

**RANGER COLLEGE
SYLLABUS
FALL & SPRING 2010-2011**

COURSE NUMBER AND TITLE: HECO 1307 – PERSONAL FINANCE
CREDIT HOURS: 3 HRS/WK LEC 3 HRS/WK LAB: 0 LEC/LAB COMB: 3

Name of Instructor (Title): Linda Gann, Associate Professor

Office Location: Business Building

Office Hours 7:00-8:00 a.m. M & W 7:00-7:45 TU & TH, 10:20-11:05 a.m. TU & TH, 2:30-3:00 M & W

Office Phone (254) 647-3234 Ext. 230

E-mail: lgann@ranger.cc.tx.us

I. CATALOG 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.

II. COURSE GOAL

By the end of the semester the student will be able to satisfactorily complete all the listed learning objectives with a minimum of 60 percent competency level based on homework over each chapter, major tests (including the final) and out-side-of class assignments.

The objectives and goals include developing an understanding of the tools for financial planning, managing your liquidity, personal financing, protecting your health insurance, protecting your wealth, personal investing, and retirement and estate planning.

III. REQUIRED BACKGROUND/PREREQUISITES

No prerequisite required.

REQUIRED TEXTBOOK (S); READINGS; MATERIALS

TEXT: PERSONAL FINANCE by Jeff Madura, Southwestern Publishing 3rd Edition

MATERIALS: Paper and pen

IV. METHODS OF INSTRUCTION

Primarily lectures and class discussion. These will be supplemented by video films, internet, and instructor supplementary handout materials.

V. BASIC INTELLECTUAL COMPETENCIES

The Basic Intellectual Competencies listed below are components of a process designed to assist and prepare students for becoming well-educated individuals who are intellectually flexible, articulate, and have the capacity to become responsible and creative members of society. These competencies are included in this course, and they are noted by the following numbering system:

- B1. Reading:** Ability to analyze and interpret a variety of printed materials—books, documents, and articles—above 12th grade level.
- B2. Writing:** Ability to produce clear, correct, and coherent prose adapted to purpose occasion, and audience—above 12th grade.
- B3. Speaking:** Ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience—above 12th grade.
- B4. Listening:** Ability to analyze and interpret various forms of spoken communication, posses sufficient literacy skills of writing, reading—above 12th grade.
- B5. Critical Thinking:** Methods for applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies.
- B6. Computer Literacy:** Understand our technological society, use computer-based technology in communication, solving problems, acquiring information.

SCANS COMPETENCEIES

READING

- 1.1 Locate, understand, and interpret written information in text.

WRITING

- 2.1 Communicate written thoughts, ideas, and information.
- 2.2 Create documents written as assignments and reports.

INTERPERSONAL

- 5.4 Exercise leadership—Communicates ideas to justify position. Persuades and convinces others. Responsibility changes existing procedures and policies.

INFORMATION

- 6.1 Acquires and evaluates information.

- 6.2 Organizes and maintains information.
- 6.3 Interprets and communicates information.

SYSTEM

- 7.1 Understands Systems—Know how the business financial system works-past, present, and future.

THINKING SKILLS

- 9.1 Creative thinking
- 9.2 Decision Making—Generates alternatives, considers risks and evaluates and chooses best alternatives.
- 9.3 Problem Solving—Recognizes problems and devises and implements plans of action.
- 9.6 Reasoning—Discover a rule of principle underlying the relationship between two or more objects and applies it when solving a problem.

VI. COURSE OBJECTIVE/LEARNER OUTCOMES:

Upon completion of this instruction, the student will be able to:

1. Identify the key components of a financial plan. (B1, B2, Scans 1, Scans 2, Scans 7)
2. Show how to create a budget based on your forecasted cash flows. (B1, B2, B3, B5, B6, S1, Scans 2, Scans 5, Scans 6, Scans 9)
3. Calculate the future value of money. (B1, B2, B5, B6, Scans 1, Scans 2, Scans 6, Scans 9)
4. Explain how to determine your taxable income, tax liability, and refund or additional taxes owed. (B1, B2, B3, Scans 1, Scans 2)
5. Describe the functions of financial institutions including interest rates and maturity value. (B1, B2, Scans 1, Scans 2)
6. Explain the key characteristics of credit cards. (B1, B2, B3, Scans 1, Scans 2)
7. Describe the key features of loans, including personal loans, car loans, and student loans. (B1, B2 Scans 1, Scans 2)
8. Demonstrate the steps necessary to purchase and finance a home. (B1, B2, B3, B5, B6, Scans 1, Scans 2, Scans 6, Scans 9)
9. Describe factors that affect your insurance. (B1, B2, Scans 1, Scans 2)
10. Identify and compare the types of health care plans. (B1, B2, B5, Scans 1, Scans 2, Scans 5, Scans 6, Scans 9)

VII. COURSE CALENDAR

<u>CLASS MEETING</u>	<u>CLASS WORK</u>	<u>HOMEWORK</u>
#1	Syllabus & Introduction	Read Ch. 1
#2	Pre-Test, Discuss Chapter 1	Assignment Read Ch 2
#3	Discuss Chapter 2	Assignment
#4	Continue Chapter 2	Assignment Study for Test
#5	Test Chapter 1 & 2	Read Ch. 3
#6	Discuss Chapter 3	Assignment Read Ch 4
#7	Discuss Chapter 4	
#8	Discuss Chapter 4	Assignment
#9	Discuss Chapter 4	Assignment Study for Test
#10	Test Ch 3 & 4	Read Ch 5
#11	Discuss Chapter 5	Assignment Read Ch 6
#12	Discuss Chapter 6	Assignment
#13	Continue Chapter 6	Study for Test
#14	Test Ch 5 & 6	Read Ch 7
# 15	Discuss Chapter 7	Assignment Read Ch 8
#16	Discuss Chapter 8	Assignment
#17	Continue Chapter 8	Test Ch 7 & 8

#18	Test Ch 7 & 8	Read Ch 9
#19	Discuss Ch 9	Car Purchase Project
#20	Discuss Ch 9	Assignment
#21	Work on Project	
#22	Discuss Chapter 9	Home Purchase
#24	Work on Project	
#25	Work on Project	Read Ch 10
#26	Discuss Chapter 10	Assignment Study for Test
#27	Test Ch 9 & 10	Read Ch 11
#28	Discuss Ch 11	
#29	Discuss Ch 11	
#30	Review for Final	
#31	Final	Comprehensive

The above schedule and procedures in this course are subject to change in the event of extenuating circumstances. Daily assignments, as well as tests, will include written component.

VIII. COURSE/CLASSROOM POLICIES

1. Regular and punctual attendance in all classes and labs is required of all students. Attendance will be checked at the beginning of each class period. Students coming into class after the roll has been checked will be counted absent. Any exception will be determined by the instructor and will be based on the reason for being tardy.

Unexcused absences are counted from the first day of class as listed in the college calendar, regardless of the date of the student's registration. The only excused absence is an authorized college activity.

The absence policy found in the Ranger College catalog will be applied in this course. If the student has the equivalence of the three weeks of unofficial absences

in a course in which he or she is currently enrolled, the instructor may drop the student from a non-developmental course with a grade of F.

2. All students are encouraged to participate in class discussions and group projects.
3. If you are absent the day of the test, a make-up test will be given the following class meeting. If you miss the test and the make-up, you will receive a zero. All outside of class assignments that count as test grades must be turned in when due (or before) or you will receive a zero. You are allowed two daily quiz absences during the semester. For any additional absences when we have a quiz you will receive a zero. Exceptions for extended and excused absences will be made by the instructor.
4. While in the Office Technology Lab, students need to properly care for the lab equipment as explained in the text, or by the instructor or by the lab assistant. Severe mistreatment will result in removal from the course
5. Any student caught cheating in this class will be dropped from the class and reported to the Dean of Students.
6. Students are expected to behave in a business-like manner. If the behavior of any student disrupts the class, the instructor has the right of removal. Sleeping in class and misuse of computer equipment will result in removal from class. Any individual problems concerning grades, absences, etc. should be discussed with the instructor before class, after class, or by appointment.
7. Available support services are available: Student services, library, internet.
8. ADA STATEMENT: Ranger College provides a variety of services for the students with learning and/or physical disabilities. The student is responsible for making the initial contact with Ranger College Counselor. It is advisable to make this contact before or immediately after the semester begins.

X. ASSESSMENT

1. All daily grades will be averaged and will count 2/5 of your final grade. Late papers will have points deducted. Any papers more than one day late will receive a zero.
2. ALL tests will be averaged, including the final and they will count 3/5 of your final grade.
3. If you are absent the day of the test you will take the test the next class meeting you attend or you will receive a zero. Exceptions for extended absences will be made by the instructor.

4. There is No extra credit work.

LEVELS OF ACHIEVEMENT FOR GRADING PURPOSES:

1. "A" level will be assigned to students with an average of 90-100
2. "B" level will be assigned to students with an average of 80-89
3. "C" level will be assigned to students with an average of 70-79
4. "D" level will be assigned to students with an average of 60-69
5. "F" level will be assigned to students with an average below 60 or anyone caught cheating in this class.

METHODS OF EVALUATING ACHIEVEMENT OF STUDENTS:

The course textbook, contemporary practice, handouts, and lecture notes will be used as standards for evaluation of your work on exams.

Exams will consist of multiple choice, matching, true/false, short answer, discussion questions, problems, or a combination of these.

Exams will be the measurement use to determine the competence level of the student in the following areas:

COMPETENCE TESTED

TEST 1 – (Learner Outcome 1 & 2)

How you benefit from an understanding of personal finance
Components of a financial plan
Developing the financial plan
Personal cash flow statement
Creating a budget
Personal balance sheet

TEST 2 – (Learner Outcome 3 & 4)

Future and present value of a dollar
Future and present value of an annuity
Time value to estimate savings
Personal income taxes

TEST 3 – (Learner Outcome 5) (Essay included)

Banking services offered by financial institutions
Interest rates on deposits and loans
Money market investments

Risk of money market investments

TEST 4 – (Learner Outcome 6 & 7) (Essay Included)

- Using credit cards
- Personal loans
- Home equity loans
- Car loans
- Purchase versus lease decision

TEST 5 – (Learner Outcome 7)

- Car Purchase Project

TEST 6 – (Learner Outcome 8 & 9)

- Purchase a home
- Own versus Rent a home
- Mortgage refinancing
- Home owners insurance
- Auto insurance

TEST 7 – (Learner Outcome 8)

- Purchase a home project

TEST 8 – (Learner Outcome 9)

- Health insurance
- Life insurance

TEST 9 – FINAL -- Comprehensive Overview (Multiple Choice, True/False, Essay)

XI. ADMISSIONS, EMPLOYMENT, AND PROGRAM POLICIES OF RANGER COLLEGE ARE NONDISCRIMINATORY IN REGARD TO RACE, CREED, COLOR, SEX, DISABILITY, AND NATIONAL ORIGIN

XII. RECEIPT OF SYLLABUS
(Required of all students and filed by the instructor)

Legibly print the following information:

Name:_____ **Date:**_____

“I have received and understand the information in the syllabus for HECO 1307 and I agree to abide by the stated policies. “

Signature of the student:_____