



Course Syllabus

FIN 244 AD – Personal Financial Planning

3 Credit hours

I. COURSE DESCRIPTION

This course focuses on the key concepts, tools, and techniques of contemporary personal finance. Financial problems are addressed in the context that they are the result of poor management rather than lack of money. Topics discussed to avoid financial problems include the importance of time value of money and saving, the correct use of credit, and credit cards, the establishment of financial goals, how to reduce the costs of automobile and life insurance, purchase of an automobile, and rent versus purchase of a house.

Prerequisites: None

II. ACADEMIC MISSION

Oral Roberts University's academic mission is to transform students by the power of the Holy Spirit into whole, competent servant-leaders through liberal arts and professional education that is fully Christian. Within a Spirit-filled healing community, administration, faculty, and staff love and serve students by helping them grow in knowledge, skills, wisdom, character, and spirit.

Student transformation is measured through the evaluation of student expression of University learning outcomes as demonstrated through accompanying proficiencies and capacities.

Spiritually alive Biblical knowledge; sensitivity to the Holy Spirit; evangelistic capability; ethical behavior

Intellectually alert Critical thinking; information literacy; global and historical perspectives; aesthetic appreciation; intellectual creativity

Physically disciplined Healthy lifestyle; physically active lifestyle

Socially adept Communication skills; interpersonal skills; appreciation of cultural and linguistic differences; responsible citizenship; leadership capacity

Professionally competent Discipline-specific proficiencies listed under Program Outcomes.

The last page of this syllabus, "COURSE INVENTORY for ORU's Course Objectives," indicates how this course supports ORU's academic mission and ORU's whole-person approach to learning outcomes through its [ePortfolio system](#).

III. COURSE GOALS

The course will enable the student do the following:

- A. Become aware of the importance of financial planning.
- B. Work toward setting life goals to achieve financial and personal success.
- C. Accomplish the following, in line with the purpose of this University:
 - 1. Contribute to the education of the whole person.
 - 2. Place their faith in Jesus Christ at the center of his or her life.
 - 3. Encourage the synthesis and integration of the common bond of knowledge provided by the university into a unified whole.
 - 4. Sharpen the communication, computation, and critical analysis skills of each student.
 - 5. Develop appreciation for differing cultures.
 - 6. Increase the student's recognition of God's order, diversity, and creativity and their consequences in the social and historical sciences.
 - 7. Demonstrate that knowledge and experience are related, not separated.
 - 8. Reveal God's purpose and glory as evident in this course of study.
 - 9. Develop basic skills, acquire basic knowledge, and formulate a world vision.
 - 10. Advocate the examination of this field of knowledge in the context of its influence upon and its being influenced by others.
- D. Prepare a student for an active role in the general area of business administration (in line with the purpose of the business administration program).
- E. Prepare the student in the following areas (in line with the departmental objectives):
 - 1. Critical thinking skills in reasoning, objectivity, analysis, interpretation, research, or decision making relevant to the discipline.
 - 2. Broad comprehensive foundational knowledge for the professional standards of the intended major.
 - 3. Broad interpretation of the dynamics of business within the social and professional context.
 - 4. Internalization of Christian business ethics and professionalism.

IV. COURSE OBJECTIVES

After successfully completing this course, I should be able to:

- A. Discuss the following areas of personal finance and financial planning.
 - 1. The investment decision-making process
 - 2. How to make a personal budget
 - 3. The importance of the time value of money
 - 4. The importance of deferring taxes
 - 5. The effect of paying off a mortgage early (in 25 years, in 20 years, in even 15 years)
 - 6. How to purchase a new automobile at a substantial savings
 - 7. What an IRA is and the rules associated with an IRA
- B. Differentiate between the following types of insurance and determine which best fits the student's needs.
 - 1. Term life insurance
 - 2. Whole life insurance
 - 3. Automobile insurance
- C. Explain how good money management affects one's marriage.
- D. Answer the following questions about credit:
 - 1. How do credit and debt differ?
 - 2. How does credit affect you personally?
 - 3. How can you get out of debt and stay out of it?

- E. Explain how to reduce one's expenses without reducing one's standard of living.
- F. Discuss various money and capital market instruments, such as stocks, bonds, mutual funds, and money market accounts.

V. TEXTBOOK AND OTHER LEARNING RESOURCES

Textbook(s) and materials for the course are listed using standard [citation style](#) (APA, MLA, Chicago, Turabian, etc.). Since other styles may be used in disciplines other than the one used in this course or school, the [ORU Citing and Documenting Sources](#) pages offer a collection of styles students may choose from. This course asks that students be consistent in whatever style they use throughout the course.

The ORU Bookstore carries print as well as eTexts of assigned textbooks.

<http://www.bkstr.com/oralrobertsstore/home>

Required Materials

Textbook:

Kapoor Personal Finance Connect Plus (includes ebook) 11th Edition.

Kapoor, J. R., Dlabay, L. R., & Hughes, R. J. (2015). *Personal Finance*. New York, NY: McGraw-Hill/Irwin.

ISBN: 9780077641009

Other required materials:

None

Optional Materials

Textbooks:

None

Other:

None

VI. POLICIES AND PROCEDURES

A. University Policies and Procedures

1. **Participation:** Participation in each online class through discussion forums, assignments, and all other course activities is mandatory at Oral Roberts University. This counts as your attendance in the course. Excessive absences can reduce a student's grade or deny credit for the course.
2. **Plagiarism:** The ORU Catalog explicitly addresses the issue of plagiarism. Make sure you know [ORU's policy on plagiarism](#) and [what is considered plagiarism](#).
3. **Privacy:** By law, students are entitled to privacy regarding their records. The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended and available in the [ORU University Catalog](#), sets forth requirements designed to protect the privacy of student education records. The law governs access to records maintained by educational institutions and the release of information from those records.
4. **Whole Person Assessment Requirements:**
 - a. Specify which, if any, Whole Person Assessment requirements there are for this course.
None for this course.

B. School and/or Department Policies and Procedures

1. Class Assignments

- a. Students need to have the appropriate textbooks, course materials, and other supplies as designated by the professor.
 - b. Professors may refuse to accept an assignment if it has inappropriate content, does not meet the assignment's criteria (e.g., not typed, incorrectly documented), is incomplete, is suspected of plagiarism, or is turned in too late.
- 2. Late Work**
- a. The student is responsible for obtaining class assignments and materials, and all work is expected to be completed as scheduled. The professor may not accept late work, or it may result in a lower grade. Computer or Internet malfunctions do not constitute an excuse for late work; students should have their work prepared in time to ensure that they can get it completed, edited, and proofread prior to the instructor's due date. These responsibilities assist the student in professional development.
 - b. Generally, assignments missed from a serious sickness or family crises can be made up and the instructor should be notified as soon as possible to reach an agreement on due dates and possible penalties. Each instructor has his or her own late-work policy. Instructors use their own judgment in accepting late work.
- 3. Incompletes**
- On rare occasions, the grade of "I" may be given for work that is incomplete at the time grades are given. It is given only after the instructor and the department chair or college dean approve a petition submitted by the student that his or her work is incomplete for good cause. Good cause typically consists of a catastrophic event in which the student is prevented from completing the course requirements. It is the responsibility of the student to initiate the petition through <http://petitions.oru.edu>, make up any incomplete work, and ask the instructor to submit a grade change to the registrar. If the work is not completed by the end of the subsequent session, the incomplete will automatically convert to an "F." For graduating seniors, the degree will be awarded in the term that the student completes his or her course work, not the final term of enrollment.

C. Online Programs Policies and Procedures

- 1. Communicating with your Instructor:** All email communication between students and faculty will be through their ORU.edu emails.
- 2. Learning Community:** Online learning community is established through active participation in the threaded weekly discussions. The mutual exchange of ideas, information, and experiences is an essential part of the learning process, and students are encouraged to use the discussion forum as virtual classroom platform.
- 3. ADA and Students with Disabilities:**
 - Click here (<http://www.brightspace.com/about/accessibility/>) to view Desire2Learn's "Accessibility Resources for Students with Disabilities."
 - Students requiring Disability Services from ORU, please click here: <https://goo.gl/QGoK4x>
 - Desire2Learn (D2L) Accessibility Guidelines and Checklist: <https://goo.gl/Ck4RwY>
 - D2L Accessibility Policy: <https://www.d2l.com/accessibility/>
- 4. Useful Links for Online Students:**
 - [Student Learning Glossary](#)
 - Library: <http://library.oru.edu>.
 - D2L Helpdesk: d2lhelp@oru.edu
 - I.T. Student Helpdesk: studenthelpdesk@oru.edu
 - [Netiquette and Online Discussions: https://goo.gl/f744AY](https://goo.gl/f744AY)
 - Contact the University: please [fill out this online form](#). Please first contact your instructor for assistance with any matter specific to the course.

D. Course Policies and Procedures

- 1. Evaluation Procedures:** The final grade will be based on forum discussions, projects, and a final exam. The weight of each item is included in the Course Calendar. Refer to course calendar for extra credit items offered in this course

Grade Weight	Category
71%	Chapter Problems and Learn Smart Modules
25%	Final Exam
4%	Weekly Discussion Questions

2. Grading Scale:

A=90-100% B=80-89% C=70-79% D=60-69% F=59% and below.

3. Other Policies and/or Procedures

a. English proficiency and organization of assignments

All formal written assignments submitted for grading are expected to conform to APA 6 including proper grammatical and spelling standards. Students should be aware that automated spelling checkers in word processing software are not foolproof. There is no substitute for personally proofreading a document for errors. In addition, students should be aware that automated checkers do not always suggest the correct grammatical format. All hardback and electronic sources must be properly cited in accordance with APA 6 within the responses to the discussion questions.

b. Discussion Board

Each week you are required to respond to a posted discussion question as well as comment on a class colleagues posting. Your initial post is worth 4 points and a knowledge contributing comment is worth 1 point. There are 35 discussion question points.

c. Learn Smart Modules

For each chapter, you are required to complete a Learn Smart Module within the Connect classroom. The Learn Smart modules are self-study tools that assist you in learning the concepts presented in the chapter. You earn 5 points for the completion of each module.

d. Chapter Problems

You are required to complete assigned problems for each chapter using data presented in the Connect classroom. The chapter problems are based on the end of chapter problems presented in the textbook; however, the computer customizes the data set for each student. Each problem is worth 5 points, and partial credit may be given. Within Connect, a messaging system allows you to submit questions directly to the instructor from the Connect problem. Please allow 48 hours for the instructor to respond to your question. You have 2 attempts to complete the homework. Each attempt also allows 2 uses of the “check my work” option so you can check to see if your answer is correct before submitting. The connect software also contains “hints” for each problem. There is no penalty for using the “check my work” or “hints” features of the software.

A 30 point Extra Credit assignment is available for completion throughout the semester. The problems comprising the Extra Credit assignment are from various chapters. The Extra Credit assignment is due 11:59 pm, Sunday at the end of week 7.

e. Final Exam

The final exam is comprehensive covering material from Chapter 1 through 19. You will have 4 hours and only 1 attempt to complete the Exam. Please prepare and schedule your time accordingly. You will have access to your e-book & resources during the exam. The Final Exam is worth 200 points and due 11:59 pm, on Sunday of Week 7. This is the end of the course.

VII. COURSE CALENDAR

The Course Calendar shows the specific learning activities and assessments for this course. Further descriptions for activities and assessments are in their respective weeks in D2L. When applicable, ¥ Indicates this is a Whole Person Assessment item that is also submitted to the E-Portfolio system. † indicates this is a faith integration item tracked by the program.

Unit 1	ASSESSMENTS – Complete by last day of Unit 1 at 11:59 PM (US Central Time)
	Forum 1a and 1b Discussion Questions
Chapter 1	Personal Finance Basics and the Time Value of Money Learn Smart - Chapter 1 Connect Problems: <ul style="list-style-type: none"> • Video Case: Get Your Dream Home • Personal Financial Planning • Problem 1-4 • Problem 1-6 • Problem 1-10
Chapter 2	Financial Aspects of Career Planning Learn Smart - Chapter 2 Connect Problems: <ul style="list-style-type: none"> • Acing a Phone Interview • Planning a Cover Letter, Resume and Interview • Problem 2-1 • Problem 2-2 • Problem 2-7
Chapter 3	Money Management Strategy: Financial Statements & Budgeting Learn Smart - Chapter 3 Connect Problems: <ul style="list-style-type: none"> • Creating the Balance Sheet and Cash Flow Statement • Problem 3-3 • Problem 3-4 • Problem 3-7 • Problem 3-12
Unit 2	ASSESSMENTS – Complete by last day of Unit 2 at 11:59 PM (US Central Time)
	Forum 2- Discussion
Chapter 4	Planning Your Tax Strategy Learn Smart - Chapter 4 Connect Problems: <ul style="list-style-type: none"> • Steps in Computing Taxable Income and Your Tax Liability • How to Avoid a Tax Audit • Problem 4-1 • Problem 4-4 • Problem 4-9
Chapter 5	Financial Services: Savings Plans and Payment Accounts Learn Smart -Chapter 5 Connect Problems: <ul style="list-style-type: none"> • Managing Your Checking Account • Problem 5-2 • Problem 5-5 • Problem 5-6 • Problem 5-12
Chapter 6	Introduction to Consumer Credit Learn Smart -Chapter 6 Connect Problems:

	<ul style="list-style-type: none"> • How to Improve Your Credit Score • Problem 6-5 • Problem 6-8 • Problem 6-9 • Problem 6-11
Unit 3	ASSESSMENTS – Complete by last day of Unit 3 at 11:59 PM (US Central Time)
	Forum 3- Discussion Question
Chapter 7	Choosing a Source of Credit: The Costs of Credit Alternatives Learn Smart -Chapter 7 Connect Problems: <ul style="list-style-type: none"> • How to Pay Down Credit Card Debt • Problem 7-2 • Problem 7-5 • Problem 7-7 • Problem 7-9
Chapter 8	Consumer Purchasing Strategies and Legal Protection Learn Smart -Chapter 8 Connect Problems: <ul style="list-style-type: none"> • Buying Your Car Online for Less • Problem 8-3 • Problem 8-6 • Problem 8-11 • Problem 8-12
Chapter 9	The Housing Decision: Factors and Finances Learn Smart - Chapter 9 Connect Problems: <ul style="list-style-type: none"> • Tips for Buying Your First Home Problem 9-2 • Problem 9-4 • Problem 9-8 • Problem 9-9
Unit 4	ASSESSMENTS – Complete by last day of Unit 4 at 11:59 PM (US Central Time)
	Forum 4 - Discussion Question
Chapter 10	Property and Motor Vehicle Insurance Learn Smart Chapter 10 Connect Problems: <ul style="list-style-type: none"> • Problem 10-1 • Problem 10-2 • Problem 10-3 • Problem 10-5 • Problem 10-10
Chapter 11	Health, Disability, and Long-term Care Insurance Learn Smart Chapter 11 Connect Problems: <ul style="list-style-type: none"> • Types of Health Insurance Coverage • Problem 11-2 • Problem 11-3 • Problem 11-6 • Problem 11-10
Chapter 12	Life Insurance Learn Smart Chapter 12 Connect Problems: <ul style="list-style-type: none"> • There is no free life insurance • Insurance Policy Features • Problem 12- 6 • Problem 12-8

	<ul style="list-style-type: none"> • Problem 12-10
Unit 5	ASSESSMENTS – Complete by last day of Unit 5 at 11:59 PM (US Central Time)
	Forum 5 - Discussion Question
Chapter 13	Investing Fundamentals Learn Smart Chapter 13 Connect Problems: <ul style="list-style-type: none"> • Problem 13-3 • Problem 13-4 • Problem 13-8 • Problem 13-10 • Problem 13-12
Chapter 14	Investing in Stocks Learn Smart Chapter 14 Connect Problems: <ul style="list-style-type: none"> • Problem 14-1 • Problem 14-2 • Problem 14-9 • Problem 14-12 • Problem 14-15
Chapter 15	Investing in Bonds Learn Smart - Chapter 15 Connect Problems: <ul style="list-style-type: none"> • Small Risk Appetite? Try Bonds • Identifying Bond Types and Features • Problem 15-4 • Problem 15-8 • Problem 15-12
Unit 6	ASSESSMENTS – Complete by last day of Unit 6 at 11:59 PM (US Central Time)
	Forum 6 - Discussion Question
Chapter 16	Investing Mutual Funds Learn Smart - Chapter 16 Connect Problems: <ul style="list-style-type: none"> • Get the Most Out of ETFs • Identifying Fund Types Based on Their Fee Structure • Problem 16-2 • Problem 16-6 • Problem 16-12
Chapter 17	Investing in Real Estate and Other Investment Alternatives Learn Smart - Chapter 17 Connect Problems: <ul style="list-style-type: none"> • A Case for Gold • Problem 17-3 • Problem 17-5 • Problem 17-8 • Problem 17-9
Chapter 18	Starting Early: Retirement Planning Learn Smart - Chapter 18 Connect Problems: <ul style="list-style-type: none"> • Enjoy Life and Save for Retirement • Problem 18-1 • Problem 18-5 • Problem 18-8 • Problem 18-11
Unit 7	ASSESSMENTS – Complete by last day of Unit 7 at 11:59 PM (US Central Time)

	Forum 7 Discussion Question
Chapter 19	Estate Planning Learn Smart - Chapter 19 Connect Problems: <ul style="list-style-type: none"> • Tax Categories • Walk a Loved One Through Your Affairs • Problem 19-1 • Problem 19-5 • Problem 19-8
	Final Exam
All-Term	Extra Credit Assignment (30 points/5 points each)
	<ul style="list-style-type: none"> • Problem 3-9 • Problem 4-11 • Problem 8-8 • Problem 17-11 • Problem 19-9

IX. COURSE INVENTORY

For ORU's Course Objectives

FIN 244 AD

This course contributes to the ORU course objectives as indicated below:

Significant Contribution – Addresses the outcome directly and includes targeted assessment.

Moderate Contribution – Addresses the outcome directly or indirectly and includes some assessment.

Minimal Contribution – Addresses the outcome indirectly and includes little or no assessment.

No Contribution – Does not address the outcome.

The Student Learning Glossary at <http://ir.oru.edu/doc/glossary.pdf> defines each outcome and each of the proficiencies/capacities.

	OUTCOMES & Proficiencies/Capacities	Significant Contribution	Moderate Contribution	Minimal Contribution	No Contribution
1	Outcome #1 – Spiritually Alive				
	<i>Proficiencies/Capacities</i>				
1A	Biblical knowledge		X		
1B	Sensitivity to the Holy Spirit			X	
1C	Evangelistic capability		X		
1D	Ethical behavior	X			
2	Outcome #2 – Intellectually Alert				
	<i>Proficiencies/Capacities</i>				
2A	Critical thinking	X			
2B	Information literacy	X			
2C	Global & historical perspectives		X		
2D	Aesthetic appreciation	X			
2E	Intellectual creativity	X			
3	Outcome #3 – Physically				
	<i>Proficiencies/Capacities</i>				
3A	Healthy lifestyle		X		
3B	Physically disciplined lifestyle		X		
4	Outcome #4 – Socially Adept				
	<i>Proficiencies/Capacities</i>				
4A	Communication skills			X	
4B	Interpersonal skills	X			
4C	Appreciation of cultural & linguistic		X		
4D	Responsible citizenship	X			
4E	Leadership capacity		X		

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This syllabus is subject to change without notice up until the first day of the semester.

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