



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Personal Finance

BUSI 1307.87

NOTE: This is a 16-week (On-line) course

Brian Johnson

Course Description:

Provides the information and skills necessary for the establishment and maintenance of a sound financial program for individuals and families. Studies include setting goals, budgeting, tax planning, using bank and credit services, making housing choices, buying a car, making property, medical, and life insurance choices, choosing and managing investments, retirement planning, and estate planning

Prerequisites and/or Corequisites:

None

Course Notes and Instructor Recommendations: (Important)

In this internet class we will have several activities every week. First there is reading the textbook, as well as watching or reading instructor notes, and taking quizzes. Second, we have a stock market simulation to participate in. Third, students will interact with each other in a few Discussion Boards (DB) primarily focused on the stock market. Finally, there are 5 assignments to turn in.

We do NOT proceed with chapters 1-18 in order. We will cover chapters 1-13 in order. And we will learn about stocks and investing (chapters 14-17) from the beginning of the course as well.

It is important to note that some material is harder and or more interesting than other material. I spend more of my effort helping you to understand those harder concepts, like stock market investing. Students will likely need the explanations for these topics and will benefit from instructors experience in these areas. Simpler topics like what is a checking account and an interest rate are well covered in the book. Students will not need my help with those simpler concepts. Therefore less of my effort is devoted to those topics.

Note: Attendance and participation in this class is demonstrated through timely and regular completion of Assignments, Quizzes, and the DB.

Required Text & Materials:

Students need to get the e-book **with software code** for Madura, Personal Finance, 7th edition from Pearson. It is available in the MCC bookstore or directly from Pearson (through the Brightspace link).

Title: Personal Finance

Author: Madura

Edition: 7th edition

Publisher: Pearson

ISBN:

[MCC Bookstore Website](#)

Instructor Information:

Instructor Name: Brian Johnson

MCC E-mail: bjohnson@mclennan.edu

Office Phone Number: 254-299-8699

Office Location: MAC 214

Office/Teacher Conference Hours:

Mon 3:30 – 4:30 PM, and 4:30 – 5:30 PM (On-line)

Tuesday 9:30 - 11:00, 2:30 – 3:30 PM

Weds 3:30 – 4:30 PM

Thursday 9:30 - 11:00, 2:30 – 3:30 PM

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at

<http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)
(www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Methods of Teaching and Learning:

Class time will be primarily lecture. A stock market simulation, assessments, and class discussions will occur on-line on the class Brightspace page.

Course Objectives and/or Competencies:

Upon successful completion of this course, the student should be able to:

Establishing a Personal Financial System

1. List the three elements of a properly defined financial goal and formulate personal financial goals.
2. Establish and maintain a personal financial record keeping system.
3. Prepare a personal balance sheet and a cash flow statement for individuals.
4. Set up a personal budget.
5. Use present value tables and future value tables to calculate the savings required to reach financial goals.
6. Calculate the estimated income tax liability for the coming year.

Using Banks and Other Credit Resources

7. Analyze the advantages and disadvantages of various accounts offered by banks, savings & loans, and credit unions.
8. Discuss the proper use of credit and inappropriate uses of credit.
9. Explain the difference between a simple interest loan and an add-on interest loan.

10. Amortize a simple interest loan.

Making Major Purchases

11. List advantages and disadvantages of renting housing.

12. List advantages and disadvantages of owning housing.

13. Discuss the process of buying a house and explain the typical cost components of a house purchase.

14. Calculate the after-tax cost of buying a house.

15. Discuss the recommended steps to buying a new car.

Making Insurance Choices

16. Explain the concept of risk management through insurance.

17. Identify the typical elements of a property insurance policy.

18. Identify the major policy provisions of a medical insurance plan.

19. Explain the differences between a traditional medical insurance plan, a health maintenance organization plan, and a preferred provider organization plan.

20. Explain the nature of a disability insurance plan.

21. Contrast a term life insurance policy and a whole life insurance policy.

22. Identify the typical features of a life insurance policy.

Managing Investments

23. Explain the relationship between investment risk and the expected return of an investment.

24. Contrast lending investments and equity investments, and identify typical lending and equity investments.

25. Discuss the nature of bonds and stocks.

26. Explain the relationship between bond prices and interest rates.

27. Discuss the nature of mutual funds, and list the advantages of investing through mutual funds.

28. Explain the difference between load mutual funds and no-load mutual funds.

29. List advantages and disadvantages of investing in real estate.

30. Identify several vehicles for investing in real estate.

31. Discuss the advantages and disadvantages of investing in collectibles and precious metals.

Retirement and Estate Planning

32. Discuss the rules for qualifying for Social Security benefits.

33. Discuss the benefits of tax-qualified retirement plans.

34. Explain the benefits and limitations of an Individual Retirement Account (IRA).

35. Define key terms regarding wills.

36. Explain the nature of a trust and list advantages of a trust.

37. Discuss the nature of the federal transfer tax on gifts and estates

Students should be able to establish a personal financial system, make major purchases, evaluate insurance choices, and have a general understanding of investment alternatives, and retirement and estate planning.

Course Grading Information:

There will be ten (10) quizzes, one (1) mid-term Exam, and a Final Exam. The weighting of assignments will be as follows:

Stock Market Project	10%
Discussion Board (DB)	10%
Assignments	18%
Quizzes	30%
Mid-term Exam (chaps 1-8)	14%
Final Exam (chaps 9-18)	<u>18%</u>
	100%

Course Outline or Schedule:

Week 1-2

- 1) Read chapters 1 in your textbook
- 2) Do Assignment #1
- 3) Take Quiz #1 (Orientation quiz) and Quiz #2 at MyLab Finance
- 4) Watch the 2 short video lessons ([Intro](#) and [Overview](#)).
- 5) Then participate in Discussion Board (DB) #0 (Meet & Greet)
- 6) Do (or begin) Assignment #2 Stock game. Watch video on the stock game, then Open an account in our play money stock simulation.

Week 3-4

- 1) Read chaps 2, 14, and 15
- 2) Read [Short Lesson On Budgeting](#)
- 3) Do Assignment #3 (Budget and balance Sheet)
- 4) Do quiz #3 at MyLab
- 5) Do DB 1: Reading stock quotes

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Week 5-6

- 1) Read Instructor Insights: PV and FV and Taxes
- 2) Read chapters 3, 4, in your text.
- 3) Take Quiz #4 and #5 at MyLab Finance
- 4) Watch the 2 video lessons (reading a stock page and part II).

Week 7-8

- 1) Read Investing vs Gambling, MF & ETFs, and Stock Market rules of Thumbs
- 2) Read chapters 5-8, and 15
- 3) Take Quiz #6 at myLab Finance
- 4) Take Exam #1 (chapters 1-8) at MyLab Finance
- 5) Play in the stock game

Week 9 – 10

- 1) Read chaps 16, 17
- 2) Do DB 2
- 3) Do Assignment #4

Week 11-12

- 1) Read Instructor Insights: on Car Insurance and Buying a Car/House
- 2) Read Chapters 9, 10
- 3) Take Quiz #7 and #8 at MyLab Finance
- 4) Play in the stock game

Week 13-14

- 1) Read MF & ETF
- 2) Read Chapters 11, 13,
- 3) Take Quiz #9 at MyLab Finance
- 4) Do Assignment #5 (Reflection)

Week 15 - 16

- 1) Read chaps 18, 19
- 2) Do Quiz #10
- 3) Do Assignment #6
- 4) Review for Final Exam. **Take Final Exam.** It will be available from Aug 9th at 12 noon through Tuesday Aug 13 at 12 noon.

Late Work, Attendance, and Make Up Work Policies:

Work is to be turned in according to the “finish” date on the course schedule. The student may turn in items or attempt tests, quizzes, final earlier than the “finish” or “start” date but should not turn in items or attempt tests, quizzes, final after the “finish” date. Exceptions are at the discretion of the instructor and are based on the attendance/makeup policy in this document. Students must notify the instructor BEFORE the finish date if items are going to be late. Any work turned in AFTER the end of the semester is granted a maximum of ½ of the allotted points.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

* [Click Here for the MCC Academic Integrity Statement](#)

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

Cheating

Cheating will not be tolerated in class. When detected, it will be punished. Cheating will result in a ‘zero’ for the assignment, as well as reporting the incident to the MCC Administration. Although I will try to stop and catch cheating, it is also the responsibility of the students to report it. I will protect the privacy of students who report cheating. Cheating includes, but is not limited to, copying answers from another student, providing answers to another student, and using notes or other aides. To limit the opportunity to cheat on exams, students will not be able to wear hats, or use programmable calculators. In addition, I reserve the right to move students around the room to create space between exam takers. Other rules for exams will be announced immediately prior to the exam. **Cheating will result in a “0” on the assignment. A second instance of cheating will result in a grade of F for the course.**

* [Click Here for the MCC Attendance/Absences Policy](#)

(www.mclennan.edu/highlander-guide/policies)

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

Accommodations/ADA Statement

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX

* [Click Here for more information about Title IX](#)

(www.mclennan.edu/titleix)

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

* *You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*