

Course Prospectus:

BUS 223 – Personal & Family Finance



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EMAILING INSTRUCTOR: Feel free to email me with questions or thoughts. When doing so however, please be sure to put *BUS 223* in the subject line of your email. This way I will immediately know that the email is a course matter and I can tend to it accordingly.

PREREQUISITES & COREQUISITES: None

REQUIRED TEXT: E. Thomas Garman and Raymond E. Forgue. *Personal Finance* 10th ed. China: South-Western Cengage Learning, 2010. (This text is designed to be kept as reference resource upon the conclusion of the course).

ADDITIONAL READINGS: Additional readings will periodically come from church literature and other sources. The appropriate web links will be designated on the course website. Be sure NOT to miss these readings as listed on the lesson pages of the course.

COURSE DESCRIPTION: This course provides a study of money management decisions in relation to personal and family finances. Emphasis is on building useful skills in buying, budgeting, managing and tracking finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

TECHNOLOGY ACCESS: This course requires web access and the student also has to have an established email account. The following free ware may be useful for this course.

- *Adobe Acrobat Reader* is necessary to view documents that are PDF files. It may be downloaded **for free** at <http://www.adobe.com/products/acrobat/readstep2.html>, which may then be installed and used to access PDF documents on the course website.

COURSE OBJECTIVES: As a result of participating in Bus 223 the student will be able to:

1. Explain the specific components of a financial plan including; Financial Planning, Money Management, Income and Asset Protection, Investments and Retirement and Estate Planning.
2. Identify and apply biblical principles related to Family Finances.
3. Apply the course concepts by creating and maintaining a flexible family budget and financial plan.

See below for a detailed Class Schedule and chapters covered by this course.

COURSE LECTURES: Course lectures will take the format of both video and audio. PowerPoint slides will accompany lectures and videos will also periodically be available for download with lectures. See the course website for details.

COURSE REQUIREMENTS:

1. **Submit assignments on or before the date due.** No late or make-up assignments will be allowed except for extreme circumstances (permission of instructor is necessary).
2. **Students will be responsible for the chapter readings** that correspond with the class lecture. Be sure to read the chapter prior to logging in and completing the weekly assignment. Readings will correspond with in-class assignments and will help you be better informed. Completing the readings in advance will make the assignments make more sense to you!
3. **Introduction/Biography Forum Post.** All students are required to post a brief biography to the forum. The assignment is worth **25 points**. In your forum post, briefly answer the following questions: (please limit your comments to 200 words):
 - a. Your name and the church area that you attend.
 - b. How long you have been part of/attending the church.
 - c. Why you are taking this particular course and what you hope to learn.
 - d. Whether or not you have taken any other Living University courses.Along with the biography that addresses the above questions, post two reply/comment posts on the biographies of your classmates
4. **Discussion Forums:** For each lesson we will have Forum Discussions on the topics covered. Each student is encouraged to participate. Although there are no point values awarded for these forums, one or more of the Quiz/Final Exam questions may come from a topic or question posed on these discussions.
5. **Five (5) Quizzes** will be given throughout the course. There will be a quiz on each of the 5 lessons covered in class. Quizzes will be multiple choice, matching or short answer, and open book and notebook. Quizzes will address chapter readings, assignments, and lectures. Your quiz is due on the last day of each lesson, typically Sundays. Quizzes are worth **50 points** (total=250). **IMPORTANT NOTE:** Although the quizzes are open book and notebook, you really need to “study” ahead of time for these assessments. If you study ahead of time by reviewing your notes and the chapters covered, it will greatly expedite your quiz time on task. If you do not study ahead of time, the quiz will end up taking a great deal of time. There should be **NO** discussion with classmates regarding the quizzes.
6. **Biblical Perspective Research Paper** will be a minimum 3 page paper on a biblical perspective of Family Finance. Topics will be assigned in Lesson 3 and the paper will be due with Lesson 4 assignments. The Paper will be worth **100 points**.
7. **Homework** will be given for each lesson covered. It will be graded for completion (80%) and accuracy (20%). Each unit will be worth **50 points** (total =250). In order to learn the concepts, students must diligently keep up with the practice problems assigned for each lesson.
8. **Final Exam.** There will a final exam at the end of the course covering cumulative topics and concepts from all lessons. The Exam will be closed book, but will not require a proctor. It is worth **100 points**.
9. **Final Project.** The final project will be due the last week of class and will consist of developing a flexible family budget and financial plan. This project will begin after completion of Lesson 1 and will be built over the semester. The student must demonstrate proficiency in the class material and include aspects of all lesson units in their financial plan. The MLA format should be used for all citations. The final project will be worth **375 points**.

SUMMARY OF COURSE REQUIREMENTS	POINT VALUE	Letter Grade	Total Points
Biography Forum Post	25		
Five Quizzes (50 points each)	250	A	990 points or above (90%)
Homework (50 points each)	250	B	880-989 points (80%)
Biblical Perspective Paper	100	C	770-879 points (70%)
Final Exam	100	D	660-769 points (60%)
Final Project	375	F	659 points or below
Total	1100		

COURSE TOPICS AND ASSIGNMENTS:

Lesson	Topics	Assignments
1	Introduction, Syllabus, Explain Assignments. CH 1,2,3 Financial Planning	Read CH 1,2, – Homework and Quiz, Post Intro Biography
2	CH 4-9 Money Management	Read CH 4-9 – Homework and Quiz, Begin Family Budget
3	CH 10-12 Income & Asset Protection	Read CH 1 -12 – Homework and Quiz
4	CH 13-16 Investments	Read CH 13-16 – Homework and Quiz
5	CH 17-18 Retirement and Estate Planning	Read CH 17-18 – Homework and Quiz
Final Project	Final Project – Family Flexible Budget and Financial Plan	
Final Exam	Final exam covering all lessons	

EXAMPLES OF MLA REFERENCING STYLE: Some local libraries should have an MLA style manual if you should need it. The outline below should be sufficient for the essays. You should also use a textual citation that refers to your reference list or bibliography. You can do this with a number that relates to the number in your reference list, or the author’s last name, that then refers to the author’s name in the bibliography. Remember that anytime you use quotations in your essay, you also need to reference a page number. LU uses the following text for its English courses and recommends it for other courses where there is a significant amount of writing:

Lester, James D., James D. Lester Jr. *Writing Research Papers: A Complete Guide*. 14th ed. New York: Longman, 2011. Print.

MLA Style Examples

References are listed in alphabetical order by the author’s last name, and are NOT numbered.

Book Chapter in Edited Book:

Public, John Q., and Joseph Price. “How to Eat Tofu and Enjoy it.” *Fun with Eating*. Ed. Quan I. Wang. Palo Alto, CA: Jossey-Bass, 2011. Print.

Book:

Public, John Q., and Joseph Price. *Fun with Eating*. Palo Alto, CA: Jossey-Bass, 2011. Print.

Journal Article:

from print (if more than 3 authors, put "et al." following the 3rd author's name).

Price, John Q., Patricia Augor and Rodger P. Muller. "Creating an Interesting and Accurate Term Paper Without Stressing." *Journal of College Health* 23 (2009): 112-119. Print.

from web site

Price, John Q., Patricia Augor and Rodger P. Muller. "Creating an Interesting and Accurate Term Paper Without Stressing." *Journal of College Health* 23 (2009): 112-119. Web. 19 Apr. 2013. [this last date is the date that you took your source from the web site]

Magazine or Newspaper:

Public, John Q. "Completing Classroom Article Critiques." *News Week* Jan. 2003: 75-81. Print.

Internet/Web Site (article written for the web):

"History of Ebola." Web MD, 2012. Web. 2 Dec. 2012. [this last date is the date that you took your source from the web site]

Textual reference to follow your statement:

NOTE: When quoting from a source, always include the page number (if available).

direct quote "All too often, people eat tofu and despise the experience. However, there is a proven method to eating tofu that will guarantee enjoyment" (Public and Price 244). [the number is the page number cited]

NOTE: When citing general source, where NOT quoting, incorporate the date in parentheses.

general source: In their book *Fun with Eating* (2011), Public and Price provide suggestions on how to eat just about any food in a way that you will always enjoy it.

DROPPING THE COURSE

It is the responsibility of the student to drop a course(s) if he/she cannot meet the requirements of the course. For tuition refund information see Course Enrollment Cancellation and Refunds in the online LU Catalog. In any case, withdrawal requests may be conveyed in any manner to the course professor, the Registrar, or the Vice President of Academic Affairs. This action is sufficient for ensuring any refund owed you. Any student who simply stops attending classes without withdrawing from a course risks receiving a punitive grade for that course. Students who find it necessary to drop a course(s) after the Late Registration (Drop/Add) Period should notify the Registrar's Office in writing.

- If a student drops a course on or before the "Last day to withdraw from a course without a grade penalty," even if their work is not of a passing grade, then a "W" is recorded (see Academic Calendar at the end of the current Catalog).
- If a course is dropped after that date, but before the last 21 calendar days of the semester, then the instructor determines the grade. The faculty member will at this time record a grade of "W" if passing (not computed in GPA) or "WF" if failing (computed in GPA).

Students who drop an individual course(s), yet remain in one or more classes during the last eighteen (18) calendar days of the semester, will receive a grade of "WF." Students who completely withdraw from the University at any time during the semester may be given a grade of "W" on all courses. If students neglect to initiate the withdrawal process, the instructor is required to initiate the administrative process and to record a grade of "W" or "WF" for the course depending on the date the faculty member drops the student from the course. Students who register for a course as an audit, but then withdraw will be assigned a grade of "W" for the course.