



Personal Finance

BUA 111 POI1

Spring 2020

Number of Credits: 3

Days Class Meets: Saturdays & Sundays

Meeting Times: 7/6/20-8/22/20 7:30am-10:2

Location: Cooper Facility

Instructor: Dr. Smith

Office: N/A

Contact Phone: N/A

Contact Email: N/A

Office Hours: N/A

Online: N/A

Course Description

This Course 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(s)

CIS 095*, ENG 085* and ENG 090*

Course Goals

The course purpose is to develop an understanding of Personal Financial Strategies as it relates to businesses, employers, employees, and individuals. This understanding of the Personal Finances will help students lead organizations and businesses in the present and future.

Course Objectives

The course goals and objectives incorporate specific General Education Outcomes (GEOs) established by the JC Board of Trustees, administration, and faculty. These goals are in concert with four-year colleges and universities and reflect input from the professional communities we serve. GEOs guarantee students achieve goals necessary for graduation credit, transferability, and professional skills needed in many certification programs. The GEOs and course objectives addressed in this class include the following:

1. To prepare personal financial goals including short, intermediate and long term
2. To construct a personal budget
3. To analyze the current and future housing requirements for the student's family
4. To complete a risk analysis and suitable insurance plan
5. To assess risk tolerance and utilize it to construct an investment plan
6. To utilize the computer for assessing the appropriateness of investment opportunities
7. To present a cohesive, written financial plan

Textbook

- Personal Finance with MyFinanceLab 6th Edition. Author: Madura, Edition: 6th, Copyright Year: 2017, Publisher: Pearson.
- Rich Dad Poor Dad – 20th Anniversary Edition: April 2017. Publisher: Plata Publishing

Grading Procedure

	Percentage
Chapter Key Terms & Review Questions	20%
Mid Term	20%
Final Exam	20%
Assignments/ Presentations & Projects	20%
<u>In-Class Activities/Discussions/Participation</u>	<u>20%</u>
TOTAL	100%

Grading Scale

GPA	GRADE RANGE		
4.0	93-100%	1.5	64-69%
3.5	88-92%	1.0	58-63%
3.0	82-87%	0.5	52-57%
2.5	76-81%	0.0	Below 52
2.0	70-75%		

NOTE:

- **Class attendance and participation in class discussion is expected and absences will affect your final grade.**
- **The due dates for assignments are non-negotiable and late work will be penalized.**
- **All assignments are to be professional in appearance and typed or handwritten clearly to receive full credit.**

Course Policies

CLASSROOM BEHAVIOR: Classroom behavior that interferes with either the instructor's ability to conduct the class or the ability of students to benefit from the instruction is not acceptable. Students engaging in improper classroom behavior may have points deducted from their total points in the course, or, if the situation warrants, be reprimanded to the university's committee on student discipline. When someone else is talking eliminate all side conversations.

ACADEMIC HONESTY AND APPEALS: Students are expected to maintain the highest standards of academic integrity. Behavior that violates these standards is not acceptable. Examples are the use of unauthorized material, communication with fellow students during an examination, attempting to benefit from the work of another student, and any other similar behavior defeats the intent of an examination or other class work.

Cheating on exams, plagiarism, improper acknowledgment of sources in essays, and the use of a single essay or paper in more than one course without permission are considered very serious offenses and shall be grounds for disciplinary action as outlined in the current General Catalog.

Academic Honesty Policy

Students are expected to maintain academic integrity and honesty in completion of all work for this class. Examples of academic dishonesty include but are not limited to:

Receiving or providing unauthorized assistance on exams

Using unauthorized material during an exam

Plagiarism (using materials from sources without citation)

Copying the work of someone else and submitting it as you own

The first instance of academic dishonesty will result (for all parties involved) in no credit for the assignment or exam. In addition, a student will be ineligible to complete any extra credit work for this class. Subsequent episodes will result in further disciplinary action, up to and including failure of the course. All students are expected to follow Jackson College's Student Code of Conduct. If you are unfamiliar with the code, to can be found at: <https://www.jccmi.edu/wp-content/uploads/StudentCodeOfConduct.pdf>

Class Procedure

1. It is the responsibility of the student to prepare for and attend all class sessions.
2. All students are required to have a textbook and bring it to every class.
3. Every student is expected to make a positive contribution to the class by joining in the discussions, asking questions or offering pertinent opinions on the subject matter being discussed.
4. When another student or the instructor is presenting or responding to a discussion question be courteous by listening. (don't hold side conversations with someone else). You may be asked to leave class if it continuously interrupts the learning process.
5. We will have 1 scheduled bathroom breaks during the class period.

Course Components

EXAMS: There will be two exams a midterm and a final exam will test students' understanding of the materials discussed in class and in the assigned readings.

KEY TERMS & CHAPTER REVIEW QUESTIONS: Students will define key terms from the chapter. They will give a one (1) paragraph written summary of the chapter. The goal is for students to apply the information discussed to real-world situations and concepts presented in the course.

Presentations: Students will work in assigned group and/or individually give a presentation at times. There will be presentations required throughout the duration of the course as part of a group and/or individually. One to five minutes in length.

Assignments/Projects: Students may have projects that will engage them and put them in the shoes of an executive, manager, business owner, or individual that is planning their personal finances and retirement goals

CLASS DISCUSSIONS/ PARTICIPATION/ACTIVITIES: Throughout the semester, students are expected to be prepared to discuss issues relevant to the course and to participate in team exercises. For these exercises, students will be required to be actively involved to receive credit – i.e. making substantive comments, answering questions, and preparing short presentations. Points will be awarded by the instructor based on individual and group participation. Students should bring their textbook to class as part of their participation grade. Material for in-class assignments can be found at the conclusion of each chapter

Course Outline

**All homework Assignments will be completed and due by the next class meeting*

WEEK #	DATE	TOPIC	ASSIGNMENTS/ TEST/COMMENTS
1	7/6/20	Introduction, Course Overview Chapter 1: Overview of a Financial Plan RD- Int & one	Class Activity/ Discussion: Hmwk: Chapter 1 Key Terms & Review Questions The Sampson Case Study Ch 1: pg 26, 27, & 31
		Chapter 2: Planning with Personal Financial Statements RD- two & three	Class Activity/ Discussion: Hmwk: Chapter 2 Key Terms & Review Questions The Sampson Case Study Ch 2: pg 59, 64, 65, & 66
2	7/13/20	Chapter 3: Applying Time Value Concepts RD- four & five	Class Activity/ Discussion: Hmwk: Chapter 3 Key Terms & Review Questions The Sampson Case Study Ch 3: pg 86, 89, & 90
		Chapter 4; Using Tax Concepts for Planning RD- six and seven	Class Activity/ Discussion: Hmwk: Chapter 1 Key Terms & Review Questions The Sampson Case Study Ch 4: pg 117 & 121
3	7/20/20	Chapter 5: Banking and Interest Rates RD- eight, nine, and summary RICH DAD REFLECTION PAPER DUE	Class Activity/ Discussion: Hmwk: Chapter 5 Key Terms & Review Questions The Sampson Case Study Ch 5: pg 151 & 156
		Chapter 6: Managing Your Money MND-Int, one, and two	Class Activity/ Discussion: Hmwk: Chapter 6 Key Terms & Review Questions The Sampson Case Study Ch 6: pg 176 & 179
4	7/27/20	Chapter 7: Assessing and Securing Your Credit Chapter 8: Managing Your Credit MND- three and four	Class Activity/ Discussion: Hmwk: Chapter 7 & 8 Key Terms & Review Questions The Sampson Case Study Ch 7 pg 203 and 207 & Ch 8: pg 231 & 235
		MID TERM EXAM (Ch 1-6) MND- five and six	MID TERM EXAM Ch 1-6

5	8/3/20	Chapter 9: Personal Loans Chapter 10: Purchasing and Financing a Home MND- seven and eight	Class Activity/ Discussion: Hmwk: Chapter 9 & 10 Key Terms & Review Questions The Sampson Case Study Ch 9 pg 266 and 270 & Ch 10: pg 302 & 308-309
		Chapter 11: Auto and Homeowner's Insurance AM- Part 1	Class Activity/ Discussion: Hmwk: Chapter 11 Key Terms & Review Questions The Sampson Case Study Ch 11: pg 336 & 343
6	8/10/20	Chapter 12: Health and Disability Insurance AM- Part 2	Class Activity/ Discussion: Hmwk: Chapter 12 Key Terms & Review Questions The Sampson Case Study Ch 12: pg 365 and 373
		Chapter 13: Life Insurance	Class Activity/ Discussion: Hmwk: Chapter 13 Key Terms & Review Questions The Sampson Case Study Ch 13: pg 395 and 400
7	8/17/20	Chapter 14: Investing Fundamentals Chapter 15: Investing in Stocks SMM- Part 1 and Overview	Class Activity/ Discussion: Hmwk: Chapter 14, 15, & 16 Key Terms & Review Questions The Sampson Case Study Ch 14 pg 425 and 429; Ch 15: pg 450 & 453;
		Chapter 16: Investing in Bonds	Class Activity/ Discussion: Hmwk: Chapter 16 Key Terms & Review Questions The Sampson Case Study Ch 16: pg 471 & 475-476
		Personal Finance Written Essay Due Course Review	Personal Finance Written Essay Due Course Review

Disclaimer: The Instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course

Attendance Policy

NOTE: THIS MAY BE AFFECTED DUE TO COVID-19

Your participation and attendance are expected weekly. Attendance is counted by your participation and signing of the attendance sheet. Your success will depend upon the time you spend in class. JC administration and the federal government require faculty to file attendance regularly. **Attendance will be taken during each class period. It is expected that each student attends every class session. If you are absent the first class, you may be dropped. If you are absent for three (3) consecutive classes, you will be dropped from the course.**

This syllabus may be amended at any point during the semester. Changes to it will be announced in class and students will be responsible for adhering to those changes. Your grade will be based on the points you earn on exams, quizzes, assignments, projects, presentations, and participation. The grade points assigned are estimates and subject to modification. Exact due dates for assignments, tests, exams, etc. will be announced in class and are included on the Assignment Calendar located at the end of this document.

Final Notes

1. If you are absent from class you are still responsible for all information presented and for turning in, on time, any assignments that are due. It is a good idea to set up one or two “support” class mates to contact for questions and missed information.
2. In the event of a dispute, both students and faculty should follow the JC Conflict Resolution Policy. This policy is in the Student Handbook.
3. Withdrawals from the class must be made prior to the date posted in the current schedule of classes book. Students who stop attending class without completing and filing a withdrawal form will receive a grade of 0.0.
4. To change from Credit to Audit or Audit to Credit, your request must be completed before the end of the ADD/DROP period for the class.
5. Incomplete grades will generally not be issued. Unscheduled surgery, or similar circumstances, are really the only reasons for requesting an incomplete course grade.
6. CENTER FOR STUDENT SUCCESS offers free tutoring and additional services for academic success
7. Students requiring special assistance, including those affected by the Americans with Disability Act should contact the Center for Student Success. This is the first step in acquiring supportive accommodations to help you with your courses.

If Jackson College is to be closed due to weather conditions, local radio stations and the JC web site will announce such closing. It is the personal responsibility of students to evaluate their own conditions and decide whether it is safe enough to travel to and from the campus. Should a class be cancelled, assignments will be due the next