter 21: Integrating the Components of a Financial Plan</li> </ul>	<p>-Read chapter 21 and complete the chapter 21 quiz in the course pack.          -Submit the quiz and your <b>completed financial plan</b> along with the work due for chapters 19 &amp; 20 on August 22<sup>nd</sup>.          Feel free to attach additional pages for your completed financial plan; just be sure to state your name and "BUA 111: Personal Finance" at the top of each page.</p>

**Caveat**

This syllabus is not a contract; more or less work may be required than is outlined here. The instructor may revise the syllabus at any time during the course.

Revised: 22JUNE2020