

**Angelina College**  
**HECO 1307 Personal Finance**  
**Instructional Syllabus – Hybrid Class**

**I. BASIC COURSE INFORMATION**

- A. Course Description: HECO1307. Personal Finance. Three hours credit. 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. Three lecture hours each week.
- B. Intended Audience:  
This Personal Finance course is designed to serve as an overview of the field of Personal Finance and is required for Office Administration, General Business, Accounting, and Management Development Associate degrees. Topics to be covered include constructing a financial plan, goal setting, developing personal financial statements and budgets, basic income tax planning, evaluating financial services, applying for credit, managing debt, insurance and risk management, investing fundamentals, and retirement and estate planning. This course can be important to you because it will: (1) improve your budgeting and financial planning skills, (2) help in analyzing various financial statements and transactions, and (3) aid in planning for life-changing events (including marriage, children, and retirement). Instruction includes the practical application of financial planning theory to real-life situations that occur in day-to-day activities.
- C. **Name: Rebecca Innerarity**  
**Office Location: B102E, Temple Business Building**  
**Office Hours:**  
**10:50 – 11:20, 12:30 – 4:00 pm, Monday**  
**12:30 – 1:00 pm, 2:30 – 4:00 pm, Tuesday**  
**10:50 - 11:20 pm, 2:00 - 4:00 pm, Wednesday**  
**12:30 – 4:00 pm, Thursday**  
**9:00 – 11:00 am Friday and/or other times by appointment**
- Phone: 936.633.5309      Fax: 633-5498**  
**E-mail Address: binn@angelina.edu**

**II. INTENDED STUDENT OUTCOMES:**

**A. Core Objectives Required for this course**

- 1. Critical Thinking:** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- 2. Communication:** to include effective development, interpretation and expression of ideas through written, oral and visual communication
- 3. Empirical and Quantitative Skills:** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
- 4. Social Responsibility:** to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
- 5. Personal Responsibility:** to include the ability to connect choices, actions, and consequences to ethical decision-making

## **B. Course Objectives for all sections –**

Using information provided through lecture and textbook instruction, students will be able to:

- Apply basic financial planning concepts presented to evaluate their current financial situation
- Perform time value of money (TVM) calculations and apply the analysis to financial planning goals
- Develop a recordkeeping system for financial records
- Design a systemic savings plan for emergencies and long term goals
- Create a personal household budget and evaluate variances to adjust accordingly
- Compare financial products and services offered by insurance companies, banks, and brokerage services and make informed choices based on personal goals
- Understand basic stock and bond investment instruments and use yield analysis to choose the best option for their financial plan
- Discuss good credit-use practices
- Calculate and analyze income and debt ratios
- Explore and discuss options for retirement plans, wills, and trusts (optional)

## **III. ASSESSMENT MEASURES OF STUDENT LEARNING OUTCOMES:**

### **A. Assessments for the Core Intellectual Competencies –**

**1. Critical Thinking:** Critical thinking is acquired through inquiry, analysis, evaluation, and synthesis of information. Students develop this skill in order to understand and apply financial/budget models and theories. Critical thinking skills are demonstrated through imbedded questions on exams, quizzes, and assigned homework problems. The rubric developed by Angelina College will be used in assessing student performance.

**2. Communication:** students develop and use their communications skills by relating their understanding of financial budget and time value of money concepts through class participation in discussions and written assignments. Students develop a working vocabulary of terms used in personal finance in order to communicate financial and budgetary item analysis and theories. Students display communications skills with imbedded questions on written exams and homework and in interactive class discussion. The rubric developed by Angelina College will be used in assessing student performance.

**3. Empirical and Quantitative Skills:** Personal finance concepts presented in empirical and quantitative studies help students understand real world problems, such as banking, investing, credit analysis and creation, borrowing, home ownership, will and trust creation. Students will display their use of empirical and quantitative skills in imbedded questions on written exams and homework assigned. The rubric developed by Angelina College will be used in assessing student performance.

**4. Social Responsibility:** Students learn how to apply finance models to specific financial questions presented and how their decisions help distribute income resources in their personal budgets for present and future planning. Imbedded exam questions and quiz/homework assignments demonstrate their understanding of social responsibility as it relates to economic issues. The rubric developed by Angelina College will be used in assessing student performance.

**5. Personal Responsibility:** As students become more aware of their responsibility as a citizen and consumer within a market economy, they make better decisions, blending cost-benefit analysis and social responsibility in everyday life. The student acquires a deeper understanding of how their ethical choices, actions, and consequences of those actions affect their workplace, family, and community in which they live. Personal responsibility is assessed through student demonstrations in in-class participation, and imbedded questions/problems in homework assignments and exam problems. The rubric developed by Angelina College will be used in assessing student performance.

**B. Assessments for Core Learning Outcomes** - Rubrics developed by Angelina College for the core objectives: Communication, Critical Thinking, Empirical and Quantitative Skills, Social Responsibility, and Personal Responsibility will be used during assessment of these objectives:

1. Students will demonstrate their knowledge of the role of employment, income, spending habits, budgetary control, and cost/benefit analysis in financial decision-making through a series of imbedded questions on homework/quiz/exam assignments.
2. Students will define the time value of money and its relationship to credit; demonstrate the impact of income creation/acquisition on budget items by answering imbedded questions in a quiz/exam format.
3. Students will assess their current financial situation and then develop a personal financial plan and budget through a series of homework assignments.
4. Students will apply their knowledge of basic financial planning concepts through imbedded exam and quiz questions.
5. Students will describe the characteristics of financial intermediaries and related markets and compare financial and insurance products offered by various financial institutions and be able to show their understanding through imbedded questions given in homework and exam assignments.
6. Students will define and analyze different investment instruments including stock and bond offerings and calculate various investment yields as demonstrated by imbedded questions on homework and exam assignments.
7. Students will demonstrate their understanding of good credit practices through a series of in-class discussions and exam questions.
8. Students will define and use income and debt ratios in order to determine financial stability in imbedded questions on homework and exam assignments.
9. Students will compare retirement plans and options for retirement benefits. They will define basic will, estate, and trust characteristics through a series of imbedded questions on exams/quizzes.

#### **IV. INSTRUCTIONAL PROCEDURES:**

##### **Methodologies common to all sections**

The majority of class time will be spent in lecture. Material from the text and related material from personal experience, newspaper, periodicals, case studies, etc., may be included. Throughout the course students will be encouraged to contribute ideas or questions they may have.

#### **V. COURSE REQUIREMENTS AND POLICIES:**

##### **A. Required Textbooks, Materials, and Equipment –**

1. Textbook – Personal Finance, 12e, Garman and Forgue, Cengage, ISBN # 978-1-133-59583-0. **ATTN:** You will need a textbook for this class, whether you are attending face-to-face, hybrid, or on-line.
2. Notebook paper, pen, calculator, 4 x 6 notecards and pencil (recommended for both face-to-face and on-line classes)

##### **B. Course Policies – (This course conforms to the policies of Angelina College as stated in the Angelina College Handbook.)**

**Academic Assistance** –If you have a disability (as cited in Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990) that may affect your participation in this class, you should see the Associate Dean of Students, Sellestine Hunt, Student Center, Room 200. At a post-secondary institution, you must self-identify as a person with a disability; Special Student Support Services will assist you with the necessary information to do so, phone (936) 633-5230. To report any complaints of discrimination related to disability, you should contact Dean Hudman, Dean of Students, Student Center, Room 101, 936-633-5293.

Angelina College admits students without regard for race, color, creed, sex, national origin, age, religion, or disability. Inquiries regarding the non-discrimination policies should be directed to Dean Hudman, Dean of Students, 3500 South First, Lufkin, TX 75904, phone (936) 633-5293.

**Attendance** – Attendance will be taken during the class time. A student not in class by the scheduled class time will be counted as absent. If arriving late, a student should enter the classroom as quietly as possible, taking a seat closest to the classroom door, not disturbing the rest of the class or the lecture. The tardy student must see the instructor at the end of the class. Three times tardy (late) equals one absence. Three consecutive absences from a scheduled class time may be considered a withdrawal from the class and a drop slip generated in the Records Office.

**Other Information** – In accordance with the Texas Education Code, each student is allowed to be absent from a class for the observance of a religious holy day. The form for notification of instructor of absence is in the Office of Admissions and will need to be completed not later than the 15<sup>th</sup> calendar day after the first day of the semester. For further information regarding attendance, please refer to the Student Handbook and General Bulletin. If you need a tutor, contact the Special Student Support Services Office in the Student Center, Room 101

**Additional Policies Established by the Individual Instructor** –The last day to drop this course with a “W” is Apr. 3. Incompletes (I) are not given unless approved by the instructor and are subject to approval by the Vice President of Academic Affairs. Failure to appropriately withdraw/drop to complete a course (except as stated above) may result in a final grade of “F”. It is the student’s responsibility to initiate any drop or withdrawal forms. WP and WF grades are no longer given by A.C.

For Face-to-Face classes:

Food, drinks, and tobacco products are not permitted in the classroom.

Students may not bring children to class. Bringing your children to class impedes classroom instruction, and may be a distraction to you and your fellow classmates.

All cell phones must be turned off during class unless required by employer, physician, etc., and documentation of necessity must be provided to instructor. If the student has made previous arrangements with the instructor, they may set the phone to vibrate once, leave room, and may not disturb class by talking on phone.

For on-line classes and hybrid classes:

Do not wait until the last day of availability to take your exams. At times, our Blackboard system will be unavailable or your internet connection may not be available or your instructor may not be available to re-open regular exams (not the final exam), especially on weekends. Your best course of action is to log in and take your exam during the week, Monday through Friday; in that way if you have a problem, you can contact your instructor to reset your exam.

If you feel that you need a tutor, contact the Student Services Office. Also, if you as a student have special learning needs which should be accommodated by Angelina College, please contact the Student Services Office, Dean Hudman, Student Center, Room 101.

**VI. COURSE OUTLINE: – Description of the Course Activities, including due dates, schedules, and deadlines.**

HECO1307 Tuesday Course outline			
<u>Date</u>	<u>Chapter Lecture</u>	<u>Assessment</u>	
Jan 17	Ch. 1 and Intro		
Jan. 24	Ch. 2 and 3		Discussion for Ch. 2
Jan. 31	Ch. 4 , Review for Exam 1		Exam 1 on-line, Ch. 1, 3, and 4
Feb. 7	Ch. 5		Discussion for Ch. 5
Feb. 14	Ch. 6		
Feb. 21	Ch. 7		
Feb. 28	Ch. 8 and Review for Exam 2		Exam 2 on-line, Ch. 6, 7, and 8
Mar. 6	Ch. 9		
<b>Mar. 13 – Mar. 17</b>	<b>Spring Break – No Class</b>		
Mar. 21	Ch. 10 and 11		Discussion for Ch. 10
Mar. 28	Ch. 12, Review for Exam 3		Exam 3 on-line, Ch. 9, 11, and 12
Apr. 4	Ch. 13		
Apr. 11	Ch. 14		
Apr. 18	Ch. 15		
Apr. 25	Ch. 16		Discussion for Ch. 16
Apr. 25	Ch. 17		
May 2	Review for Final		Study Ch. 13, 14, 15, and 17
<b>May 9</b>		<b>Final Exam, 11:00 am – 1:00 pm</b>	

**THIS COURSE OUTLINE IS SUBJECT TO MODIFICATION AT THE DISCRETION OF THE INSTRUCTOR.**

**COURSE CONTENT: Required Content/ Topics –**  
**Chapter 1 – Understanding Personal Finance**  
**Chapter 2 – Career Planning**  
**Chapter 3 – Financial Statements, Tools, and Budgets**  
**Chapter 4 – Managing Income Taxes**  
**Chapter 5 – Managing Checking and Savings Accounts**

Chapter 6 – Building and Maintaining Good Credit  
Chapter 7 – Credit Cards and Consumer Loans  
Chapter 8 – Vehicle and Other Major Purchases  
Chapter 9 – Obtaining Affordable Housing  
Chapter 10 – Managing Property and Liability Risk  
Chapter 11 - Planning for Health Care Expenses  
Chapter 12 – Life Insurance Planning  
Chapter 13 – Investment Fundamentals  
Chapter 14 – Investing in Stocks and Bonds  
Chapter 15 – Investing through Mutual Funds  
Chapter 16 – Real Estate and High-Risk Investments  
Chapter 17 – Retirement and Estate Planning (optional)

## **VII. EVALUATION AND GRADING:**

### **A. Grading Criteria** (*percents, extra credit, etc.*)

Four or five major examinations including a comprehensive final will be given during the semester and each test will be worth 100 points. These exam scores will be averaged and are worth 70% of the total grade. There will be no make-up for the final exam. Quizzes, discussions, other in-class assignments, or homework assignments are averaged and worth 30% of the student's total grade.

**Make-up exam** - If you miss an exam (not recommended), and the reason for missing the exam is excused (as determined by the instructor), then a make-up must be taken at a special time and day as determined by the instructor. **Only one exam can be re-taken.** There is no make-up exam for the final exam.

### **B. Determination of Grade** (assignment of letter grades)

A ten-point grading system will be utilized as follows:

90-100 A

80-89 B

70-79 C

60-69 D

Below 60 F

## **VIII. SYLLABUS MODIFICATION:**

The instructor may modify the provisions of the syllabus to meet individual class needs by informing the class in advance as to the changes being made.