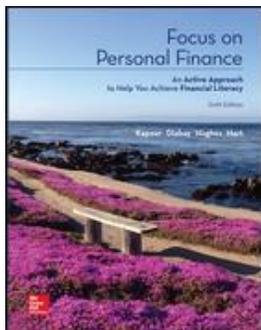


BUSAD 230-Personal Finance

Spring 2021-Sections 8785 and 8786-Online

Instructor: Linda Kropp, MBA



Required Text:

Focus on Personal Finance 6/e with CONNECT access code. By Jack Kapoor, Les Dlabay, Robert J. Hughes, and Melissa Hart. Copyright: 2019, McGrawHill Publishing Company. Bundle ISBN: 9781260584615

Students will **require** an access code for McGrawHill Connect to accompany the text. A bundle containing both the text and access code is available in the Pirate's Bookstore: <http://www.piratesbookstore.com>. *The Pirate's Bookstore price for both the text and access code is a lower price than the access code alone at the textbook website.*

Note: it is very important that you get your textbook immediately in order to be successful in this class. Please do not order your textbook from an unreliable source who cannot guarantee a ship date. Because of the large waitlist for this course, deadlines will not be modified.

Course Description:

An integrated approach to personal finance and financial literacy. Topics are designed to facilitate informed and deliberate decision making, in alignment with personal values, to maximize financial resources throughout the individual's life span. Emphasizes practical decision making using contemporary theory and real world examples while integrating the social, psychological, and physiological context in which financial decisions are made. Topics include common financial issues such as budgeting, career planning, goal setting, purchasing and financing a home and other large consumer purchases, personal risk management and insurance issues, managing credit, investment strategies, as well as tax, retirement and estate planning.

Prerequisites: There are no prerequisites for this course.

Here is my plan for maintaining **Regular Effective Contact** with you throughout the course:

- I will usually post at least one announcement per week with reminders and other notifications about what is happening in the course and/or on campus.
- I may occasionally participate in discussion board assignments with you but usually, I leave those for you to discuss and give my feedback in the grading comments.
- I will provide you with feedback on your assignments. My goal is to do this within one week but occasionally it may take a little longer. Be sure to check the gradebook for my feedback.
- I may message you if I see you are falling behind or if you miss a major exam. Please let me know if you run into difficulties that prevent your submitting your work in a timely fashion.
- I may reach out to you in other ways as well including phone messages and/or email.

Here are the ways you can make contact with me outside of the Canvas learning environment:

Instructor Contact Information:

Regular contact throughout the semester will occur via the Announcement tool in Canvas. Be sure to check the Announcement section in Canvas as least one per week for important information. I can also be reached via phone, email and/or in person during office hours.

Email:

Communication through Canvas is preferred. If you choose to contact me through MJC email (kroppl@mjc.edu), please put “**Busad 230-8785 or 8786**” in the subject line to ensure your email does not get lost in the shuffle. Emails will be returned within 24-48 hours, Monday through Friday, 48 hours on the weekend. If you do not hear back in a timely fashion, please resend your message and/or leave a voicemail.

When communicating via email please include the following information:

Your CLASS and SECTION, Your NAME. It is difficult to answer your question if I don't have this information.

Phone:

You can call my office phone at 209.575.6168 to leave a voicemail. This voicemail goes directly into my MJC email which is checked throughout the day.

Office Hours: Founders Hall 120-D

See Canvas course for Office Hours. Office Hours are kept current in the **Start Here Module** under **Regular and Effective Contact**.

Course Learning Objectives:

Upon successful completion of the Busad 230 course:

1. Assess personal and financial opportunity costs associated with financial decisions.
2. Identify strategies for achieving personal financial goals for different life situations.
3. Create a personal financial plan.

Other learning goals include:

1. Identify consumer values and goals and establish those to which financial well-being is critical throughout the individual life cycle.
2. Evaluate the role of consumerism on personal spending habits and perform a self-evaluation.
3. Identify and assess individual goals and values and analyze income and expenditure alternatives faced in everyday life and the opportunity cost associated with various financial decisions.
4. Demonstrate a sense of responsibility for the effects of their own economic behavior on themselves, their families, and their economic community.
5. Evaluate the consequences of financial alternatives.
6. Develop a career strategy in relation to future economic needs based on current life stage.
7. Design and implement a deliberate financial plan(s) relevant to current, medium, and long-range goals that incorporates an individual's life span.
8. Identify strategies for effective consumer buying and consider consumer behavior based on age and gender.
9. Analyze advantages and disadvantages of using consumer credit.
10. Analyze strategies and practices to maximize investment return while minimizing risk. Consider age, use of funds, individual appetite for risk, and overall financial goals.
11. Evaluate personal risk management methods and insurance options (such as life, disability, health, auto, and long-term care) to minimize risk exposure and achieve financial goals.

12. Estimate retirement needs based on life style and goals and identify common retirement plans to achieve desired level of financial security.
13. Describe estate-planning issues and distinguish between common types of wills and trusts to facilitate distribution of property, guardianship, and/or last wishes.
14. Evaluate the impact of various life stages such as marriage, divorce, retirement, and death on financial planning.

Diversity and Disability:

Disabled Students Services can be found on the web at <http://www.mjc.edu/student-services/disability> . Call 209-575-6225, Fax 209-575-6852 or TTY 209-575-6863. The office can also be reached by email at: mjcdsps@mjc.edu.

Policies and Procedures:

Typical Weekly Schedule

Students are expected to submit assignments on a regular schedule throughout the semester. All assignments are due by 11:59 pm on the Monday after they are assigned. This allows a week to complete the chapter assignments. A typical week will include readings from your assigned textbook and web material through LearnSmart (located in McGraw-Hill Connect), a weekly written assignment relating to the textbook material (located within the discussion area), and an online quiz (located in McGraw-Hill Connect).

LearnSmart Assignments will be submitted in Canvas (Connect). LearnSmart Assignments prepare you for the chapter and should be the first assignment completed for the week. Scores will be available upon completion of assignments. The lowest Connect LearnSmart score will be dropped.

Quizzes will be submitted in Canvas. Scores will be accessible immediately. Feedback is available through Connect the day after the due date. The lowest Connect Quiz score will be dropped.

Discussions will be available during the week that the chapter is assigned and require participation in a timely manner.

The **Unit Tests** will each be available until Friday of the week we submit the last chapter in the Unit. Please plan your schedule to take these exams during that time period. Make-up tests will be available only in extraordinary circumstances and will be subject to a 10% late fee for each day they are late. Contact me as soon as possible if a make-up is requested.

Late work policy

LearnSmart assignments may NOT be turned in late, as they are preparation for the chapter. Discussions are interactive and require participation in a timely manner. Discussions and Quizzes submitted late will automatically be discounted 10% for each day that they are late and can only be submitted late until the Unit Test on that chapter is due. Units will close after the Unit Test and make-ups will be available only under extraordinary circumstances. I do realize that life happens. To this end, the lowest Connect Quiz and Connect LearnSmart score for the semester will be dropped.

Participation:

Federal and state regulations require online students to participate regularly. Any student who does not enter the online classroom and complete the Course Introduction Quiz by Thursday of week one and/or the Week One Assignments by Monday at 11:59 pm of the second week of class will be dropped.

At any point during the semester where a student fails to participate in class-which is defined as **“turning in at least two written assignments (other than a quiz) over a two week period,”** may be dropped from the course (i.e. just taking the quizzes is not enough).

Grading Policy:

Grades will be based upon completion, timeliness and quality of assignments. Grades will be based on the following scale:

Category	Points	Percent	Grade
LearnSmart (homework) Assignments (SB/LS)*	195	90-100%	A
Quizzes*	150	80-89%	B
Discussions/Assignments	275	70-79%	C
Personal Financial Plan	100	60-69%	D
Unit Tests (2 Midterms and Final)	180	0-59%	F
Total Points	900		
*Low score dropped			

Academic Honesty:

Students caught copying, sharing work and/or plagiarizing will receive a failing grade on the assignment/test and in the course, as well as possible disciplinary action from the college.

Plagiarism

Some students have trouble understanding what plagiarism is, so let's get that straight right away. Plagiarism includes copying writing or merely ideas from the published or unpublished work of another person without full, clear acknowledgment of the source. If you paraphrase or summarize what someone else has said, you must acknowledge that source even when you put those ideas into your own words. You are plagiarizing if you cut and paste bits and pieces of writing from the Internet or any other source and make it appear as if you wrote those words (i.e. if you don't use quotation marks and cite the source). Plagiarism also includes copying from yourself--that is, turning in material that you wrote for another class.

In this course, plagiarism detection software may be used on assignments you submit. If you're not sure what plagiarism is, check out the MJC Library "Avoid Plagiarism" page. It includes brief videos and tutorials.

Any assignment where academic dishonesty is involved will automatically receive an F (zero points), which may result in the student failing the course. A report may be filed. For additional information, see the [MJC Standard of Student Conduct webpage](#).

Spring Important Dates:

January 18: Martin Luther King Jr. Day

January 24: Last day to drop without a "W"/Last day to drop and receive a refund

February 12-15: Presidents' Weekend (No School)

February 16: Last day to file for Pass/No Pass

April 5: Last day to drop with a "W"

April 26-May 1: Finals Week

A complete MJC Spring calendar can be found at: <http://mjc.edu/instruction/calendar.php>

Trouble Accessing an Online Class?

If you should have trouble logging into Canvas once the semester has started, contact the Helpdesk by email: <mailto:onlinehelpdesk@yosemite.edu> or by phone: (209) 575-7900 for assistance with your account. The Helpdesk hours are as follows:

Student Helpline during regular MJC business hours: 209-575-7900

Nights and Weekends Helpline for Students: 844-303-8280

Further information can be found at the Helpdesk Webpage at:

<http://mjc.edu/current/student-services/waystolearn/online/index.html>

Schedule at-a-glance:

Week 1	Jan 11-19	Introduction to Financial Planning
Week 2	Jan 19-26	Chapter 1-Personal Financial Planning in Action
Week 3	Jan 26-Feb 2	Chapter 2-Money Management Skills
Week 4	Feb 2-9	Chapter 3-Taxes and Your Financial Plan
Week 5	Feb 9-16	Chapter 4-Financial Services
Week 6	Feb 16-23	Chapter 5-Consumer Credit/ Test Unit 1 (due 2/27)
Week 7	Feb 23-Mar 2	Chapter 6-Consumer Purchasing Strategies
Week 8	Mar 2-9	Chapter 7-Selecting and Financing Housing
Week 9	Mar 9-16	Chapter 8-Home and Auto Insurance
Week 10	Mar 16-23	Chapter 9- Health and Disability Income Insurance
Week 11	Mar 23-30	Chapter 10- Financial Planning with Life Insurance Test Unit 2 (due 4/3)
Week 12	Mar 30-Apr 6	Chapter 11-Investing Basics and Evaluating Bonds
Week 13	Apr 6-13	Chapter 12-Investing in Stocks
Week 14	Apr 13-20	Chapter 13-Investing in Mutual Funds
Week 15	Apr 20-27	Chapter 14-Retirement & Estate Planning
Week 16	Apr 27-30	Final Project-Personal Financial Plan (due 4/28) Test Unit 3 (due 4/30)

This syllabus is subject to change if needed throughout the semester.