

**COURSE NAME: BUS 125-001**

**BUS 125 Personal Finance**

**Sandhills Community College Department of Management and Business Technologies**

**COURSE DESCRIPTION**

**Section:** 001

**Credit hours:** 3

**Lecture hours:** 3

**Lab hours:** 0

**Prerequisites:** Placement into or credit for ENG 111

**Co-requisites:** None

**Course description:**

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. During the course, students will study the key financial aspects in developing a personal financial plan.

**INSTRUCTOR INFORMATION**

**Instructor:** Larry Little

**Office:** 107 Meyer Hall

Sandhills Community College

3395 Airport Road

Pinehurst, NC 28374

**Phone:** 910-639-4856

**Email:** littlel@sandhills.edu

Office Hours: TUES and THU: 6:30AM-7:30AM

Note: If you need to talk with me outside of office hours you may contact me by phone or Email to set up an appointment.

**Department Chair:** Prof. Kirk Lynch \_\_\_\_\_

**MAJOR COURSE GOALS**

Upon successful completion of the course, students will have an understanding of prudent personal financial management, development of financial goals, and the personal financial planning process. Important learning goals for students are:

- Explain the benefits of personal financial planning.
- Identify the key components of a personal financial plan.
- Describe how to create a budget, based on forecasted cash flows.
- Describe how to create a personal balance sheet and determine personal net worth.
- Explain how to determine taxable income, tax liability, and refund or taxes owed.
- Describe the functions of financial institutions.
- Explain how to avoid identity theft.
- Describe types of loans and credit.
- Describe types of individual retirement accounts.
- Explain the use of a will and the need for estate planning.

There is a list of learning goals/objectives in the course assignment section and in the book. Refer to these as you begin each module.

## **GENERAL EDUCATION**

Students who are successful will demonstrate competencies in the following general education areas: social and personal responsibility, communication, critical thinking, and technical literacy.

## **COURSE MATERIALS**

### **Required Text:**

- Title: Personal Finance
- Author: Jeff Madura
- Publisher: Pearson Education, Inc.
- 4th Edition
- ISBN-13: 978-0-13-611700-1

### **Required Text:**

- Title: The Automatic Millionaire
- Author: David Bach
- Publisher: Random
- Paperback: ISBN 0-7679-2382-0 Hardback: ISBN 0-7679-1410-4

These texts are available at the college bookstore or on-line booksellers and local bookstore.

## **COURSE EVALUATION - GRADING POLICY**

### **Grading Scale**

- A = 93-100
- B = 85-92
- C = 77-84
- D = 70-76
- F = Below 70

### **Areas of Evaluation**

Your final course grade will be based upon the following weights for categories of assessments:

Attendance/Class Participation (10%)

Module Worksheet Exercises (5%)

Module Reports (40%)

Module Tests & Final Exam (45%)

### **Major Assignments**

Major assignments in this course will include:

- Reading Assignments
- Class Discussion Assignments
- Writing Assignments

For a more detailed list of your assignments, click the "Module" button at left and look in a specific module folder.

### **Written Module Reports**

The module reports are designed to encourage you to involve yourself in this course. A major consideration in completing these module reports is to ask: Do I personally understand the content of this material being discussed? These reports are designed to help you move from AWARENESS to UNDERSTANDING to APPLICATION.

A module report will be assigned for each of the following modules:

- Chapters 1, 2 & 4
- Chapters 5-8
- Chapters 9-13
- Chapters 14, 17 & 18
- Chapters 19-21

Each module report should be a summary or reflection of the assignment material in your own words. It should be one to two pages in length. For a top grade the report should be well organized, thorough with ideas and/or views well expressed, and grammatically well written with no misspelled or misused words.

Format for module report requires the paper to be typed, well organized, and thoughtfully written

to fully cover the questions and topic(s). Each report should also contain the following information:

- Name and Date
- Report Title
- Course Name (BUS 125-001)

The module report should be turned into the instructor by that module's test day.

### **Tips for Successful Course Completion**

Plan your semester to ensure adequate time to complete assignments. A good rule of thumb is to try and complete your assignments a week in advance. This gives you plenty of time to resolve any potential technical problems you may encounter prior to the stated due date.

Refer to your Assignment Schedule as often as you would like to ensure you are on track with the course requirements.

Anticipate timely feedback from your instructor regarding your assignments.

Monitor your overall progress in the course anytime by referring to the Check Your Grade function under Student Tools.

### **ATTENDANCE and DROP POLICY**

The state auditor requires that the instructor be able to demonstrate that students are participating in the course on a regular basis. All assignments should be completed by the assigned due dates, including reading assignments, homework assignments, and exams. **Late work may not be accepted or may result in a grade penalty.**

- **Adding and Dropping Courses:** A student may add a course with permission of the advisor through the second day of the semester. After that point, permission of the advisor and the instructor is needed in order to add a course. A student may drop a course at any time until March 23, 2012 by completing an official drop form, obtaining the signatures of the advisor and the instructor, and filing the form with the registrar. Students who stop attending class without officially dropping the course may receive a failing grade in the course.
- **Withdrawal from a Course, Program, or the College:** Emergency situations may arise after the no-penalty drop period whereby students must leave involuntarily. In this case, the student may withdraw from the course by completing a withdrawal form. The student must secure the instructor's signature on the withdrawal form. This form must be completed and filed with the registrar. Students who are passing at the time of withdrawal may receive a grade of WP. Students who are failing at the time of withdrawal may receive a grade of FW. Students who stop attending class without officially withdrawing from the course may receive a failing grade in the course.
- **Instructor-Initiated Drop.** In this course, attendance will be recorded and if you miss two weeks of class FOR ANY REASON between August 20, 2012 and October 31, 2012

(last day to drop), you may be dropped from this course. Arriving late and/or leaving early will also be counted as absences (3 tardies/earlies = 1 absence). While a 'Drop' does not affect your GPA, it may affect your financial aid. After October 31st, it will be your responsibility to officially withdraw from this course. In this case, you will receive a WP or a FW depending on your 'average' at the time of withdrawal. That average will include zeroes for any missed work. If you do not officially withdraw, you may receive a grade of F for this course.

## **COURSE SCHEDULE**

### **Weekly Breakdown**

Week 1 Introduction to the Course / Icebreaker

Week 2-4 Part I: Tools for Financial Planning (Chapters 1-2 & 4)

Week 5-7 Part II: Managing Liquidity & Personal Financing (Chapters 5-8)

Week 8-10 Part III: Financing and protecting Wealth (Chapters 9-13)

Week 11-13 Part IV: Personal Investing (Chapters 14, 17, & 18)

Week 14-15 Part V: Retirement/Estate & Financial Planning (Chapters 19-21)

Week 16 Final Exam (Chapters 1-2, 4-14, and 17-21)

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A personal finance expert explains when it's a good idea to stop making credit card payments. Paying off your credit cards shouldn't be a priority if you're struggling financially, according to personal finance expert Michelle Singletary. Personal Finance 2021-05-18T15:40:05Z. When the pandemic shut down in-person yoga and Reiki, the author had to pivot to teaching online. It ended up being just what she needed. Personal Finance 2021-05-17T15:27:44Z. Personal finance is about meeting personal financial goals, whether it's having enough for short-term financial needs, planning for retirement, or saving for your child's college education. It all depends on your income, expenses, living requirements, and individual goals and desires—and coming up with a plan to fulfill those needs within your financial constraints. Hello, Personal finance is the application of the principles of finance to the monetary decisions of an individual or family unit. It addresses the ways in which individuals or families obtain, budget, save, and spend monetary resources over time. It is all about working towards your financial present and future. It entails knowing how much money you have, how much you are spending, and how much you are saving for your future. Your personal finance depends on a few essential pillars. These are

This Personal Finance 101 guide lays out seven key steps to get you working toward long-term security. The right stock-bond mix depends on your personal goals, stomach for risk and time horizon or number of years you expect to hold your investments. Jack Bogle, renowned founder of Vanguard and tireless advocate for individual investors, suggested this simple rule of thumb: Subtract your age from 110. Personal finance is the process of planning and managing personal financial activities such as income generation, spending, saving, investing, and protection. The process of managing one's personal finances can be summarized in a budget or financial plan. Personal Finance Tips and Guides. Personal finance articles, guides, and tips to help you build a successful financial future. Take control of your financial future. Personal Loans. Something is loading. Personal Finance. Something is loading. Insurance. Something is loading. In the latest issue of Personal Finance Insider: Just because you haven't traveled in a while, doesn't mean you have to blow your budget. Personal Finance 2021-07-29T13:23:50Z. I used a classic personal finance strategy to pay off \$16,000 in student loans fast. By following the "debt snowball" approach, writer Taryn Williams was able to make significant progress on her grad school debt.