

**CASPER COLLEGE COURSE SYLLABUS**  
**BADM 1030-N1 Personal Finance**

**Semester/Year:** Fall 2015

**Lecture Hours:** 3

**Lab Hours:** 0

**Credit Hours:** 3

**Class Time:** On-Line

**Days:** On-Line

**Instructor's Name:** Mark Oxley

**Instructor's Contact  
Information:**

**Office Phone:** 268-2414

**Email:**

**Office:** BU 108

[moxley@caspercollege.edu](mailto:moxley@caspercollege.edu)

**Office Hours:** M, T and TH 9:00 – 9:50 a.m. & M, T & TH 2:00 – 3:00 p.m. Fridays are by appointment.

**Course Description:**

**BADM 1030-N1 Personal Finance (3L, 3CR):**

The efficient management of money is a prime requirement for a happy and successful family life. This course is designed to aid the student in planning a program for such major items as inflation, budgeting, insurance, savings and investment, home buying, and income taxes. Recommended as an elective for business and non-business majors.

**Statement of Prerequisites: None**

**Goals:**

The goals of this course are to:

- Demonstrate effective oral and written communication.
- Solve problems using critical thinking and creativity.
- Understand how to accommodate for the factors of risk and inflation in one's personal finances.
- Learn how to create and interpret personal financial statements.
- Set career goals and achieve a basic understanding of the United States Tax system.
- Understand common activities in personal finance such as budgeting, credit management, credit cards, auto purchases, home purchases and insurance.
- To learn how to plan for retirement and the distribution of your estate once you pass away.

**Outcomes:**

At the end of this course the student will have a much better understanding of their personal financial situation and how to plan for a better future. The goals of this class will be achieved when:

- Students will communicate effectively with the instructor and other students by appropriate e-mails and postings as well as communicating appropriately with the instructor during meetings.
- Students will solve problems using critical thinking and creativity as they work through several different possible scenarios that arise when one is dealing with their personal finances.

- Students will learn the importance of the time value of money to adjust for inflation when calculating retirement needs, as well as to learn the importance of having an emergency fund and proper insurance to protect against risks.
- Students will study and create your own personal balance sheet, statement of cash flows and budget.
- Students will define their career goals and practical ways to achieve them. They will also understand the basics of our tax system.
- Students will understand the cost of credit by studying the time value of money and also the transaction and insurance costs of home and automobile ownership.
- Students will be able to plan for their retirement and the distribution of their estate once they pass away by creating a statement of cash flows, understanding the time value of money, retirement needs and how to put together a will.

### **Methodology:**

This class will be taught using the methods of lecture, quizzes, exams and homework. Lecture, quizzes, exams and homework assignments will be based off of the text. Homework, Quizzes and Exams will be taken on-line on CengageNow.

PLEASE NOTE THAT MOST OF YOUR GRADED WORK IS ON CENGAGENOW SO IT IS IMPORTANT TO LOG INTO CENGAGNOW ASAP. To access CengageNow:

1. Click on the CengageNow link in the Moodle classroom. The Moodle classroom is 15/FA\_BADM\_1030\_N1\_Personal Finance.
2. If there are problems with the Moodle classroom, you may access CengageNow directly at: [www.cengagebrain.com](http://www.cengagebrain.com)
3. Once in Cengage Now register with your student access code and use the Course/Section Key: E-24YE56SYUY67X to be enrolled in BADM 1030-N1. When you create your cengage account you will need to affiliate yourself with Casper College to get into the correct section.

### **RETIREMENT PLANNING PROJECT**

There will be a retirement planning project worth 100 points for you to complete. Now more than ever the burden of setting aside enough funds for retirement is on the American worker. This project will help you understand how much you need to systematically set aside to achieve various retirement goals. You will also be asked to explain the many reasons why retirement planning is a higher priority for you and your generation as compared to previous generations.

### **CPAs (Classroom Performance Activities) and CPA forums**

For participation and the CPAs and CPA forums you will get 10 participation points for completing the course and 90 participation points for completing the CPAs and CPA forums.

1. CPAs (a. Give a good faith effort on each and every question. B. Submit your answers through Moodle by the due date) 3 points per CPA.
2. Forums: For every chapter you will be required to answer 2 of the questions you answered in the CPA for the chapter. You must also respond to or add to at least 2 other students' answers. You will be given a maximum of 3 points for each chapter's forum.

\*\*\* At the end of the semester please fill out the student evaluations. Your feedback is valuable as the instructor uses course evaluations in determining course methodology.

**Evaluation Criteria:**

Grading will be determined as follows:

15 homework assignments (1 each chapter) at 20 points each	= 300 points
15 chapter quizzes (1 each chapter) at 20 points each	= 300 points
Retirement Planning Project	= 100 points
Participation - CPAs and CPA Forums	= 100 points
Exam 1 (CHs 1-3)	= 100 points
Exam 2 (CHs 4-5)	= 100 points
Exam 3 (CHs 6-7)	= 100 points
Exam 4 (CHs 8-10)	= 100 points
Exam 5 (CHs 11-13)	= 100 points
Exam 6 (CHs 14-15)	= 100 points

The lowest exam or missed exam will be dropped.

**TOTAL POSSIBLE POINTS: 1,300 points**

**A = (90% to 100%) 1,170 points or above    B = (80% to 89.9%) 1,040 to 1,169 points**

**C = (70% to 79.9%) 910 to 1,039 points    D = (60% to 69.9%) 780 to 909 points**

**F = (59.9% or below) 779 points or below**

**PLEASE NOTE:**

Participation is crucial to your success in this class. Homework, quizzes or exams will be given each week. The instructor reserves the right to accept or reject late work on a case by case basis. Any work received late will receive a minimum of 20% off. In case of an emergency (or unplanned absence- due to emergency) a signed note is required from a physician or other individual involved with the emergency that the instructor can contact. No makeup exams will be given. There are NO EXCEPTIONS to this policy. If an exam must be missed that will be the dropped exam.

**LATE WORK:** The instructor reserves the right to accept or reject late work on a case by case basis. Work that is submitted late is subject to a 20% penalty.

**Required Text, Readings, and Materials:**

Personal FINANCIAL Planning, 13<sup>th</sup> Edition, Gitman, Joehnk and Billingsley,

Also required: Texas Instruments BA II Plus Financial Calculator. (Office Max, Wal-Mart and many other stores sell them for around \$35.00)

**Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.**

**Class Policies:** Last Date to Change to Audit Status or to Withdraw with a W Grade: **Thursday, November 12<sup>th</sup>, 2015.**

**Student Rights and Responsibilities:** Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

**Chain of Command:** If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, then the dean of business and industry, and lastly the vice president for academic affairs.

**Academic Dishonesty - Cheating & Plagiarism:** Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

**ADA Accommodations Policy:** It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If this is the case please contact myself and Brent Heuer at 268-2557 or bheuer@caspercollege.edu.

PLEASE NOTE: We will have one exam worth 100 points for every “Part” of the book. There are 6 Parts that consist of 2 or 3 chapters each.

**Calendar or schedule indicating course content:**

<b>Days of:</b>	<b>Chapter Readings and Assignments</b>
August 24 to August 30	CH 1: Understanding the Financial Planning Process
August 31 to September 6	CH 2: Developing Your Financial Statements and Plans
September 7 to September 13 (Exam 1: CHs 1, 2 & 3)	CH 3: Preparing Your Taxes
September 14 to September 20	CH 4: Managing Your Cash and Savings
September 21 to September 27 (Exam 2: CHs 4 & 5)	CH 5: Making Automobile and Housing Decisions
September 28 to October 4	CH 6: Using Credit
October 5 to October 11 (Exam 3: CHs 6 & 7)	CH 7: Using Consumer Loans
October 12 to October 18	CH 8: Insuring Your Life
October 19 to October 25	CH 9: Insuring Your Health
October 26 to November 1 (Exam 4: CHs 8, 9 & 10)	CH 10: Protecting Your Property
November 2 to November 8 (November 6 Advising Day)	CH 11: Investment Planning
November 9 to November 15 (November 12 – Withdrawal Deadline)	CH 12: Investing in Stocks and Bonds
November 16 to November 22 (Exam 5: CHs 11, 12 & 13)	CH 13: Investing in Mutual Funds and Real Estate
November 23 to December 6	CH 14: Planning for Retirement – Retirement Planning Project Due December 6 at 5:00 p.m..
December 7 to December 17 (Exam 6: CHs 14 & 15)	CH 15: Preserving Your Estate