

SOUTH PLAINS COLLEGE
COMMON COURSE SYLLABUS: BUSI 1307– PERSONAL FINANCE

DEPARTMENT: Business Administration
DISCIPLINE: Business
COURSE NUMBER: BUSI 1307.451
COURSE TITLE: Personal Finance
INSTRUCTOR: Krishna Hoelscher, Instructor in Accounting and Business Administration
OFFICE: Levelland Campus, Technology Center #104-D
OFFICE HOURS: Monday: 8:00-9:00, 11:00-12:00, and 1:30-3:00
Tuesday: 1:30-3:00
Wednesday: 8:00-9:00, and 11:00-12:00
Friday: 8:30-9:30 and by appointment
TELEPHONE: 806-716-2244 – Leave a message – I am not in my office during the summer, but am able to receive messages.
CLASS E-MAIL: Please use the **Course Messages** option on the "Home Page" control panel within Blackboard for **all** correspondence with me for this course.
EMERGENCY E-MAIL: khoelscher@southplainscollege.edu (**Use for after hours and weekends only**)

I. COVID INFORMATION

If you are experiencing any of the following symptoms please do not attend in-person classes and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Consistent with the latest CDC recommendations, SPC has enacted the following guidelines for students, faculty, and staff who have a known exposure or have tested positive.

- Anyone with a known exposure should wear a mask for 10 days and should seek a COVID-19 test on day five after exposure.
- If you test positive or develop symptoms, you should immediately self-isolate and seek a COVID-19 test.
- Please immediately notify your instructor, supervisor, and DeEtte Edens, Associate Director of Health and Wellness, any time you test positive for COVID-19.
- Anyone who tests positive is required to self-isolate for five days. Following the five-day isolation period, if you are asymptomatic or your symptoms are resolving, you may return to work or class but should wear a mask for five additional days.

If you are still symptomatic, please contact DeEtte Edens at dedens@southplainscollege.edu or 806-716-2376 prior to your return date.

II. COURSE INFORMATION

A. COURSE 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.

B. PREREQUISITE: None.

- C. **CREDIT:** Lecture - 3; Lab – 0
- D. **CORE CURRICULUM:** This course partially satisfies the Core Curriculum Requirement for Social and Behavioral Science Foundational Component Area (080).
- E. **CORE CURRICULUM OBJECTIVES ADDRESSED:**
Communications skills—to include effective written, oral and visual communication
Critical thinking skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
Empirical and quantitative competency skills—to manipulate and analyze numerical data or observable facts resulting in informed conclusions
Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.
Social Responsibility—to include the demonstrated knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
- F. **STUDENT LEARNING OUTCOMES:**
1. Identify the concepts associated with the time value of money.
 2. Identify the differences among various savings and investment programs and classes of securities.
 3. Identify the options for insurance
 4. Describe retirement and estate planning techniques.
 5. Explain the benefits of owning versus renting real property.
 6. Discuss consumer protection legislation.

- G. **STUDENT LEARNING OUTCOMES ASSESSMENT:** This will vary and is geared towards Task Stream and WECM standards. This course will be assessed on an annual basis.

H. **ATTENDANCE POLICY:**

As an online class, students must access the course on a regular basis.

Minimum log in for the course is at least four (4) days per week. Additionally, you should not let more than 72 hours pass without logging in. Students will be administratively withdrawn from class if there is no log in activity for a two-week period and/or no assignments completed during a two-week period.

The Blackboard software used to manage this online course tracks student logins, tracking when and where the student has been in the course. Accessing this course on a regular basis is extremely important in order to meet the objectives of this course. Ideally, students should daily check the semester schedule, e-mail, and also check for announcements and fellow student discussions. This course is not 100% self-paced—**there will be deadlines**. You will feel more at ease with the materials if you stay in touch with what is going on. This course is 3 semester credit hours. For this reason, you should set aside a minimum of 6 hours per week to work on this course. One of the very first things you should do is set aside time each week to work on the class. It is very easy to put off attendance in an online course.

A student who does not meet the attendance requirements of a class as stated, and does not officially withdraw from that course by the official census date of the semester, *may be* administratively withdrawn from that course and receive a grade of “X” as determined by the instructor.

An “F” will not be assigned to any student administratively withdrawn from a course for non-attendance by an instructor.

FINAL DROP DATE: Thursday – April 28, 2022

I. **ACADEMIC INTEGRITY:** It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

J. **PLAGIARISM AND CHEATING:** Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

Plagiarism violations include, but ***are not*** limited to, the following:

- Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail-order term paper mill;
- Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
- Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
- Missing in-text citations.

Cheating violations include, but ***are not*** limited to, the following:

- Obtaining an examination by stealing or collusion;
- Discovering the content of an examination before it is given;
- Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
- Entering an office or building to obtain an unfair advantage;
- Taking an examination for another;
- Altering grade records;
- Copying another's work during an examination or on a homework assignment;
- Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
- Taking pictures of a test, test answers, or someone else's paper.

K. **STUDENT CODE OF CONDUCT POLICY:** Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

L. **DIVERSITY STATEMENT:** In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is but also model society as it should and can be.

M. **DISABILITY STATEMENT:** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance

with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

- N. NONDISCRIMINATION POLICY:** South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.
- O. TITLE IX PREGNANCY ACCOMMODATIONS STATEMENT:** If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To [activate](#) accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, a notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or [email cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.
- P. CAMPUS CONCEALED CARRY:** Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at <http://www.southplainscollege.edu/campuscarry.php>. Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

III. **COURSE STRUCTURE:**

- A. BLACKBOARD - ALL** communication and grades for this course will be conducted through Blackboard. You have many resources available to you for help and you can also contact me by e-mail, telephone, or come by my office.
- B. COURSE MATERIALS:**
- 1. Required Access Code Information**
 - There is **only** an access code required to purchase for this class, **NO** textbook
 - Title: FOUNDATIONS IN PERSONAL FINANCE CODE
 - ISBN #978-1-936948-31-4
 - Access code is available for purchase:
 1. At the Levelland or Reese Center Bookstores
 2. Online through this link: <https://www.daveramsey.com/store/product/foundations-in-personal-finance-college-edition-online-access-voucher-12-chapter>
 - 2. Pen or Pencil**
 - 3. Basic Function Calculator**

III. COURSE EVALUATION:

- A. **ASSIGNMENT POLICY:** Students are required to complete all assignments as assigned by the instructor. Assignments are due by 11:59 p.m. on the date posted on the course schedule/calendar.

Please note that late work/assignments **will not be accepted**. A course schedule is available in Blackboard with all assignments and due dates listed. Any missed assignments will result in a grade of "0." A "0" grade due to an assignment not completed **WILL NOT** be dropped.

All completed chapter assignments will automatically be submitted through BUZZ Software Platform.

GRADING POLICY/PROCEDURES:

NOTE: Course averages are ONLY maintained in Blackboard.

Grades will be determined according to the following scale: A (90-100); B (80-89); C (70-79); D (60-69); F (0-59)

THE FINAL COURSE GRADE WILL INCLUDE:

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| Videos & Video Worksheets | 10% |
| Chapter Activities | 25% |
| Chapter Assignments (Case Studies & Money in Review) | 15% |
| Chapter Quizzes | 10% |
| Exams – There are 4 REQUIRED Unit Exams ***Note: There is NOT a comprehensive final exam*** | 40% |

A score of "0" due to any missing assignments WILL NOT be replaced or dropped.

B. **EXTRA CREDIT:**

There are two extra credit opportunities for a total of 3 points available for this class. Extra credit is offered to the entire class, NOT individual students. All extra credit points will be added to the *final* course average at the end of the semester.

1. **Course Evaluation** – **1 point** will be added to the final course average for completing the course evaluation for this course. The course evaluation will be available at the end of the semester.

2. **Course Assignments** – **2 points** will be added to the final course average for students that complete **EVERY** assignment throughout the **ENTIRE** semester by the required deadline. There are **NO** exceptions for this opportunity.

- C. **OPEN COMPUTER LABS:** There is an Open Computer Lab located on the Levelland campus in the Technology Center. It is available to all students Monday – Thursday from 7:30 a.m. – 4:00 p.m. and Friday from 7:30 a.m. – 12:00 p.m. The lab will close for a 30-minute lunch break. Students wanting to use the computers at the Reese Center or the Lubbock Center will have to check with those campuses to determine their policy for open labs.

- D. **TECHNICAL PROBLEMS/SUPPORT:** If you are having computer problems, please start with the Help link on your Blackboard homepage. Please remember that it is your responsibility to have a backup plan if your computer goes down. **Do not wait until it is a crisis situation. Do not wait until the last minute to turn assignments in, or you may have problems!** If you lose your assignments due to a computer crash, or any other situation, there is nothing I can do about it. Make sure you finish your assignments in a timely manner and **DO NOT** wait until the last minute!

- E. **DISCLAIMER:** This is to notify you that the materials you may be accessing in chat rooms; bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.