INSTRUCTOR INFORMATION: Instructor: Ronald Schmidt  
Office Hours:  
Mon & Wed 1:30-2:30  
Tues & Thurs 1:30-3:00  
Office: M101  
Telephone: 972-860-4170

INSTRUCTIONAL ASSOCIATE: IA:  
Lab Hours:  
Telephone: Office Hours:

If you need an appointment to discuss the course, please contact me at ____________________.

NOTE: The instructor reserves the right to modify the course requirements, assignments, grading procedures and other related policies as circumstances so indicate.

TEXTBOOK:

ISBN # 0-471-39322-3

CATALOG DESCRIPTION:

Personal financial issues are explored. Topics include financial planning, insurance, budgeting, credit use, home ownership, savings, investment, and tax problems.

COURSE OVERVIEW:

The objectives of this course will be accomplished through classroom lecture, class discussion, small group interaction, textbook reading assignments, case problems and class exercises.

STUDENT LEARNING OUTCOMES:

Upon completion of this course the student will have examined the realities of money management. The student will have explored budgeting, insurance, estate planning, real property purchasing, and investment analysis.
Students who successfully complete BUSI 1307 will be able to:

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.
3. Describe the elements of successful financial planning.
4. Implement a budget and record keeping system to track income and expenditures.
5. Discuss the role and elements of an income statement, balance sheet, and cash-flow statement.
6. Describe the characteristics of a smart shopper.
7. Identify and describe the major types of consumer frauds and swindles.
8. Describe the key factors in making informed decisions when buying vehicles and other expensive products.
9. Describe the various options and aids available in the purchase of leisure and recreation experiences.
10. Decide whether rented or owned housing is better financially and personally.
11. Describe the conventional and alternative ways of buying a home.
12. Identify the most important aspects in the process of buying and selling a home.
13. Distinguish between the various financial institutions and the services they provide.
14. Describe the role of credit, cost of credit, the types of credit cards, and what determines credit worthiness.
15. Demonstrate the mechanics of compounding interest and discuss the importance of time and the interest rate in compounding.
16. Describe the factors that affect the rate of return on investments.
17. Identify the major factors for investing in stocks, bonds, mutual funds, real estate, and other investment opportunities.
18. Distinguish between the three major sources of health care protection.
19. Describe the types of medical costs that may be covered by a health care plan.
20. Distinguish among the various types of life insurance.
21. Determine retirement income needs and distinguish among the various types of income options.
22. Distinguish among the appropriate ways to transfer an estate to heirs.
23. Describe the impact of estate and inheritance taxes on assets to be distributed to heirs.
24. Describe how trusts can be used to transfer assets and possibly reduce estate taxes.
25. Describe the nature of progressive income taxes and the marginal tax rate.
26. Identify the steps involved in calculating federal income taxes.
27. Describe strategies to legally avoid overpayment of taxes.
### MANDATORY COMPLETION SCHEDULE

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<td>L-15 Making Your Money Grow: An Overview</td>
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<td>L-20 Life Insurance</td>
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Test #3 Due (L 13-19)  Mini-Project #3 Due

13  L-21 Health & Income Insurance  Ch. 17 pp. 494-510
    L-22 Financial Planning for Later Years  Ch. 18 pp. 515-546

14  L-23 Estate Planning: Tools You’ll Use  Ch. 19 pp. 551-568
    L-24 Estate Planning: Achieving Objectives  Ch. 19 pp. 568-575

15  L-25 Income Taxes  Ch. 20 pp. 579-600
    L-26 Tax Saving Strategies  Ch. 20 pp. 600-611

Test #4 Due (L 20-26)  Mini-Project #4 Due

GRADING SCALE:

A = 720 to 800 points
B = 640 to 719 points
C = 560 to 639 points
D = 480 to 559 points
F = Less than 480 points

GRADING CRITERIA:

1. Required points may be earned in this course through examinations and completing mini-projects.

   A. Examinations - (4) each worth 150 points over the designated learning objectives for the included lessons. Exams will be a combination true-false/multiple choice and essay questions.

   B. Mini-Projects - (4) each worth 50 points. The mini-projects are from a list provided in this syllabus on page 8.
2. Optional points may be earned in this course through extra credit activities such as unannounced quizzes, class projects, group projects, class exercises, and additional case projects. The combination of optional points has a maximum value of 80 points during the semester. These optional points count for you, and not against you.

OPERATING POLICIES:

1. Attendance Policy - Regular and punctual class attendance is expected of all students. You determine how much time you need to spend in order to complete your course work. Keep in mind an average student will spend three hours for every one credit hour of the course. **NOTE:** CLASS ATTENDANCE AND COURSE PROGRESS ARE THE RESPONSIBILITY OF THE STUDENT.

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 after the drop date are also subject to this policy.

2. Examination Policy - Examinations will be given in the Test Center, S080. Examinations should be taken within the time frame on the course schedule. Study and be prepared. Test Center hours are: M-R, 8:00 AM-7:00 PM, F-S, 8:00 AM-3:30 PM. The last test is issued one hour before closing. Prior to testing, you will need to obtain a **Test Permission Slip** from your instructor.

3. Late Work - Mini-projects are due prior to taking the unit tests. No work will be accepted after conclusion of the appropriate test. The last day to turn in any mini-projects, with instructor approval, is the end of the semester.

4. Completing Required Work - All required mini-projects and exams must be completed. **No optional points will be counted if any required mini-project or exam has not been completed for a grade.**

5. Academic Honesty Policy - Scholastic dishonesty is a violation of the Student Code of Conduct: [https://www1.dcccd.edu/catalog/ss/code.cfm](https://www1.dcccd.edu/catalog/ss/code.cfm). All course work in this class is undertaken with the understanding that academic honesty is the only acceptable behavior. Further, it is understood that the instructor sets the standards of academic honesty in the class, determines when these standards have been violated, and determines the consequences of that behavior by the student. The following instances of academic dishonesty will not be tolerated and if committed, will result in a grade of “F” in the course.
   a. **cheating** - intentionally using or attempting to use unauthorized materials, information or student aids in any academic exercise. Specifically:
      1. Copying from another student’s test paper or case problem
      2. Using test materials not authorized by the person administering the test
      3. Collaborating with or seeking aid from another student during a test without permission from the test administrator
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test
6. Substituting for another student, or permitting another student to substitute for one’s self, to take a test
7. Bribing another person to obtain an unadministered test or information about an unadministered test

b. collusion - unauthorized collaboration with another person in preparing work offered for credit i.e., providing exam information to another student, working collectively on assignments intended as individual tasks
c. fabrication - intentional and unauthorized falsification or invention of any information in an academic exercise
d. plagiarism - intentionally representing the words or ideas of another as one’s own in any academic exercise

6. Drop Policy - If you do not wish to complete this course, you are responsible for withdrawing yourself from the class. If you are unable to complete this course you must withdraw from it by the required date. Withdrawing from this course is a formal procedure which you must initiate. The instructor or instructional associate cannot do it for you. You may do this in admissions or counseling. If you stop attending and do not withdraw, you will receive a performance grade, usually an "F". Students sometimes drop courses when help is available that would enable them to continue. If you feel the need to withdraw, please discuss your plans with the instructor or instructional associate.

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

7. Cover Sheet - Each mini-project or assigned work must have a properly filled out cover sheet. Cover Sheets are available in the M & M Center. The cover sheet is to be stapled to the project prior to turning it in for grading.

8. Essay Answer Sheet - The Test Center has specific forms to be used when answering essay questions. Each student will be given three (3) forms when picking up a test. Properly fill out pages per instructions. Do not write on the back. If three pages are not enough, ask an attendant for more.
9. The following lists when there will be no classes, lab is closed and the Test Center is closed:
   March 13-19, 2017 - Spring Break - Campus closed
   April 14-16, 2017 - Holiday - Campus closed

10. Notification of Absence Due to Religious Holy Day(s) - Students desiring to observe a religious holy day, which will result in a class absence, must notify their instructor in writing, for each class, no later than the 15th calendar after the first class day of the semester in which the absence will occur. The student is required to complete any assignments or take any examinations, within a reasonable time, which may have been missed as a result of the absence.

11. Americans with Disabilities Policy Statement - If you feel you may need an academic adjustment (such as help with taking notes, etc.) because of any type of physical disability or learning difference, please contact the Disability Support Services office in Room S136 or at (972) 860-4673 for advisement and counseling.

12. FERPA - The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. More information is available at: https://www1.dcccd.edu/catalog/about/privacy.cfm

Management and Marketing Center Location and Hours
Room: M 206
Hours: M-R 9:00 AM - 3:00 PM, 5:00 PM - 9:00 PM
       F 9:00 AM - 12:00 Noon
REQUIRED MINI-PROJECT

The mini-projects are listed in four groups to correspond to the test lessons. You must complete the mini-project from each grouping for a total of four (4). Each Mini-Project is composed of two (2) cases - do both cases.

Group I - Test #1 - L 1-7 - Problems in Text - Due by designated due date
A. Number Cruncher #1 - Ch 2 - p. 73
B. Number Cruncher #1 - Ch 5 - p. 157

Group II - Test #2 - L 8-12 - Problems in Text - Due by designated due date
A. Number Cruncher #1 - Ch 6 - p. 184
B. Number Cruncher #1 - Ch 10 - p. 265

Group III - Test #3 - L 13-19 - Problems in Text - Due by designated due date
A. Number Cruncher #2 - Ch 12 - p. 330
B. Number Cruncher #1 - Ch 15 - p. 429

Group IV - Test #4 - L 20-26 - Problems in Text - Due by designated due date
A. Number Cruncher #1 - Ch 19 - p. 578
B. Number Cruncher #1 - Ch 20 - p. 614
Receiving Your **Final Semester** Grades:

End-of-semester grades will not be mailed to you by the college.

**INTERNET ACCESS TO GRADES**

Go to the Dallas County Community College District website (http://www.dcccd.edu).

1. Click on eConnect, then select ‘Current Credit Student Menu’.
2. Under the heading ‘My eConnect Account’, select Log In.
3. Enter your seven-digit student ID number (not your Social Security number.)
4. Enter your password or, if this is your first time to use the system, enter your date of birth.
5. Under the heading ‘My Personal Information’, select Check My Grades.
6. Select the term and grade type that you wish to review, then click on ‘Submit’.