



BUS 121: Personal Finance and Insurance
 7.5 Weeks On-line (3 Credits)

Semester:
Day(s):
Time(s):
Classroom:
Instructor:
Office Hours:
Email:

Prerequisite: Eligibility for Collegiate Math

Course Description

This course presents an analysis of the many financial situations and decisions confronting an individual that will raise consumer awareness. Students learn the proper management of personal income and expenses. Additional topics include cost of credit, budgeting, and individual tax preparation. A focus on financial and retirement planning includes concepts of life, health, homeowners and auto insurance. Students also learn about the various financial products offered by banks, credit unions and financial institutions. Students become aware of the laws that affect them as employees or small business owners.

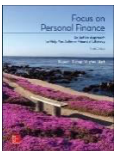


Course Goal

The goal of this course is to introduce students to the fundamentals of finance and risk involved in investment and finance opportunities.



Required Text



Kapoor, J.R; Dlabay, L.R; Hughes, R.J; & Hart, M.M (2019). Focus on Personal Finance (6th ed.), New York, NY: Mc Graw –Hill.

Only need McGraw Hill Connect access card

Student Learning Outcomes

Learning Outcomes

1. Identify macro and micro factors in the business environment that impacts financing and financial planning.
2. Use the concept of Time Value of Money (TVM) to compute the present value (PV) and future value (FV) of investments in stocks, bonds, and real estate.
3. Use contemporary tools to analyze financial statements.
4. Use contemporary budgeting techniques to create comprehensive and specialized budgets.
5. Identify strategies to effective consumer purchasing and managing consumer debt.
6. Identify and explain the principles of taxation and the Internal Revenue Code (IRC).
7. Identifying financing and investment opportunities and the risk and rewards associated with the opportunities.
8. Explain the principles of insurance with reference to life, home, auto, health, and disability.



Grading Policy

Your performance in this course is assessed using multiple, varied methods in the areas listed below and based on the expectations as described in the syllabus and outlined in assessment scoring guides or rubrics. If you do not understand the expectations, it is your responsibility to ask the instructor questions.

Weekly Assignments	30%
Quizzes	20%
Project	15%
Mid Term	15%
Final Exam	20%
Total:	100%

Grading Key

93-100 = A	80-82 = B-	67-69 = D+
90-92 = A -	77-79 = C+	63-66 = D
87-89 = B+	73-76 = C	60-62 = D-
83-86 = B	70-72 = C-	Below 60 = F

Incomplete Grades:

An Incomplete Grade will ONLY be given under extenuating circumstances and if the student has complete at least 75% of the work for the course.

An Incomplete is a temporary grade assigned by the faculty member. Course Incompletes are counted as credit hours attempted but not earned. The student has two (2) weeks from the end of the course to complete all course requirements in order to receive a grade for that course. If requirements are not met, the incomplete will be converted to an "F". Academic standing will be recalculated after the "INC" is replaced with a grade. In both cases the final grade will then be included in calculating the student's GPA and count as credits attempted. In cases where the Incomplete has been issued for a prerequisite course, the student may not be allowed to move on to the higher level course if the Incomplete has not been replaced with a satisfactory grade.



Weekly Assignments (30 %): Students will complete weekly individual assignments to enhance their knowledge of the subject matter.



Weekly Quizzes (20%): Students will complete tests based on assigned course readings. The tests are open-book, but answers may not be shared with others.



Project (15%): Students will complete a comprehensive project based on new knowledge gleaned for the stock market.



Mid Term (15%): Students will complete an examination based on the concepts learned through the first half of the course.



Final Exam (20%): Students will complete a cumulative final exam based on the concepts learned throughout the course.

The Course Outline / Class Schedule contains due dates.

Course Outline / Class Schedule

Week	Topic (s)	Assignments/Readings to be completed before class	Assessment Schedule
Week 1	Financial planning and Time value of money	Chapter 1- Personal Financial Planning in Action	Assignment 1-SMART Goal Assignment 2- Financial Planning Quiz 1 Overview: Final Project
Week 2	Financial Statement Analysis, Budgeting, and Taxation	Chapter 2-Money Management Skills Chapter 3: Taxes in your Financial Plan	Assignment 3 – Assets, Liabilities, & Cashflows Assignment 4 – IRC Code Quiz 2
Week 3	Managing Debt and Consumer Purchasing	Chapter 5: Consumer Credit Chapter 6: Consumer Purchasing Strategies	Assignment 5 – It's my Money Assignment 6 – Debt Management Quiz 3
Week 4	Financial Services institutions and Mortgages	Chapter 4: Financial Services: Savings Plans and Payment Accounts Chapter 7: Selecting and Financing Housing	Assignment 7 -Renting v. Buying Assignment 8- Problematic Institutions Midterm
Week 5	Insurance, Equity and Debt Financing	Chapters 8: Home and Auto Insurance Chapter 12: Investing in Stocks Chapter 11: Investing Basics and Evaluating Bonds	Assignment 9- Insurance & Risk Assignment 10 – Investing in Stocks Quiz 4
Week 6	PowerPoint Presentations Guest Lecture		
Week 7	Final Examination and Final Project		

**This syllabus is subject to change. Changes, if any, will be announced in class and on Blackboard.
Be sure to check Blackboard and your Goodwin email regularly!*

Class Policies



This is a **concentrated program** where we condense 15 weeks into 7 ½ weeks. With this in mind, it is expected that students will:

- Set aside **approximately 9-12 hours** a week for work on this course. That figure allows generous time for readings, written work, projects, on-line discussions and tests. Your actual time may vary depending on reading speed, number of students in the class or group, personal effort toward the subject, etc.
- Routinely check your **Goodwin e-mail account** and the Announcements area on Blackboard for important messages and for communications with classmates.
- Post Discussion Board messages as required by specific course assignments.
- **Complete and submit all assignments on time.**



Blackboard: Blackboard contains class materials such as PowerPoints, worksheets, media, and links for submitting assignments. Be sure to ***check Blackboard often*** to stay up to date on announcements, new course materials, and other important information. .



Late Assignments: Per department policy, all work is expected to be handed in on time. Any work submitted to the instructor after the due date will result in a zero for that particular assignment. Late assignments or make-up exams are not permitted except when there are documented extenuating circumstances (i.e., medical and family emergencies), and the instructor has been notified 24 hours before or after the deadline.

•Late assignments, tests, projects and discussion posts will NOT be accepted except in extenuating circumstances.



Communication and E-mail: Students are expected to communicate in a professional manner (i.e., verbal, written, and electronic). I will send course updates and announcements through Blackboard so please ***check your Goodwin e-mail account regularly***.

Face-Covering and Social Distancing

As a member of the Goodwin University community, you are expected to follow all procedures and practices as



APA Style: This course follows APA style format for all written assignments. All written assignments must be produced using software that is compatible with Blackboard. Assessment of written assignments will include use of APA format, writing, grammar, quotations, and references. Academic Writer is also available at <https://goodwin.libguides.com/academicwriter> to help with APA formatting.



Expectations for Written Work: The following are basic expectations for all written work:

1. One-inch margin for all sides of the page (e.g., top, bottom, left, and right side of the page).
2. The font is 12 point.
3. The paper is double spaced.
4. The first page of the paper includes:
 - ✓ Your full name
 - ✓ The date of submission



Discussion Board Guidelines: There are discussion boards in most weeks. Active student participation will be based upon the following factors:

- Substantially contributes to the discussion by initially answering the question and responding to two (2) other classmates postings (at least three (3) comments) Inspires reply postings from other students. Answers such as "I agree or I do not agree" are not considered substantial postings.
- Demonstrates an understanding of the material.
- Utilizes appropriate grammar, mechanics, spelling and sentence structure.
- **Cite your sources.**
- Illustrate your points with examples.
- Relate personal experiences, but be careful not to release confidential information.
- **You must create your own initial thread in order to view other threads in the discussion board.**

Students must maintain 6 feet social distancing and wear a protective mask or face covering (over both your nose and your mouth) in the classroom and other public locations (e.g., lobby, restrooms, halls, open areas). Instructors will ask those who are not complying with these requirements to leave classroom in the interest of everyone's health and safety. If a student refuses to

comply and leave the classroom, the instructor will call campus security.

Statement of Religious Observances and Holidays

Goodwin faculty are strongly encouraged to plan assignments and examinations with religious observances and holidays in mind. If an examination, quiz, or in-class assignment should occur on a religious observance or holiday, faculty members

are advised to permit students to make up the exam, quiz, or assignment within a reasonable time after the religious observance or holiday. A full calendar of religious observances and holidays can be accessed at <https://interfaithaction.org/calendar/>.

Goodwin College Policies and Services

This course adheres to all policies outlined in the Goodwin College catalog.

General academic policies of Goodwin College may be found on the college web site at and in the college catalog at <http://www.goodwin.edu/academics/catalogs.asp>.

Student services information may be found on the Goodwin College website at <http://www.goodwin.edu/student-services/> and <http://www.goodwin.edu/library/>.