



Course Syllabus

BUSI 1307 – Personal Finance

Catalog 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.

Prerequisites: None

Semester Credit Hours: 3

Lecture Hours per Week: 0

Lab Hours per Week: 3

Extended hours: 0

Contact Hours per Semester: 48

State Approval Code: 19.0401.51 09

Class section meeting time:

Alternate Operations During Campus Closure: In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Panola College to move to altered operations. During this time, Panola College may opt to continue delivery of instruction through methods that include but are not limited to: online learning management system (CANVAS), online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Panola College's website (www.panola.edu) for instructions about continuing courses remotely, CANVAS for each class for course-specific communication, and Panola College email for important general information.

Core Components and Related College Student Learning Outcomes

This course counts as part of the academic requirements of the Panola College Core Curriculum and an Associate of Arts or Associate of Science degree. Yes No: If no, skip to Instructional Goals.

The items below marked with an X reflect the state-mandated outcomes for this course **IF this is a CORE course:**

- Critical Thinking Skills – to include creative thinking, innovation, inquiry and analysis, evaluation and syntheses of information
 - CT1: Generate and communicate ideas by combining, changing, or reapplying existing information
 - CT2: Gather and assess information relevant to a question
 - CT3: Analyze, evaluate, and synthesize information
- Communication Skills – to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
 - CS1: Develop, interpret, and express ideas through written communication
 - CS2: Develop, interpret, and express ideas through oral communication
 - CS3: Develop, interpret, and express ideas through visual communication

- Empirical and Quantitative Skills – to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
 - EQS1: Manipulate and analyze numerical data and arrive at an informed conclusion
 - EQS2: Manipulate and analyze observable facts and arrive at an informed conclusion
- Teamwork – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
 - TW1: Integrate different viewpoints as a member of a team
 - TW2: Work with others to support and accomplish a shared goal
- Personal Responsibility – to include the ability to connect choices, actions, and consequences to ethical decision-making
 - PR1: Evaluate choices and actions and relate consequences to decision-making
- Social Responsibility – to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
 - SR1: Demonstrate intercultural competence
 - SR2: Identify civic responsibility
 - SR3: Engage in regional, national, and global communities

Instructional Goals and Purposes:

The purpose of this course is for students to learn about 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.

Learning Outcomes: [from the ACGM catalog]

After studying all materials and resources presented in the course, the student will be able to:

1. Understand how financial decisions made today can affect their future financial stability.
2. Possess the analytical tools they need to think intelligently about personal finance decisions.
3. Use sound reasoning skills in evaluating personal finance alternatives.
4. Be conversant on a variety of personal finance issues.
5. Understand the language and vocabulary of personal finance.

Course Content:

A general description of lecture/discussion topics included in this course are listed in the Learning Outcomes section of this syllabus.

Students in all sections of this course will learn the following content:

1. Personal financial planning process
2. Definition and examples of financial assets, tangible assets, liquid assets, investments, personal property and real property
3. Ten Principles of Personal Finance
4. Relationship between the inflation level and purchasing power
5. Purpose of a balance sheet, income & expense statement, and budget
6. Definition and examples of accounting equation components
7. Calculation and interpretation of solvency, liquidity, savings, and debt service ratios
8. Preparation of a budget
9. Solving personal financial questions using future value of a single sum, present value of a single sum, future value of an annuity, and present value of an annuity tables
10. Difference between tax avoidance and tax evasion
11. Difference between marginal tax rate and average tax rate
12. Understanding the basics of completing a form 1040 tax return and supporting schedules

13. Difference between a tax credit and tax deduction
14. Deferring taxes with retirement plans and college savings plans
15. Cash management products offered by financial institutions
16. Definitions of compound interest, simple interest, nominal rate of interest, and effective rate of interest
17. Car purchase considerations
18. Housing alternatives including the decision to rent or buy
19. Benefits and costs of home ownership
20. The home-buying process
21. Mortgage financing options
22. Benefits and problems associated with using consumer credit
23. Understanding what is in a Credit Report and Credit Score
24. Different forms of open account credit
25. Applying for, obtaining, and managing open forms of credit
26. Major types of consumer loans
27. Choosing the best loans by comparing finance charges, maturity, collateral, and other loan terms
28. Benefits of an installment loan
29. Determining the costs of installment loans
30. The concept of risk and the basics of insurance underwriting
31. Primary reasons for life insurance and identifying those who need coverage
32. Calculating how much life insurance you need
33. The advantages and disadvantages of various types of life insurance policies
34. Choosing the best life insurance policy
35. Key features of life insurance policies
36. Major types of health insurance and major private and public health insurance providers
37. Basic types of medical expenses covered by the and policy provisions of health insurance plans
38. Features of long-term care insurance
39. Features of disability income insurance
40. Importance and basic principles of property insurance, including types of exposure, indemnity, and co-insurance
41. Types of coverage provided by homeowner's insurance
42. Types of coverage in a personal automobile policy and choosing the most cost-effective policy
43. Other types of property and liability insurance
44. Choosing a property and liability insurance agent and settling claims
45. The role that investing plays in the personal financial planning process and several different investment objectives
46. Comparison of primary and secondary markets and broker vs. dealer markets
47. How to develop and manage a portfolio of securities
48. Various types of risk to which investors are exposed
49. Merits of investing in common stock and the different types of stock
50. Various measures of stock performance
51. Basic issue characteristics of bonds
52. Different types of bonds, an understanding of how bond prices behave, and how to compute different measures of yield
53. Basic features and operating characteristics of a mutual fund
54. Difference between open- and closed-end funds and various types of fund loads and charges
55. Understanding of variables that should be considered when selecting mutual funds for investment purposes
56. Difference in retirement plans
57. Estimating future retirement fund needs
58. Importance of preparing a will and other documents to protect you and your estate
59. How trusts are used in estate planning

Methods of Instruction/Course Format/Delivery:

For the traditional face-to-face classroom course, teaching approaches are expected to vary with individual instructors who should employ those techniques which work best for them and their students. Although lecture and reading assignments are the primary delivery systems, other instructional techniques may include classroom discussion, audio-visual presentations, speakers, critical thinking exercises, and group activities.

Students are also able to complete the course online. Our online course delivery system is Canvas. An online course in BUSI 1307 at Panola College is designed for students who are capable of the self-discipline necessary in a non-structured situation to complete a three-hour course in one semester. Course content in the online version of BUSI 1307 is the same as those used in the face to face version of the class.

Major Assignments / Assessments:

The following items will be assigned and assessed during the semester and used to calculate the student's final grade.

Participation/Discussions:

A discussion board post will be required for each module. The information and questions posed in these discussions may come from the textbook or an external resource. Students are expected to thoroughly and thoughtfully respond to each discussion. Students will respond in a professional manner and demonstrate their ability to converse/ discuss finance related topics with their peers via comments on peers' posts. Discussions will be available in Canvas.

Assignments:

Application assignments will be given to demonstrate the techniques &/or calculations discussed in the chapter and applied to a given situation &/or student's personal situation. These may be through the My Finance Lab application. It is the student's responsibility to be aware of all course assignment due dates. Assignments not completed by the due date posted in Canvas will not be re-opened. *PLEASE NOTE: ALL quizzes are due at 11:59 PM CST.*

Assessment(s):

Tests will be completed using the My Finance Lab application. Tests will cover important concepts from the chapters covered in the textbook. Tests are delivered using Honorlock, an online proctoring solution offered by Panola College that records the exam session. Any exam incidents will be reported to Panola College faculty. Honorlock is an extension on Google Chrome. Students are expected to complete the tests in the time frame assigned. Tests not completed by the assigned due date and time will not be re-opened. Specific testing/final dates/windows will be posted in Canvas.

Course Grade:

The grading scale for this course is as follows:

- Participation/Discussions – 10%
- Assignments – 45%
- Assessments – 45%

Texts, Materials, and Supplies:

- Textbook: Personal Finance, Student Value Edition Plus **MyLab Finance with Pearson eText -- Access Card Package**, 8th Edition, Keown, Pearson, 2018 ISBN-13: 978-0-13-483021-6

Required Readings:

- The chapters in the textbook.
- Supplemental notes and videos posted in Canvas.

Recommended Readings:

- None

Other:

- Courses conducted via video conferencing may be recorded and shared for instructional purposes by the instructor.
- For current texts and materials, use the following link to access bookstore listings: <http://www.panolacollegestore.com>
- For testing services, use the following link: <http://www.panola.edu/elearning/testing.html>
- If any student in this class has special classroom or testing needs because of a physical learning or emotional condition, please contact the ADA Student Coordinator in Support Services located in the Charles C. Matthews Student Center or go to <http://www.panola.edu/student-success/disability-support-services/> for more information.
- Withdrawing from a course is the student's responsibility. Students who do not attend class and who do not withdraw will receive the grade earned for the course.
- Student Handbook, *The Pathfinder*: <http://www.panola.edu/student-success/documents/pathfinder.pdf>

Academic Integrity:

- Scholastic dishonesty shall include, but not be limited to cheating on a test and plagiarism.
- Cheating on a test shall include:
 - a. Copying from another student's test
 - b. Using test materials not authorized by the person administering the test
 - c. Collaborating with or seeking aid from another student during a test without permission from the test administrator
 - d. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test.
 - e. The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test.
 - f. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
 - g. Bribing another person to obtain an un-administered test or information about an un-administered test.
- Plagiarism shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- Any student caught cheating or plagiarizing work will receive an immediate "0" for the assignment/quiz/test. Depending on the circumstances of the event, a student may receive penalties beyond the "0" grade that may include dismissal from the course or dismissal from the College in those cases warranting the maximum punishment.