COURSE SYLLABUS

Personal Finance BUSI 1307.73427 (Sustainability Theme) 🌿
Spring 2015
Business/ Information Technology Center
(972) 273-3450/ Room T135
M-R 8:00am-8:30pm, F 8:00-4:30pm

This course syllabus is intended as a set of guidelines for Personal Finance. Both North Lake College and your instructor reserve the right to make modification in content, schedule and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Instructor Information:
Professor: J. Keith Baker, MSFS, MBA, CPA, CFP®
Email: Kbaker1@dcccd.edu
Phone Contact: (972) 273-3467
Room: T-231-C
Office Hours: Tues & Thurs 11:00pm-12:00pm
Virtual Office Hours: Monday & Wednesday 5:00pm-6:00pm
Fri 12:30pm-1:30pm

Course Information:
Course Title: Personal Finance
Course Number: BUSI 1307
Section Number: 73427
Credit Hours: 3
Class Meeting Time: Online M T W TR F

Course Description: Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans.

Course Prerequisites:
None
Required or Recommended Textbooks and Materials:


B. Software Requirements: This course can be accessed from the Internet at http://ecampus.dcccd.edu – use your student ID# [with an e in front] for your username and password. Click on “Tools” and “edit your personal information” by putting in your correct email address. Management on the Internet requires browser software, such as Internet Explorer 7.0 or higher and an email address.

**PROGRAM-LEVEL OBJECTIVES FOR BUSI 1307** develops the following State Curriculum Outcomes as defined by the Texas Higher Education Coordinating Board.

- **Program-Level Outcome 1: Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
  1. **Written**: Process and produce effective written communication adapted to audience, purpose, and time constraints.
  2. **Visual**: Effectively interpret visual images or produce effective visual images.

- **Program-Level Outcome 2: Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

- **Program-Level Outcome 3: Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

**COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR BUSI 1307** supports the following learning outcomes until they are finalized by the Texas Higher Education Coordinating Board that will be enumerated in a future ACGM – Academic Course Guide Manual.

**Learning Outcomes**

Upon successful completion of this course, students will:

1. List and discuss the fundamental economic considerations that affect decision making in personal finance.
2. Describe how work, career management, and education can determine income level and impacts on their standard of living.
3. Describe the elements of successful financial planning including budget implementation and record keeping to track income expenditures and how to use these for the calculation and filing of income taxes.
4. Discuss the role and elements of an income statement, balance sheet, and cash-flow statement.
5. Describe the steps in making purchasing decisions including buying vehicles and other expensive products and being aware of major consumer protection laws and major types of consumer fraud.
6. Decide whether rented or owned housing is better financially and personally and the financing options available such as conventional and government mortgages.
7. Describe and calculate auto liability claim coverage and how deductible affect claims on homeowners or renters policies.
8. Distinguish between the various types of financial services firms and the services they provide.
9. Describe the role of credit, including calculating its cost (interest) on various types of credit like credit cards, home equity lines of credit.
10. Distinguish among the various types of life, disability and health insurance costs and coverages.
11. Describe the factors that affect the rate of return on investments.
12. Identify the major factors for investing in stocks, bonds, mutual funds, real estate, and other investment opportunities.
13. Determine retirement income needs and distinguish among the various types of income.
14. Describe the appropriate ways to transfer an estate to heirs and any impacts of estate or inheritance taxes assets to be distributed to heirs.
15. Describe how trusts can be used to transfer assets and possibly reduce estate taxes.

3 of above Learning Outcomes and their Assessment

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>Assessment</th>
<th>Program Level Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>#2</strong> Students will learn how to do comparative analysis for purchases and employment compensation with the use of Present Values and other analysis techniques.</td>
<td>Completed Homework Assignment from Chapter 2</td>
<td>1.1, 2, 3 (Page 2)</td>
</tr>
<tr>
<td><strong>#7</strong> Students will learn how liability ratings work for auto insurance and how deductibles affect property damage claims on homeowner’s policies.</td>
<td>Completed Homework Assignment from Chapter 10</td>
<td>Program Level Objective 1.1, 2, 3 (Page 2)</td>
</tr>
<tr>
<td><strong>#6</strong> Demonstrate the various differences in the way that a health care policy will reimburse a insured person considering deductibles and co-payments.</td>
<td>Completed Homework Assignment From Chapter 11</td>
<td>Program Level Objective 1.1, 1.3, 2, 3 (Page 2)</td>
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</tbody>
</table>

SCANS (Page 4) Workplace Competencies
- C1.1, C3.1, C3.2, C3.3, C4.1, C5.1, C5.2
- F6.1, F6.2, F6.3, F7.1, F7.5, F7.6, F8.1, F8.4

Foundation Skills
- F6.1, F6.2, F6.3, F7.3, F7.4, F7.6
SCANS Competencies

| Resources | C1.1, C1.3 | Manages Time  
| Manages Material and Facility Resources |
| Interpersonal | C2.1, C2.2, C2.4, C2.5 | Participates as a Member of a Team  
| Teaches Others  
| Exercises Leadership  
| Negotiates to Arrive at a Decision |
| Information | C3.1, C3.2, C3.3 | Acquires and Evaluates Information  
| Organizes and Maintains Information  
| Uses Computers to Process Information |
| Systems | C4.1 | Understands Systems |
| Technology | C5.1, C5.2, C5.3 | Computer Hardware, Computer Software, Internet Technologies |

SCANS FOUNDATION SKILLS

| Thinking Skills | F7.1, F7.2, F7.3, F7.4, F7.5, F7.6 | Creative Thinking, Decision Making, Problem Solving, Mental Visualization, Knowing How to Learn, Reasoning |

Please go to [http://www.NLCcc.edu/mkt/scans.htm#whatis](http://www.NLCcc.edu/mkt/scans.htm#whatis) for a complete definition and explanation of SCANS. This list summarizes the SCANS competencies addressed in this particular course.

GENERAL COURSE ORGANIZATION/OUTLINE:

1. To provide a review of the basic concepts of personal financial management.
2. To provide sufficient competency in basic concepts of personal financial skills to allow the student to apply the learned skills in every day life.
3. To provide students with the ability to develop self-direction and a sense of responsibility to identify personal financial goals.

MEANS OF ASSESSMENT/ STUDENT EVALUATION:

Each student will be evaluated upon his or her progress toward the course objectives as outlined above. This evaluation will be based upon effective participation, fulfillment of assignments, and regularly scheduled examinations during the class.

Exam 1 - 2 (100 each)  
*Chapter Quizzes (Best 10 of 14)  
Homework Assignments – are 20% of your grade  
Must be “Turned in by Student” for credit  
Ten Top Scores out of 14 possible 10 point attempts  
Final Exam  
______________  
Total 500 points
Note: The instructor reserves the right to modify the course requirements, assignments, grading procedures, and other related policies as circumstances so dictate.

GRADING SCALE:

A = 450 – 500 Points  
B = 400 – 449 Points  
C = 350 – 399 Points  
D = 300 – 349 Points  
F = 0 – 299 Points

Test Dates & Times:

Discipline/ Course/ Department/Policies:

BUSI 1307.73426 College Credit Course ID  
Spring 2015

Every Week Students Should Read The Chapters Assigned Below.  
Every Week Students Should Take The Quizzes Assigned For That Week And Complete Them Online.  
Every Week Students Should Complete The Financial Planning Problems At The End Of Each Chapter  
And Send Their Answers To Professor Baker As a Attached WORD Document to KBAKER1@dccc.edu.  
At Least Ten Of These Homework Assignments Must Be Completed.  
Prior To Taking Quizzes or Tests Students Should Review The Video Lecture PowerPoint Slides For Each Chapter They Received In The Mail From North Lake College.

Students Should Take Quizzes Online No Later Than the Dates Schedule for In Class Exams as Indicated Below – They Can Be Taken Sooner.

<table>
<thead>
<tr>
<th>WEEK</th>
<th>TOPIC</th>
<th>CHAPTER</th>
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<tbody>
<tr>
<td>1</td>
<td>Personal Financial Basics/Intro to Financial Planning</td>
<td>1</td>
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<tr>
<td>1</td>
<td>Financial Aspects of Career Planning</td>
<td>2</td>
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<tr>
<td>2</td>
<td>Money Management Strategy (Budgeting)</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>Planning Tax Strategy</td>
<td>4</td>
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<tr>
<td>3</td>
<td>Financial Services: Savings Plans &amp; Payment Accts.</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Introduction to Consumer Credit</td>
<td>6</td>
</tr>
<tr>
<td>4</td>
<td>Choosing a Source of Credit</td>
<td>7</td>
</tr>
<tr>
<td>5</td>
<td>Purchasing Strategies - Test 1 (CH 1 – 6)</td>
<td>8</td>
</tr>
</tbody>
</table>

Planned to take place on February 26th, 2015
INSTITUTIONAL POLICIES

DCCCD EMERGENCY OPERATING PROCEDURES
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

ACADEMIC DISHONESTY
The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion".

1) The Vice-President of Academic & Student Affairs may initiate disciplinary proceedings against a student accused of academic dishonesty.

2) Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.

3) Cheating on a test includes:
   a) Copying from another student’s test paper;
   b) Using, during a test, materials not authorized by the person giving the test;
   c) Collaborating with another student during a test without permission to do so;

Schedule or Syllabus subject to change by instructor.
d) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test.
e) Substituting for another student, or permitting another student to substitute for you to take a test; and
f) Bribing another person to obtain an unadministered test or information about an unadministered test.

4) “Plagiarism” means the appropriation of another’s work (ideas and/or words) and the unacknowledged incorporation of that work in one’s written work offered for credit. Quotes not identified as quotes constitute a form of plagiarism even if the borrowed ideas are documented.

5) “Collusion” means an unauthorized collaboration with another person in preparing written work offered for credit.

Academic dishonesty may result in the following sanctions, including, but not limited to:
1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S)
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT (A430)
North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student's choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College’s Disability Services Office in person (A430) or by phone at 972-273-3165. http://www.northlakecollege.edu/resources/disability.html

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

ADMINISTRATIVE WITHDRAWAL
Students with valid extenuating circumstances may be eligible for an administrative withdrawal by the Dean of the Division in which the course or courses are taught. An administrative withdrawal will not be awarded to students who simply fail to withdraw prior to the last day to receive a “W.” The request for an administrative withdrawal must be made in writing to the Dean of the Division with any supporting documentation attached. This must occur before the last official day of the semester.

**DROP POLICY**

If you are unable to complete this course, you must officially withdraw by:

**Thursday - April 16, 2015 in the Regular 16 Week Spring Semester from (Jan. 20th, - May 14th)**

Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to: [http://www.DCCCD.edu/thirdcourseattempt](http://www.DCCCD.edu/thirdcourseattempt).

**STOP BEFORE YOU DROP**

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: [https://www1.dcccd.edu/coursedrops](https://www1.dcccd.edu/coursedrops).

**FINANCIAL AID STATEMENT**

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate are also subject to this policy.

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at: [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**COUNSELING SERVICES (A430)**

Counseling services for personal issues are provided to all students currently enrolled at North Lake College. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters) at no charge. With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A 430.

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The Academic Skills Center (ASC)The ASC is designed to provide the following assistance
to students:

- An ESOL lab with computer access.
- Free tutoring for students enrolled in foreign language courses.
- The iRead Lab offers individual and small group tutoring, as well as workshops, to help current students improve their reading, study, and test taking skills.
- The Writing Center to help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, and improve their writing skills.
- The Online Writing Lab (OWL) allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus.
  - After logging on to eCampus, click on the Community Tab at the top.
  - Type “Owl” in the search field and click “Go.”
  - Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.”
  - Once enrolled, students can receive services from the OWL.
- The Blazer Internet Lounge with 12 computers, additional open seating, and WiFi Internet access.

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.

TESTING CENTER (A 425)
Monday-Thursday: 8:30 a.m. – 8:00 p.m.
   No tests will be issued after 7:00 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 8:00 p.m.
Friday-Saturday: 8:30 a.m.-3:30 p.m.
   No tests will be issued after 2:30 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 3:30 p.m.
Sunday – CLOSED

If your instructor requires you to complete an exam in the Testing Center, be sure to have the following information when you request you test:

1. Instructor’s name
2. Subject, course number, and section number (exp: Speech 1311.7011)
3. Exam number (1st, 2nd, 3rd, etc.)
4. Exam deadline (Get this information from your instructor. The testing staff cannot look up this information on computers).

You should also bring the following supplies:
1. Pencil
2. Scantron answer sheet
3. A Test Request Form must be completed before entering the Testing Center.
5. Government or school issued photo identification is required & enforced.

You may not bring personal items into the Testing Center. This includes bags, cell phones, and pagers.

Please show courteous and cooperative behavior while using the services provided by the Testing Center.

DO NOT bring children to the Testing Center. You must make arrangements for the care of your children prior to your exam date. The police department will be notified of any unattended children.

DO NOT take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test.

Questions? Please visit the Testing Center (A 425) or call 972-273-3160.

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