



**COWLEY COLLEGE
& Area Vocational Technical School**

COURSE PROCEDURE FOR

**PERSONAL FINANCE
BUS 1315 3 Credit Hours**

Student Level:

This course is open to students on the college level in either the Freshman or Sophomore year.

Prerequisites:

None

Controlling Purpose:

This course is designed to help students manage many phases of personal finances. Instruction is focused on the efficient management of money as a primary ingredient for successful personal life. The course is designed to aid the individual in establishing and maintaining credit, creating and using a budget, safeguarding and investment of savings, and arranging personal insurance.

Learner Outcomes:

Upon completion of the course, the student will be able to plan, analyze, and control financial resources to meet their personal financial goals. Students will be able to use the financial knowledge, skills and tools in a confident manner, to take advantage of favorable financial opportunities, to resolve personal financial problems, to achieve self-satisfaction, and to strive toward personal and family financial security.

Unit Outcomes and Clock Hours of Instruction for Core Curriculum:

The following outline defines the minimum core content not including the final examination period. Instructors may add other material as time allows.

Financial Planning	6
Money Management	9
Managing Expenditures	6
Income and Asset Protection	9
Investment Planning	12
Retirement and Estate Planning	3

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.

- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.
- D = A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

UNIT 1: FINANCIAL PLANNING

Outcomes: Upon completion of the unit, students will be able to successfully demonstrate the ability to:

A	B	C	D	F	N	Specific Competencies
						Describe the five lifetime financial objectives of most people
						Understand the economic environment of personal finances so you can forecast the state of the economy, inflation and interest rates
						Explain how several key factors - such as career choice, education, place of residence, marital status, gender and race, age and stage in life cycle - affect income
						Appreciate the importance of getting to know yourself as a prerequisite to successful career planning
						Discuss several steps in successfully setting and achieving career goals
						Explain concept of financial planning, its components, and its benefits
						State purpose, value, and components of key financial statements, particularly the balance sheet and income and expense statement
						Know how to use financial ratios to help evaluate financial strength and progress
						Comprehend relationship between financial planning and budgeting

UNIT 2: MONEY MANAGEMENT

Outcomes: Upon completion of the unit, students will be able to successfully demonstrate the ability to:

A	B	C	D	F	N	Specific Competencies
						Explain the importance of effective cash management
						Recognize differences among primary providers of cash management opportunities
						Understand criteria for choosing and using a checking account
						Recognize potential benefits of a savings account and factors to consider in comparing savings accounts
						Be able to compare and contrast installment and non-installment credit
						Discuss pros and cons for use of credit
						Describe process of opening and managing a credit account
						Identify and describe signals of overextension of credit
						Distinguish between types of bankruptcy
						Describe how tax rates affect income
						Explain how taxes are administered and classified
						Describe methods of paying taxes, including payroll withholding and estimated taxes

UNIT 3: MANAGING EXPENDITURES

Outcomes: Upon completion of the unit, students will be able to successfully demonstrate the ability to:

A	B	C	D	F	N	Specific Competencies
						Understand guidelines to help save money on major purchases
						Distinguish between needs and wants
						Know how to comparison shop and negotiate when making major expenditures
						Discuss various options available for rented and owned housing
						Describe ways to determine how much buyers can afford for housing
						Discuss various aspects of financing a home
						Identify numerous costs of buying a home
						List and describe steps in home-buying process
						Identify important concerns in process of selling a home

UNIT 4: INCOME AND ASSET PROTECTION

Outcomes: Upon completion of the unit, students will be able to successfully demonstrate the ability to:

A	B	C	D	F	N	Specific Competencies
						Define insurance and its basic terminology
						Identify major types of insurance
						Describe property and liability insurance policies
						Specify steps to take when making a claim against an insurance policy
						Identify major sources of health care plans
						Explain major provisions of health care plans and insurance policies
						Describe purpose and major features of disability income insurance
						Understand varying needs for life insurance over the life cycle
						Discuss important points to consider when choosing and buying life insurance

UNIT 5: INVESTMENT PLANNING

Outcomes: Upon completion of the unit, students will be able to successfully demonstrate the ability to:

A	B	C	D	F	N	Specific Competencies
						Explain how to set and achieve investment goals
						Recognize variety of choices among alternative investments available
						Distinguish among major objectives of mutual funds
						Describe advantages and disadvantages of investing in mutual funds
						Describe stocks and bonds
						Describe advantages and disadvantages of owning stock and bonds
						Describe elements in actual process of buying and selling securities
						Identify advantages and disadvantages of investing in real estate
						Explain ways to determine proper price to pay for real estate

UNIT 6: RETIREMENT AND ESTATE PLANNING

Outcomes: Upon completion of the unit, students will be able to successfully demonstrate the ability to:

A	B	C	D	F	N	Specific Competencies
						Explain procedure for estimating retirement expenses and sources of income during retirement
						Explain purposes and benefits of personal retirement plans
						Describe how to qualify for Social Security retirement program and the role Social Security plans in retirement planning
						Explain basic aspects of estate transfers at death
						Describe types and characteristics of wills

Projects Required:

Projects may vary according to the individual instructor.

Textbook:

Contact Bookstore for current textbook.

Materials/Equipment Required:

Calculator

Attendance Policy:

Students should adhere to the attendance policy included in the syllabus.

Grading Policy:

Grading may vary according to the instructor.

Criterion Based Evaluation:

Grades are based on class attendance, class participation, and total points the student earned on

Unit Exams

Homework

Final Exam

Letter grades will be assigned according to the following scale.

A = 100 - 90

B = 89 - 80

C = 79 - 70

D = 69 - 60

F = 59 and below

Maximum class size:

Based on classroom occupancy.

Course Timeframe:

Three clock hours per week.

Additional time required depending on individual student capabilities.

Catalog Description:

BUS1315 PERSONAL FINANCE 3 hrs. This course is designed for non-business majors as well as for business majors. It is concerned with efficient management of money as a primary requirement for a successful personal life. Designed to aid the individual in establishing and maintaining credit, use of a budget, safeguarding and investment of savings and arranging personal insurance.

Academic Code of Conduct:

Cowley College is committed to instilling in its students a high level of academic integrity. Integrity in the classroom is a definite expectation. Students who compromise the integrity of the academic process are subject to disciplinary action by the college.

A violation of academic integrity includes but is not limited to:

- Plagiarism
- Cheating
- Fabrication and Falsification
- Multiple Submission
- Misuse of Academic Materials
- Complicity in Academic Dishonesty

If a student is ever in doubt about the specific guidelines governing individual or group work with respect to a particular course or assignment, be sure to ask the instructor for clarification.

XF Grade

In accordance to the Academic Code of Conduct, an XF grade may be given to:

1. Students who are guilty of academic misconduct on tests or major assignments.
2. Students who knowingly facilitate classmates in academic misconduct on tests or major assignments (will be based upon the decision of the Appeals Committee).
3. Students who commit repeat violations of the Academic Code of Conduct on any class assignments.

The Academic Code of Conduct will be used to define academic misconduct.

If an instructor determines a student should receive an XF grade:

1. The instructor will meet with the student and follow the Academic Code of Conduct to ensure that the student has an initial opportunity to respond.
2. If the instructor still believes the student should receive an XF grade, the instructor will notify the Instructional Office and complete an XF form.

3. The student will then be notified of his/her right to appeal by the Appeals Committee, which will be scheduled as needed.
4. If the student chooses to appeal the X portion of the grade, the Appeals Committee will have the final authority.
5. The student will have the opportunity to remain in the class until the appeal process has been completed. Formal withdrawal from the class will not prevent the student from receiving a grade of XF.
6. A student may not withdraw from a class after receiving a grade of XF.
7. The decision of the Appeals Committee will be the final decision. The student, teacher, and advisor will be notified within 4 business days

To have the first XF grade removed from his/her transcript, the student must perform 20 hours of community service and successfully complete a course on academic honesty by the end of the following semester. The community service will be arranged through A.C.E.S. and will be completed at the discretion of the A.C.E.S. sponsor. The course will be for 1 credit hour at the student's expense with no financial aid or scholarship assistance. The Instructional Office may keep internal records that show the student received an XF grade that was later converted to an F after completion of the required community service and short course on academic honesty.

If a student receives an XF grade for a second time, that grade will remain on his/her transcript with no opportunity for removal. An XF grade cannot be erased from the Academic Fresh Start program.

Academic Misconduct

First Level Resolution

The original jurisdiction of any case involving academic misconduct shall be with the faculty member whose course the alleged misconduct occurred. If a faculty member suspects a student of an academic misconduct, he/she must inform the student without unnecessary delay of the alleged misconduct and provide the student the opportunity to respond before taking any action. Students suspected of academic misconduct, whether acknowledging involvement or not, shall be allowed to continue the course without prejudice pending disciplinary actions. If the faculty member takes no action within 10 days after informing the student, the allegations shall be considered dismissed.

The faculty member may take one or more of the following actions: alter a grade or assign a grade of "F" in the assignment, examination, or the course and/or recommend an additional sanction up to and including suspension and/or dismissal from the course. The action taken by the faculty member should be reported to their Department Chair/Director and the Instructional Office. The student so affected shall have the right of appeal through the Vice President of Academic and Student Affairs.

Second Level Resolution

If a second offense of academic misconduct occurs during the student's academic career, this WILL result in administrative withdrawal from the institution for a period of one academic year. The student so affected shall have the right of appeal through the Vice President of Academic and Student Affairs.

Third Level Resolution

After one academic year the affected student may re-enroll with the understanding if a violation of the Academic Code of Conduct occurs during their tenure at Cowley College the result will be permanent expulsion from the institution with no right of appeal.

(Institutional Policies: Student Affairs Council: Series 400.00: 402.00 Academic Code Of Conduct)

Disability Services Program:

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If you have a disability which may impact your work in this class and for which you require accommodations, please contact Mark A. Richardson, the Disability Services Coordinator, located in the Nelson Student Center Room 203 in order for arrangements of needed accommodations. Phone number: Main Campus - 620-441-5557 or North Campuses - 316-554-2724.

E-mail: richardson@cowley.edu

Grade Change/Appeal:

If a student is dissatisfied with a course grade issued by an instructor and believes the grade issued is incorrect, the student may use the following appeal procedures:

- The student shall, within one academic semester following issuance of the grade, confer with the instructor and outline the reason(s) the student feels the grade is incorrect.
- The instructor shall advise the student of the grade change-if applicable.
- If the student is not satisfied with the results of the conference, he/she may request a Student Grade Appeal Form in the office of the Vice President of Academic and Student Affairs or the Dean of North Campuses. A review conference shall be held within the semester that the appeal is filed. The Vice President of Academic and Student Affairs, or their designee, the instructor who issued the grade, the Chairperson of the department or the Instructional Director involved or their designee will comprise the committee. The Vice President of Academic and Student Affairs will issue a decision and notify the student in writing within ten (10) days following the review. This decision is final.

(Institutional Policies: Academic Affairs Council: Series 200.00: 263.00 Student Appeal of Course Grade)

Student Code of Conduct

Students attending Cowley College are expected to conduct themselves as responsible individuals at all times while on campus. Acts of incivility or other behavior which interferes with or detracts from the learning-centered environment are not acceptable. In addition, student actions which violate school policies or local, state, or federal laws are not tolerated and may result in dismissal from the college or other disciplinary action.

- Intoxicating Beverages and/or Illegal Drugs: No alcoholic or cereal malt beverages and/or illegal drugs shall be allowed on the campus or at school-sponsored functions.
- Tobacco: Smoking is not permitted in College facilities. This includes smokeless tobacco products.
- Dress and Appearance: Students are expected to be clean and dress within the limits of general trends of dress at this college. Additionally, dress must be in accordance with all laws pertaining to health, sanitation, and insurance. | |

Rev. 6/19/2007

DISCLAIMER: THIS INFORMATION IS SUBJECT TO CHANGE. FOR THE OFFICIAL COURSE PROCEDURE CONTACT ACADEMIC AFFAIRS.

- Classroom Expectations: Students are expected to behave in a civil and professional manner in the classroom. Instructors shall not permit the continued presence of disruptive behavior in class.
- Visitors and Children: Only students who are enrolled in classes are allowed to attend. Children and visitors must have prior approval from administration to attend class sessions. While on campus children and visitors must adhere to all school policies. All children under the age of 16 must be under direct supervision of a parent or guardian while on campus.
- Destruction of Property and/or Theft: Students are expected to respect the rights and property of other students, faculty, staff, etc.
- Student Identification Cards: All enrolled students at Cowley College are required to obtain a student ID card. Students must carry their current ID card with them at all times on campus.
- Electronic Devices: Cellular phones, pagers and other electronic devices shall not be used in a manner that causes disruption in the classroom, library or within any college-owned or college-operated facilities. This includes abuse of cellular devices with photographic capability. Utilizing these devices for the purposes of photographing test questions or other forms of academic misconduct or illegal activity is prohibited, as is photographing individuals in secured areas such as lavatories or locker rooms. Taking photographs of any individuals against their will is strictly prohibited.

(Institutional Policies: Student Affairs Council: Series 400.00: 403.00 Student Code Of Conduct)