



Course Syllabus

FIN 244 ADV— 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.

<i>Spiritually alive</i>	Biblical knowledge; sensitivity to the Holy Spirit; evangelistic capability; ethical behavior
<i>Intellectually alert</i>	Critical thinking; information literacy; global and historical perspectives; aesthetic appreciation; intellectual creativity
<i>Physically disciplined</i>	Healthy lifestyle; physically active lifestyle
<i>Socially adept</i>	Communication skills; interpersonal skills; appreciation of cultural and linguistic differences; responsible citizenship; leadership capacity
<i>Professionally competent</i>	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.

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

Before you purchase your required textbook(s), click on the ORU Bookstore link to verify whether digital texts are provided as part of your Follett ACCESS course fee. <http://www.bkstr.com/oralrobertsstore/home>

Required Materials

Textbook:

Kapoor, J. R., Dlabay, L. R., & Hughes, R. J. (2020). *Personal Finance (w/Connect)*. 13th Ed. New York, NY: McGraw Hill/Irwin. [Digital ISBN (Connect Online Access includes e-Text): 9781260799767; Pkg. ISBN (LLF w/Connect): 978126084867]

This course uses courseware, so you cannot opt-out of the ACCESS program.

Other required materials:

None

Optional Materials

Textbooks:

None

Other:

None

VI. POLICIES AND PROCEDURES

A. University Policies and Procedures

1. **Plagiarism:** The ORU Catalog explicitly addresses the issue of plagiarism. Make sure you know [ORU's policy on plagiarism](#) and [what is considered plagiarism](#).
2. **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.
3. **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. **Participation:** Participation in each online class through discussion forums, assignments, and all other course activities count as your attendance in the course. Lack of participation can reduce a student's grade or deny credit for the course.
2. **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.
3. **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.
 - 4. **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.
 - 5. **Citations**

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.
- 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>
 - 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. Additionally, a 30-point Extra Credit assignment is available for completion throughout the semester.

Grade Weight	Category
14%	Forum Discussions
15%	SmartBook Modules
50%	Homework (Chapter Problems)
21%	Final Exam

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. **Writing Style:** This course will use the American Psychological Association (APA) writing style for its dialogues and papers.

- *Single Author Examples -- (Note that APA uses just the initial of the author's first name.)*

APA Rodriguez R. (1982). A hunger of memory: The education of Richard Rodriguez. Boston: Godine. / ISBN

- *Multiple Author Examples*

APA Smith, S. R., Eckland, K., & Houser, J.
(The remaining information (title, etc.) follows the same format as the single author entries above.)

- b. **Forum Discussions**

Each week you are required to respond to a posted discussion question as well as comment on a class colleagues posting.

- c. **SmartBook Modules**

For each chapter, you are required to complete a SmartBook Module within the Connect classroom. The SmartBook modules are self-study tools that assist you in learning the concepts presented in the chapter. It is important to complete the SmartBook exercises before completing the Chapter Problems. As you work through these exercises, you will engage in an interactive textbook reading experience. How you answer the questions drives your reading experience; it focuses on any gaps and determines where you should spend your time reading. Completing these exercises first will provide a good base understanding of the material before doing the Chapter Problems, and as a result, you will be more successful in this course.

- d. **Homework (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. 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 response to your question. You have unlimited attempts to complete the homework. Each attempt also allows two 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.

e. Final Exam

The final exam is comprehensive covering material from Chapters 1 through 19. You will have unlimited time to complete the Exam, and two attempts. You will have access to your e-book & resources during the exam.

f. Extra Credit

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 Unit 7.

VII. COURSE CALENDAR

The Course Calendar shows the specific learning activities and assessments for this course. ***This Advantage course is structured in 7 Units. Each Unit lasts 2 weeks, or 14 days. Unless otherwise noted, the Projects and Quizzes are due on Day 14, at the end of each Unit, while the Forums are due at the end of Day 7 or the end of week 1.*** Further descriptions for activities and assessments are in their respective weeks in D2L. † indicates this is a faith integration item tracked by the program.

Unit 1: Weeks 1-2	Financial Principles ASSESSMENTS – Complete by last day of Unit 1 at 11:59 PM (US Central Time)
	Read/View/Listen
	Forum 1: Financial Principles
	McGraw Hill Connect: Chapter 1 SmartBook
	McGraw Hill Connect: Chapter 1 Problems
	McGraw Hill Connect: Chapter 2 SmartBook
	McGraw Hill Connect: Chapter 2 Problems
	McGraw Hill Connect: Chapter 3 SmartBook
	McGraw Hill Connect: Chapter 3 Problems
Unit 2: Weeks 3-4	Taxes and Savings ASSESSMENTS – Complete by last day of Unit 2 at 11:59 PM (US Central Time)
	Read/View/Listen
	Forum 2: Taxes and Savings
	McGraw Hill Connect: Chapter 4 SmartBook
	McGraw Hill Connect: Chapter 4 Problems
	McGraw Hill Connect: Chapter 5 SmartBook
	McGraw Hill Connect: Chapter 5 Problems
	McGraw Hill Connect: Chapter 6 SmartBook
	McGraw Hill Connect: Chapter 6 Problems
Unit 3: Weeks 5-6	Debt ASSESSMENTS – Complete by last day of Unit 3 at 11:59 PM (US Central Time)
	Read/View/Listen
	Forum 3: Debt
	McGraw Hill Connect: Chapter 7 SmartBook
	McGraw Hill Connect: Chapter 7 Problems
	McGraw Hill Connect: Chapter 8 SmartBook
	McGraw Hill Connect: Chapter 8 Problems
	McGraw Hill Connect: Chapter 9 SmartBook
	McGraw Hill Connect: Chapter 9 Problems
Unit 4: Weeks 7-8	Insurance ASSESSMENTS – Complete by last day of Unit 4 at 11:59 PM (US Central Time)
	Read/View/Listen
	Forum 4: Insurance
	McGraw Hill Connect: Chapter 10 SmartBook
	McGraw Hill Connect: Chapter 10 Problems
	McGraw Hill Connect: Chapter 11 SmartBook
	McGraw Hill Connect: Chapter 11 Problems
	McGraw Hill Connect: Chapter 12 SmartBook
	McGraw Hill Connect: Chapter 12 Problems
Unit 5: Weeks 9-10	Investing ASSESSMENTS – Complete by last day of Unit 5 at 11:59 PM (US Central Time)
	Read/View/Listen

	Forum 5: Investing
	McGraw Hill Connect: Chapter 13 SmartBook
	McGraw Hill Connect: Chapter 13 Problems
	McGraw Hill Connect: Chapter 14 SmartBook
	McGraw Hill Connect: Chapter 14 Problems
	McGraw Hill Connect: Chapter 15 SmartBook
	McGraw Hill Connect: Chapter 15 Problems
Unit 6: Weeks 11-12	Planning for Retirement ASSESSMENTS – Complete by last day of Unit 6 at 11:59 PM (US Central Time)
	Read/View/Listen
	Forum 6: Planning for Retirement
	McGraw Hill Connect: Chapter 16 SmartBook
	McGraw Hill Connect: Chapter 16 Problems
	McGraw Hill Connect: Chapter 17 SmartBook
	McGraw Hill Connect: Chapter 17 Problems
	McGraw Hill Connect: Chapter 18 SmartBook
	McGraw Hill Connect: Chapter 18 Problems
Unit 7: Weeks 13-14	Estate Planning ASSESSMENTS – Complete by last day of Unit 7 at 11:59 PM (US Central Time)
	Read/View/Listen
	Forum 7: Estate Planning
	McGraw Hill Connect: Chapter 19 SmartBook
	McGraw Hill Connect: Chapter 19 Problems
	Final Exam Review
	Final Exam
All-Term	Extra Credit Assignment (30 points/5 points each)

VIII. COURSE INVENTORY

For ORU's Course Objectives

LFIN 244

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.

ORU defines each outcome and proficiencies/capacities listed below in this [Gen Ed Outcomes paper](#).

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 Disciplined				
<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 differences		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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