

Syllabus – BUA 111, Personal Finance, 3 Credits

Winter, 2021 Semester. Milan Federal Prison Facility

Paul R. Hanks, Instructor

Dates: 2-1-2021 – 5-1-2021 (JPay address: N/A)

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 ten-unit 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.

Each learning unit 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.

Text

- Personal Finance, 6th Edition
- Author: Madura
- Edition: 6th
- Copyright Year: 2017
- Publisher: Pearson
- ISBN-13: 9780134082561

Required Supplies – a hand-held calculator will be necessary for completing class assignments.

Grading Procedures

Weighting of Grade Categories

Quizzes – 20%; Individual Assignments – 60%; Personal Financial Plan (submitted on or before the final pickup date of course) – 20%.

PLEASE NOTE: ALL WORK YOU SUBMIT MUST BE DONE IN BLACK INK. I will be receiving scans of the work you turn in and these scans can be very difficult to read if not done in black ink.

Grading Scale

GPA	GRADE
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 a grade of 2.0 is required to pass the course.

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:

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.**
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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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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 incomplete grades 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 Management

To withdraw from a course a student must contact their Student Success Navigator. Withdrawing from a course could result in penalties affecting a student's financial aid.

Makeup Policy

Ways that students can manage their enrollment in a course for special circumstances. Includes withdrawal, and audit and incomplete grading procedures.

Academic Advising

It is important to contact your Student Success Navigator 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.

Attendance- Participation Policy

Distance Learning: Just as in a traditional classroom course, regular class participation and keeping up on the reading and assignments is strongly correlated with survival in college. It is my recommendation that you plan to do your assignments and take your exams **BEFORE the last day they are due. If problems occur, there is time to fix them before the deadline.**

In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring student participation on a regular basis and officially reporting student activity throughout the term to assure compliance with college policy and federal regulations. It is imperative that you contact your Success Navigator immediately if you desire to drop or withdraw from the course. Being withdrawn from a course can have an impact on financial aid, billing, athletic eligibility, and housing status. As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you.

Course Structure: the course is built around the following elements:

- 1. The text**
- 2. The course packet, (a printout of power point frames that correspond to the key points in the text).**
- 3. The Homework Packet, (contains all quizzes, all assignments, instructions for the final project, and due dates for all of these).**
- 4. E-mail communication via the JPay system, (Not available at Milan Federal Prison).**
- 5. 10 Video lectures**

The course will be divided into 10 “learning units.”

Learning Unit 1 – Introduction, Chapters 1 and 2

Learning Unit 2 – Chapters 3 and 4

Learning Unit 3 – Chapters 5 and 6

Learning Unit 4 – Chapters 7 and 8

Learning Unit 5 – Chapters 9 and 10

Learning Unit 6 - Chapters 11, 12, and 13

Learning Unit 7 – Chapters 14 and 15

Learning Unit 8 – Chapters 16 and 17

Learning Unit 9 – Chapters 18 and 19

Learning Unit 10 – Chapters 20 and 21

Pickup dates for assigned work from the Homework Packet and the Final Project, (your personal financial plan).

February 11, 2021 – Homework and quizzes for Chapters 1-4

February 25, 2021 – Homework and quizzes for Chapters 5-10

March 11, 2021 – Homework and quizzes for Chapters 11-15

March 25, 2021 - Homework and quizzes for Chapters 16-19

April 8, 2021 – Homework and quizzes for Chapters 20-21

April 30, 2021 – Final Project, (Financial Plan) is due.

