



## PERSONAL FINANCE FIN 107-35Z

### **INSTRUCTOR INFORMATION**

Name: Ken Long  
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Office Phone: (540) 674-3600, ext: 4353 (this connects to my cell phone)  
Office Hours: By appointment

### ***IMPORTANT:***

- The recommended browser to use with the current version of Canvas is Mozilla Firefox or Google Chrome. Other browsers are inconsistent in their performance with Canvas. When taking tests or quizzes, use a wired connection.
- Check your VCCS email regularly and respond/keep in touch with your instructor.

### **COURSE DESCRIPTION**

Description: Presents a framework of personal money management concepts, including establishing values and goals, determining sources of income, managing income, preparing a budget, developing consumer buying ability, using credit, understanding savings and insurance, providing for adequate retirement, and estate planning.

Credits: 3  
Prerequisite: None  
Submissions: Students will take tests in Canvas  
Assessment: Students will take tests in Canvas  
Online Activities: Study PP lecture slides  
Take tests  
Post RT summaries

### **COURSE MATERIALS**

**Textbook:** [Personal Finance: Beware of Wolves in Sheeps Clothing](#). This book is free as a PDF online from the course web site. You can read it on your computer or a tablet.

**Note:** NRCC assumes no liability for virus, loss of data, or damage to software or computer when a student downloads software for classes.

*The Student's Guide to Online Learning* is available at <https://www.nr.edu/online/pdf/studentguide.pdf>.

## COURSE INFORMATION

**Prepared By:** Ken Long

**Approved By:** Ms. Sarah Tolbert-Hurysz

### I. INTRODUCTION

This is an online course designed specifically for students whose learning styles are best served by providing instructional opportunities beyond the traditional classroom setting.

This course presents you with a framework of personal money management concepts, including the principles of saving, your credit report, and insurance, taxes, buying and selling a house, buying and selling a car, investing, retirement, and estate planning.

This course will transfer to Radford University as FINC251 and to Old Dominion University as a GNRL elective credit.

### II. LEARNING OUTCOMES

Upon the successful completion of this course, the student will be able to:

- Demonstrate that you can save \$100 - \$200 more a month than you presently are saving
- Describe how you can make your saving automatic
- Explain how you have utilized credit cards to your own benefit and to pay less interest than before you took this course
- Evaluate information and its sources critically and demonstrate an improvement in your financial knowledge
- Explain how you can fashion a credit report to your favor and demonstrate this by earning a higher credit score than before you took this course
- Explain why you buy insurance
- Show how you can save money on your taxes and demonstrate this by paying less taxes than the year before
- Show how you can buy a house and sell a house by learning the research tools available on the Internet
- Demonstrate how you can retire with comfort later in life by opening a Roth or traditional IRA
- Develop skills and understanding to increase your financial well being

### III. COURSE CONTENT

Chapter One:	First Things First
Chapter Two:	Plugging the Holes
Chapter Three:	Credit Cards
Chapter Four:	Your Credit Report
Chapter Five:	Insurance
Chapter Six:	Buying, Selling, and Leasing a Car
Chapter Seven:	Home Ownership vs. Renting
Chapter Eight:	Taxes
Chapter Nine:	Bonds and Mutual Funds

Chapter Ten: Stocks and Annuities  
Chapter Eleven: Building a Secure Retirement  
Chapter Twelve: Estate Planning

#### IV. GRADING/EVALUATION

The final grade for the course will be determined as follows:

**A** = at least **720** points (8 x 90 = 720)  
**B** = at least **640** points (8 x 80 = 640)  
**C** = at least **560** points (8 x 70 = 560)  
**D** = at least **480** points (8 x 60 = 480)  
**F** = **479** points and below

Students can earn points as follows:

- 800 possible points on tests
- 40 possible points for writing RT Summaries (extra credit)
- 10 possible points for taking the Ten Point Quiz in the first two weeks of the semester

#### V. WITHDRAWAL POLICY

##### **Student Initiated Withdrawal Policy**

A student may drop or withdraw from a class without academic penalty during the first 60 percent of a session. For purposes of enrollment reporting, the following procedures apply:

- If a student withdraws from a class prior to the termination of the add/drop period for the session, the student will be removed from the class roll and no grade will be awarded.
- After the add/drop period, but prior to completion of 60 percent of a session, a student who withdraws from a class will be assigned a grade of "W." A grade of "W" implies that the student was making satisfactory progress in the class at the time of withdrawal, that the withdrawal was officially made before the deadline published in the college calendar, or that the student was administratively transferred to a different program.
- After that time, if a student withdraws from a class, a grade of "F" or "U" will be assigned. Exceptions to this policy may be made under documented mitigating circumstances if the student was passing the course at the last date of attendance

A retroactive grade of "W" may be awarded only if the student would have been eligible under the previously stated policy to receive a "W" on the last date of class attendance. The last date of attendance for an online course will be the last date that work was submitted.

Late withdrawal appeals will be reviewed and a decision made by the Coordinator of Admissions and Records.

**Instructor Initiated Withdrawal**

A student who adds a class or registers after the first day of class is counted absent from all class meetings missed. Each instructor is responsible for keeping a record of student attendance (face-to-face classes) or performance/participation (online classes) in each class throughout the semester.

When a student's absences equal twice the number of weekly meetings of a class (equivalent amount of time for summer session), the student may be dropped for unsatisfactory attendance in the class by the instructor.

Since attendance is not a valid measurement for online learning courses, a student may be withdrawn due to non-performance. A student should refer to his/her course plan for the instructor's policy.

When an instructor withdraws a student for unsatisfactory attendance (face-to-face class) or non-performance (online class), the last date of attendance/participation will be documented. A grade of "W" will be recorded during the first sixty percent (60%) period of a course. A student withdrawn after the sixty percent (60%) period will receive a grade of "F" or "U" except under documented mitigating circumstances when a letter of appeal has been submitted by the student. A copy of this documentation must be placed in the student's academic file.

The student will be notified of the withdrawal by the Admissions and Records Office. An appeal of reinstatement into the class may be approved only by the instructor.

**No-Show Policy**

A student must either attend face-to-face courses or demonstrate participation in online courses by the last date to drop for a refund. A student who does not meet this deadline will be reported to the Admissions and Records Office and will be withdrawn as a no-show student. No refund will be applicable, and the student will not be allowed to attend/ participate in the class or submit assignments. Failure to attend or participate in a course will adversely impact a student's financial aid award.

**VI. CHEATING/PLAGIARISM POLICY**

A grade of "F" will be awarded for the semester to any student caught cheating. This includes plagiarism, which is defined as "To present another's words or ideas as one's own or without attribution" (American Heritage Dictionary, 2019). Remember that plagiarism includes using words or ideas from Internet sites, as well as copying from print sources.

**VII. DIVERSITY STATEMENT**

The New River Community College community values the pluralistic nature of our society. We recognize diversity including, but not limited to, race, ethnicity, religion, culture, social class, age, gender, sexual orientation and physical or mental capability. We respect the variety of ideas, experiences and practices that such diversity entails. It is our commitment to ensure equal opportunity and to sustain a climate of civility for all who work or study at NRCC, or who otherwise participate in the life of the college.

**VIII. NON-DISCRIMINATION STATEMENT**

New River Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Mark C. Rowh, Vice President for Workforce Development and External Relations, 217 Edwards Hall, 540-674-3600, ext. 4241.

**IX. DISABILITY STATEMENT**

If you are a student with a disability and in need of accommodations for this course, please contact the Center for Disability Services (CDS) for assistance. CDS is located within the Advising Center in Rooker Hall. For more information about disabilities services, see [Center for Disability Services Policies and Procedures](#).

