

# Course Syllabus

## Course Information

Course number: Bus 1307  
Course name: Personal Finance  
Semester and year: Spring 2016

## Instructor Contact Information

Instructor name: N. Ryan Richey  
Phone number: Cell - 903.767.1721  
Email: rrichey@jacksonville-college.edu  
Office location: Off Campus  
Office hours: Most anytime through text or e-mail.

## Course Pre-requisites, Co-requisites, and/or Other Restrictions

Students are expected to have basic knowledge and college readiness skills.

## Course Description

Course covers topics to include personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or owning a home, wills and trusts.

## Student Learning Objectives/Outcomes

Course Subject Matter: Includes foundations of financial planning, managing basic assets, managing credit, managing insurance needs, and managing investments.

Reading: Students are assigned readings from the text that require developing an understanding of the material.

Writing: Additionally, students are expected to prepare an answer to a question posed each week in the weekly forum.

Critical Thinking: Critical thinking exercises are an integral part of the learning process in this class. Questions that develop critical thinking skills are answered over weekly readings and are prepared by students who present their findings to the class in the form of questions answered in the weekly forum.

Computer Use Skills: Students will use computer skills to perform tasks required for a class using the online format.

This course is designed to familiarize the student in personal finance, including financial planning, managing cash, utilizing insurance to protect assets and health, and using different investment methods to provide for retirement and preserving an estate. The course will help students understand and appreciate personal finance. By the end of the semester, the student should be able to satisfactorily complete the learning objectives with a minimum of 70% competency.

1. Explain the personal financial planning process and how proper planning will improve one's standard of living.
2. Understand how using and analyzing financial statements aid in and budget process.
3. Understand federal income tax principles, including gross income, deductions, exemptions, tax credits, and tax rates.
4. Explain the role of cash management in personal finance, including maintaining a checking account, establishing a savings program, and how they affect large asset purchases. Understand how to protect those assets with insurance.
5. Understand the rewards and objectives of investing in the securities market, including stocks and bonds, and how to properly plan for retirement and estate planning and how to preserve the estate.

### **Course Philosophy**

The instructor will make specific efforts toward integration of Christian faith within the teaching/learning process.

### **Required Textbooks and Materials**

PFIN : Personal Finance (current edition is 4<sup>th</sup> edition) – Lawrence Gitman, Michael Joehnk, and Randall Billingsley

### **Suggested Course Materials**

Documents must be submitted using MS Office applications; these programs are available in the library and/or computer labs on campus.

### **Assignments & Course Calendar**

Due dates of assignments and test dates will be announced at least one week prior to the event.

## **Grading Policy**

Grades will be calculated in the following manner:

### **TESTS**

Test 1 Midterm 25%

Test 2 Final 25%

Aplia 40%

Participation 10%

## **Course & Instructor Policies**

Students are expected to adhere to the Honor Code which can be found on MOODLE.i

Read your text assignments so that you can actively participate in online discussion, are prepared for Aplia and tests.

Do not plagiarize. It is immoral and will not be tolerated. Do not copy someone else's work and claim it as your own. If/When you are caught, you will receive an F on the assignment which could cause failure of the class.

This is a college class and you are an adult. You are expected to do your own work. Cheating will not be tolerated. Severe infractions will typically result in failure of the course. Students may be asked to sign an honesty statement.

Students must turn in files in a MS Office format, not Word Perfect or DOS.

Late work will only be accepted in extreme cases. Late penalties of 10% of the original score per day will be deducted.

Students are encouraged to participate in online activities. A portion of your grade depends on your participation. Missed exams may only be made up in extreme circumstances at the discretion of the instructor. Too many absences may result in the student being dropped by the instructor. Students will have attendance counted by being engaged in Aplia for the weekly assignments and in occasional discussion board posts on MOODLE (such as the Introduction forum).

If a student has a disability that qualifies under the American with Disabilities Act (ADA) and requires accommodations, he/she should contact the Academic Dean for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact the Academic Dean if they are not certain whether a

medical condition/disability qualifies. The Academic Dean's office is located in the northeast corner of the Meadows building. The phone number is 903.586.2518.

This syllabus is a general outline of the course. It is subject to change due to extenuating circumstances. Students must print, sign and date, and e-mail the syllabus acknowledgement.

To enroll in Aplia:

Follow the instructions posted on MOODLE.