



Course Syllabus
Personal Finance Planning
BUSG 1370

**Semester with Course
Reference Number (CRN)**

**SPING 2016
CRN: 90637**

**Instructor contact
information (phone
number and email
address)**

**Prof. James L. Battieste james.battieste@hccs.edu
Tel: 713-718-5199**

Office Location and Hours

**Southeast College, Workforce Building, Suite 204
Monday 10:30 AM– 1:30 PM**

Course Location/Times

Eagle Online

**Course Semester Credit
Hours (SCH) (lecture, lab)
If applicable**

Credit Hours: 3
Lecture Hours: 3
Laboratory Hours:
External Hours:

**Total Course Contact
Hours**

48.00

**Course Length (number of
weeks)**

**01/19/16 – 03/13/16 First 8 Weeks
Census 01/26/16 AP 01/27/16 NA 01/28/16
Last date to withdraw – 01/28/16**

Type of Instruction

Online

Course Description:

An exploration of financial planning that emphasizes topics of personal interest but also have application to business financial planning topics. Topics include budgeting, bank accounts and account reconciliation, individual retirement accounts, loans, investments, debt management, real estate, insurance, wills, trusts, and taxes.

Course Prerequisite(s)

FREQUENT REQUISITES

- MATH 0106
- PRER 0100 & INRW 0410

- INRW 0410

Academic Discipline/CTE Program Learning Outcomes

1. Identify essential management skills necessary for career success.
2. Describe the relationships of social responsibility, ethics, and law in business.
3. Construct a business plan.
4. Examine the role of strategic human resource planning in support of organizational mission and objectives.

Course Student Learning Outcomes (SLO): 4 to 7

1. To understand importance of budgets
2. To understand aspects of common financial decisions
3. To understand elements of basic individual financial products
4. To be able to calculate fees, interests, premiums
5. To be able to analyze financial products to assess viability of those products (such as insurance)

Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)

- To understand importance of budgets**
- To understand aspects of common financial decisions**
 To understand elements of basic individual financial products
 To be able to calculate fees, interests, premiums
- To be able to analyze financial products to assess viability of those products (such as insurance)**

SCANS and/or Core Curriculum Competencies: If applicable

- SCANS**
- To understand importance of budgets**
 Foundation Skills - Basic -Reading
 Foundation Skills - Basic -Writing
 Foundation Skills - Basic -Mathematics
 Foundation Skills - Basic -Listening
 Foundation Skills - Basic -Speaking
- To understand aspects of common financial decisions**
 Foundation Skills - Basic -Reading
 Foundation Skills - Basic -Writing
 Foundation Skills - Basic -Mathematics
 Foundation Skills - Basic -Listening
 Foundation Skills - Basic -Speaking
 To understand elements of basic individual financial products
 Foundation Skills - Basic -Reading
 Foundation Skills - Basic -Writing
 Foundation Skills - Basic -Mathematics
 Foundation Skills - Basic -Listening
 Foundation Skills - Basic -Speaking
 To be able to calculate fees, interests, premiums
 Foundation Skills - Basic -Reading
 Foundation Skills - Basic -Writing
 Foundation Skills - Basic -Mathematics
 Foundation Skills - Basic -Listening
 Foundation Skills - Basic -Speaking
- To be able to analyze financial products to assess viability of those products (such as insurance)**
 Foundation Skills - Basic -Reading
 Foundation Skills - Basic -Writing
 Foundation Skills - Basic -Mathematics
 Foundation Skills - Basic -Listening

Foundation Skills - Basic -Speaking

Instructional Methods

Distance (100%)

Student Assignments

To understand importance of budgets

No assignments selected for this outcome

To understand aspects of common financial decisions

No assignments selected for this outcome

To understand elements of basic individual financial products

No assignments selected for this outcome

To be able to calculate fees, interests, premiums

No assignments selected for this outcome

To be able to analyze financial products to assess viability of those products (such as insurance)

No assignments selected for this outcome

Student Assessment(s)

8 WEEK COURSE SCHEDULE OF ASSIGNMENTS

NO LATE ASSIGNMENT WILL BE ACCEPTED

Schedule	Chapters	Assignments & Due Dates
01/18 – 01/23	Chapter 1	(1) Student Project. Due 01/2 (2) (2) Chapter Questions. Due 01/22 (3) Activates Due by 01/23
01/21 – 01/28	Chapter 2	(1) Student Project. Due 01/26 (2) Chapter Questions. Due 01/27 (3) Activities Due by 01/28
01/26 - 02/02	Chapter 3	(1) Student Project. Due 01/31 (2) (2) Chapter Questions. Due 02/01 (3) Activates Due 02/02
01/30 – 02/06	Chapter 4	(1) Student Project. Due 02/04 (2) (2) Chapter Questions. Due 02/05 (3) Activates Due 02/06
02/02 – 02/10	Chapter 5	(1) Student Project. Due 02/08 (2) Chapter Questions. Due 02/09 (3) Activates Due 02/10
02/07 – 02/14	Chapter 6	(1) Student Project. Due 02/13 (2) (2) Chapter Questions. Due 02/14 (3) Activates Due 02/14
02/12 – 02/19	Chapter 7	(1) Student Project. Due 02/18 (2) (2) Chapter Questions. Due 02/19 (3) Activates Due 02/19
02/16 – 02/24	Chapter 8	(1) Student Project. Due 02/23 (2) (2) Chapter Questions. Due 02/24 (3) Activates Due 02/24
02/20 – 02/29	Chapter 9	(1) Student Project. Due 02/28 (2) (2) Chapter Questions. Due 02/29 (3) Activates Due 02/29

02/24 – 03/03	Chapter 10	(1) Student Project. Due 03/02 (2) (2) Chapter Questions. Due 03/03 (3) Activates 1-7 Due 03/03
02/27 – 03/07	Chapter 11	(1) Student Project. Due 3/06 (2) (2) Chapter Questions. Due 03/07 (3) Activates 1-7 Due 03/07
2/29 – 03/12	Chapter 15	(1) Student Project. Due 03/11 (2) (2) Chapter Questions. Due 03/12 (3) Activates 1-7 Due 03/12
02/29 – 03/13	Final Exam	Contact Instructor by Email.
EGLS3		

EGLS3 -- Evaluation for Greater Learning Student Survey System

EGLS3 At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

STUDENT EVALUATION

The following departmental grading system will be used to evaluate students' performances in this course:

Course Requirements	Total Points
Syllabus quiz	10 points
Introduction	10 points
Student Project 10 points per chapter	120
Chapter Questions 10 points per chapter	120
Chapter Activities 10 points per chapter	120
TOTAL	380

Assignments

You will be required to complete 3 written assignments that correlate with the chapter(s) you have read. Assignment 1 chapter projects. Assignment 2 will cover chapters Questions. Assignments 3 will cover Problems/Activities. Each assignment contains short answer questions. The answers to your questions will vary in length, but your answers should be at least 1 paragraph long.

NO LATE ASSIGNMENT WILL BE ACCEPTED. The assignment due dates are listed above and on the course calendar.

Option: Midterm

The midterm will be comprised of 50 multiple questions and cover chapters 1 through 10. It goes without saying you may use your book and notes. You will have 2 hours to

complete the quiz once you open it. Do not open the midterm until you are ready to take it. You cannot open it to look at it then go back and take it. **NO MAKE-UP EXAMS WILL BE GIVEN.**

Option: Final

The final will be comprised of 50 multiple choice questions. The final will be open book and able to use your notes and cover chapters 11 through 20. You will have 2 hours to complete the final. **THE FINAL WILL BE ONLINE. NO MAKE-UP FINAL WILL BE GIVEN.**

Instructor Grading Criteria:

Hcc Grading Scale

A =	360 - 380
B =	330 - 359
C =	310 -329
D =	290 - 309
E =	280 – 289
F =	270 - 279

- FX (Failure due to non-attendance) 0 points per semester hour
- IP (In Progress) 0 points per semester hour
- W (Withdrawn) 0 points per semester hour
- I (Incomplete) 0 points per semester hour
- AUD (Audit) 0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must reenroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class. Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

Distance Education and/or Continuing Education Policies

Access DE Policies on their Web site:

http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf

Access CE Policies on their Web site: <http://hccs.edu/CE-student-guidelines>

HCC Policy HCC ADA STATEMENT (Services to Students with Disabilities)

Statement: Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office. For questions, please contact (713) 718-8397 or the Disability Counselor at your college. To visit the ADA Web site, please visit www.hccs.edu then click on Information for... Students, scroll down the page and click on the words Disability Services.

Southeast ADA Counselor: Mr. John Reno, MA, CRC – Tel. (713)718-8397 or (713)718-7144

Title IX

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

*Long in to www.edurisksolutions.org. Sing in using your HCC student email account, then go to the button at the top right that says **Login** and enter your student number.*

Access Student Services Policies on their Web site:

<http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/>

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Houston Community College Student System online near the end of the term.

Distance Education and/or Continuing Education Policies

Access CE Policies <http://www.hccs.edu/continuing-education/students/financialaid/continuing-education/> **on their Web site:**

HCC ATTENDANCE POLICY

Class Attendance

As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses must log in to their class or they will be counted as absent. Just like an on-campus class, your regular participation is required.

Although it is the responsibility of the student to drop a course for non-attendance, the instructor also has the authority to block a student from accessing Blackboard, and/or to drop a student for excessive absences or failure to participate regularly. DE students who do not log in to their class before the Official Day of Record will be AUTOMATICALLY dropped for non-attendance. Completing the DE online orientation does not count as attendance.

Early Alert

HCC has instituted an Early Alert process by which your professor may alert you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance.

ONLINE TUTORING

HCC provides free online tutoring in writing, math, science, and other subjects. How to access AskOnline: Click on the AskOnline button in the upper right corner of the Blackboard course listings page. This directs students to the HCC AskOnline Tutoring site: <http://hccs.askonline.net/>. Use your student ID or HCC e-mail address to create an account. Instructions, including a 5-minute video, are provided to make you familiar with the capabilities of this service.

ACADEMIC DISHONESTY

You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- A. Copying from another students test paper;

- B. Using materials not authorized by the person giving the test;
- C. Collaborating with another student during a test without authorization;
- D. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- E. Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook).

Academic dishonesty can result in a grade of **F** or **0** for the particular test or assignment involved, dropped, and/or expelled from HCCS. Please refer to the HCCS Distance Education Student Handbook - (for further information regarding Academic Dishonesty refer to:

http://distance.hccs.edu/de counseling/DE_student_handbook.htm.

NOTE TO STUDENT:

If you have any questions or concerns about the course and/or course assignments, Contact by telephone or email me so that we can resolve any issues. If your concerns are not resolved, you are encouraged to meet with **Christy Shell, Department Chair for Business Management**, Houston Community College System-Central MC-1229
JDB- J. Don Boney Building, Suite 310B
Office: 713-718-2992

Note This course syllabus is a contract, with your enrollment in this course, you are agreeing to complete all scheduled course assignments.



HOUSTON COMMUNITY COLLEGE SYSTEM
SOUTHEAST COLLEGE
WORKFORCE DEVELOPMENT DEPARTMENT

Increase Student Completion

HCC College: Southeast

STUDENT SURVEY

<i>Name:</i>	<i>Last Name</i>	<i>First Name</i>	<i>MI</i>
<i>Student Empl ID #</i>			
<i>Phone Numbers</i>			
Home:		Cell:	
<i>E-mail address:</i>			
<i>Semester:</i>		<i>Instructor: Tiffany Carrethers</i>	

IAAR Interactive Academic Advising Report (completed online)			
Have you declared a major?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If not, please see an Advisor.
Graduation Target Date:	_____	Program/Major:	_____
(Student must apply for graduation online via the Student Center in PeopleSoft)			

Employment History			
Are you currently employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, start date: _____
Is your employment	<input type="checkbox"/> Part-time?	or	<input type="checkbox"/> Full-time?
If you are employed, please complete the following:			
Employer	_____		
Address	_____		
City	_____	State	_____ Zip _____ Phone# _____

<i>Comments:</i>

If you have any questions, please call 713-718-5199, or Fax 713-87221 Monday between 10:00 a.m. – 2:00 p.m.

Professor James Battieste, Logistic Lead Instructor, HCC Southeast College, Workforce Development
Suite 202 Building E, 6815 Rustic St. Houston, TX 77087

College and Career Planning
Student Success
Workforce Development Southeast College
Increase Student Completion

You must complete an online application for **Graduation** in order to receive your certificate or degree and be listed as a completer.



Name: _____
Print "your" Name

I, _____, **have been given information regarding**
Student Name (Print)

the above listed items.

Date: _____

Instructor Name (Print): _____

College _____

Course _____



Student Success
Organizational Stewardship
Business Technology Department

STUDENT ADVISEMENT CHECKSHEET

When teaching Business Technology/Business Administration/Marketing courses, it is a requirement for the professor to inventory and complete the below list of advisement items from each student.

Have you been informed about IAAR-Interactive Academic Advising Report (completed online via the Student Center in PeopleSoft) (contractual agreement)?

Yes No

Have you been made aware of the importance of completing an online application for graduation in order to receive your certificate or degree?

Yes No

Have you been given Virtual Career information?

Website address: http://www.hccs.edu/district/students/career-planning/

Yes No

Student Name (Print)

Date

This form will be saved and submitted to the HCC Southeast College, Workforce Development, Suite 202, Bldg E, .

Thank you for completing the surveys!