

Syllabus (Class Contract)
Trevecca Nazarene University- Spring 2015
Financial Stewardship (BUS 2010 Section 2)
Monday-Wednesday (11.00 AM – 11.50 AM in BBB 115)¹

| | | |
|-----------|---|---|
| Professor | : | Roy Philip |
| Office | : | Boone Business Building 140 |
| Telephone | : | 248-7711 |
| Email | : | rphilip@trevecca.edu |
| Website | : | http://rphilip.wiki.trevecca.edu/home |
| Facebook | : | roy.philip.5@facebook.com |
| Twitter | : | @royaltalk68 |

Course Description

Provides the student with a basic understanding of his or her economic environment and the basic principles and tools of personal financial management. Emphasis will be placed on personal financial planning, including budgeting, managing personal debt, insurance, taxes, and investments. When possible, topics will be analyzed and discussed from a Christian perspective.²

Student Learning Outcomes

Students will be able to:

1. Describe the financial skills essential to conduct business and personal transactions effectively.
2. Illustrate and interpret the various financial tools such as Balance sheet, Income and Expense statement, and Budgets.
3. Examine and characterize important issues relating to insurance needs, housing needs, and automobile needs.
4. Restate the importance of and role of ethics in constructing effective personal financial statements.
5. Produce personal financial statements such as, balance sheet, income and expense statement, and a budget, exploring the connection between theory and practice.
6. Candidates know and apply principles and procedures for personal and business financial management while completing projects that require decision making skills (e.g., budgeting, saving, personal income tax, investing, retirement planning, and personal banking) – *Tennessee Business Education Standards*.

Distribution of Student Learning Hours (37.5 hours x 2 credit hours = 75 hours)

| Session | Pre-Class Hours | In-Class Hours | Total Hours |
|---|-----------------|----------------|-------------|
| Reading quizzes – Preparation and Process | 16 | 0.40 | 16.40 |
| Tests – Preparation and Process | 10 | 1.40 | 11.40 |
| Personal Financial Analysis (PFA) Preparation | 5 | | 5 |
| Homework and Reading for class | 10 | | 10 |
| Class Participation and Discussion | | 20.20 | 20.20 |
| Final Examination | 10 | 2 | 12 |
| TOTAL | 51 | 24 | 75 |

*These are recommended hours; if you find yourself needing more time to complete a particular assignment, please work accordingly.

Grading

| Grade Dimensions | Points | Percentage |
|---|------------|------------|
| Reading Quizzes | 50 | 9% |
| Tests | 150 | 25% |
| Personal Financial Analysis (PFA) Paper | 100 | 16% |
| Professional Behavior | 100 | 16% |
| Final Examination (Comprehensive) | 200 | 34% |
| TOTAL | 600 | 100 |

Letter grades will be assigned based on the following criteria:

| | | | | | |
|------------------|---|----|----------------|---|----|
| 580-600 points | = | A+ | 560-579 points | = | A |
| 540-559 points | = | A- | 520-539 points | = | B+ |
| 500-519 points | = | B | 480-499 points | = | B+ |
| 460-479 points | = | C+ | 440-459 points | = | C |
| 420-439 points | = | C- | 400-419 points | = | D+ |
| 380-339 points | = | D | 360-379 points | = | D- |
| Below 359 points | = | F | | | |

Reading Quizzes (50 points)

There will be reading quizzes assigned at the beginning of each chapter. You are expected to read the chapter and come prepared to take these quizzes. If you miss any of the quizzes, you will get a “zero” on that particular quiz. However, missing quizzes due to excused absences and emergency situations will be considered and the missed quizzes must be taken the very next day or on a day I assign. **You must inform me of your absence before class (or earlier) or you will not be able to make up the missed quizzes.** The quizzes will be weighted equally at 5 points.

Tests (150 points)

You will have two tests in this course. The tests have to be taken on the assigned days, except in case of an emergency or an excused absence. Students who cannot take the tests because of an excused absence or emergency must take them the next day or on a day I assign; **but you must inform me of the absence before class (or earlier) or you will get a zero.** Both tests will be equally weighted at 75 points. For the sake of academic honesty, I will require all cell phones to be placed on a separate table before the start of the tests. **Also, should you arrive late for the tests and at least one student has completed the tests, you will not be allowed to take the tests. Finally, you will have ONE week from the time you receive your tests results to consult me regarding any changes to your grade; if you come to me for any changes AFTER one week, you will not receive point(s).**

Personal Financial Analysis (PFA) Paper (100 points)

You will be required to write a Personal Financial Analysis (PFA) paper regarding your financial condition. To present your current financial condition, you will be required to use the following four financial statements: *Balance Sheet, Income and Expense Statement, Budget,* and the *Debt-Safety ratio*. You will also need to analyze these statements using the appropriate formulae and then explain them. Finally, you must make recommendations regarding your financial future based on your present financial condition. The paper should contain a title page, a personal introduction, introduction of the four financial statements, analysis, explanation, and recommendations; the paper should be double-spaced, using Times New Roman and 12-point font. You will be graded on the following parameters:

| | | |
|---|---|------------------|
| Presentation (Grammar and flow of thoughts, page numbers, title page) | – | 20 points |
| Proposal (Analysis, formulae, explanation, and recommendations) | – | <u>80 points</u> |
| Total | | 100 points |

This paper is due on Monday April 13, 2015.

Professional Behavior (Class Attention and Participation) (100 points)

Every student is expected to display professional behavior when the class is in session. If you are not paying attention (as in constantly looking at your phone, texting, or sleeping, or chatting with classmates) and/or not participating in classroom discussions, thereby displaying unprofessional behavior, you will not be given any professional behavior points. When this class is in session, I

need to see you completely focused and ready to learn. **Also students must bring their textbooks and their study guides to every class.** No professional behavior points will be given if you do not bring your textbook and your study guide to every class.

The following grading rubric* will be used for class attention and participation:

| Grade Points | Frequency and Quality |
|----------------------------|--|
| A+, A, A- (179-200 points) | Attends classes regularly and <i>always contributes</i> to the discussion by raising thoughtful questions, analyzing relevant issues, building on others' ideas, synthesizing across readings and discussions, expanding the class' perspective, and appropriately challenging assumptions and perspectives. |
| B+, B, B- (159-178 points) | Attends classes regularly and <i>sometimes contributes</i> to the discussion in the aforementioned ways. |
| C+, C, C- (139-158 points) | Attends classes regularly and <i>rarely contributes</i> to the discussion in the aforementioned ways. |
| D+, D, D- (119-138 points) | Attends classes regularly and <i>never contributes</i> to the discussion in the aforementioned ways. |
| F (118 points and below) | Attends classes irregularly and <i>never contributes</i> to the discussion in the aforementioned ways. |

*Eberly Center for Teaching Excellence, Carnegie Mellon University

Final Examination (200 points)

The final exam will be comprehensive; it will include all the chapters covered in the course. For the sake of academic honesty, I will require all cell phones to be placed on a separate table before the start of the final exam. **Also, should you arrive late for the finals and at least one student has completed the finals, you will not be allowed to take the finals.** It is the university's policy that no early exams be given; there will be no exceptions in this regard. Therefore, please arrange your travel schedule around the final exams. **Also, the professor is under no obligation to grant late exams simply because a student has three finals in one day unless in case of an emergency or there is a disability involved.**

Textbook

Gitman, L. J., Joehnk, M. D., & Billingsley, R. S. (2014). *PFIN 3*. Mason, OH: Thomson Southwestern.

Attendance Policy

Attendance is imperative to the understanding of the subject. The university handbook states, "If class meets 2 times per week, the student may be disenrolled on the 7th absence."³ That means, if you miss more than 6 classes, you will fail the course.⁴ These 6 classes include both excused and unexcused absences. Also, attendance counts from the first day of class whether students are

registered or not. Registering late is an excused absence.⁵ Please read page 59-60 of the university catalog on attendance policies. **Please note that attendance will be taken at the beginning of the class; if you are not in class at that time or if you walk in late you will be marked absent.**

Policy on Academic Honesty

Academic integrity is a very serious matter. Academic Honesty is expected of all students at Trevecca.⁶ Furthermore, integrity is what is expected of each of you in the classroom and in the work place. Each student is responsible to maintain high standards of academic ethics, personal honesty, and moral integrity. Each person is to do and be responsible for his/her own work. I certainly encourage you to jointly study for the tests and final examination outside of the classroom, but once you are inside the classroom your work should be your own. During an exam, you should keep your eyes to your paper and your paper only. Dishonest academic behavior will be dealt with fairly and firmly⁷; that means any student found guilty of cheating or plagiarism will be disenrolled from the class with a grade of "F." Please read the Academic Honesty policies on page 62 in the academic catalog.

Disability

Trevecca is committed to the provisions of the Rehabilitation Act of 1973 and the Americans with Disabilities Act as the University strives to be an inclusive community for students. A wide range of accommodations is available to provide access to Trevecca's facilities, academics, and programs. Individuals seeking accommodations for any type of disability are encouraged to contact Michelle Gaertner, the coordinator of student disability services in the Center for Leadership, Calling, and Service⁸ at 248-1463 for information concerning the documentation of a disability and the procedure for implementing accommodations.

No Food Policy

You are NOT allowed to bring food and eat while this class is in session. **You will lose 5 points for participation every time you violate this policy.**

No Laptop Policy

You are NOT allowed to bring laptops to this class. Any kind of disability that requires the use of laptops must be justified with a note from the Disability Services, located in the Center for Leadership, Calling, and Service. This note must be given to me in the first week of class.

Communication Policy

To make sure that there is a smooth flow of communication pertaining to this class, **all students must use their Trevecca email ID.** You can access your Trevecca email through this URL: <http://live.trevecca.edu>. In the event of a class cancellation, an email will be sent to all students on their Trevecca email.

Policy on Cell Phones and Pagers

Please switch off all cell phones and pagers in the classroom. Our classroom discussion time is precious and a student's cell phone or pager should not be an interruption. If you have an emergency, you can place your phone on vibrate, but you have to let me know about it before class begins. ***If your cell phone rings in class, I will make note of it and reduce 5 points from your participation grade.*** For the sake of academic honesty, I will require all cell phones to be placed on a separate table before the start of the tests and the final examination.

Online Chapter PowerPoint Teaching Videos

There are a few chapters in this course that are pre-recorded and put online on my website. Students are to watch the PowerPoint teaching videos, take notes, and come prepared to class for practice exercises. This way, we will have more time in class for solving problems. Chapters are marked with an asterisk in the class schedule, which are on pages 7-9.

Teaching Philosophy

Teaching is my passion! I will do my best to help you comprehend financial stewardship and its uses as applicable to your life, both in the business world and in your personal life. In my drive to help you learn, I will refer to many sources to bring information that will help you understand, learn, and apply financial planning concepts. It is also my ardent desire to integrate my Christian faith within the course so that you may learn, as I will too, how you can serve Christ using the concepts discussed in this class. Above all, I believe every class period we spend together is spent in the presence of God. This is a privilege and a responsibility for me to teach, train, and guide you to understand God. Your responsibility will be to give your best, remembering the God who wanted you to be here in the first place. Coming to class regularly, paying attention, showing respect to both the professor and fellow students, participating in class discussion, completing assignments on time, and having a Christ-like attitude should be important to all of you.

Class Schedule⁹(subject to change)

| <u>Month</u> | <u>Date</u> | <u>Class</u> | <u>Assignments</u> |
|---------------------|--------------------|---|--|
| January | 14 | Introductory Class | <u>In Class Plan:</u> Attendance; Devotions; Introductions; 10 Principles; Syllabus Review; Information slip. |
| | 19 | Chapter 1 (<i>Understanding the Financial Planning Process</i>)/ Reading Quiz 1 | <u>Homework:</u> Prepare for Reading Quiz 1; <u>In Class Plan:</u> Reading Quiz 1; Devotions; Chapter 1 (Qs. 1-4); Homework given. |
| | 21 | Chapter 1/Case 1/Dave Ramsey Video – Introduction | <u>Homework:</u> Read Case 1 on page 16; <u>In Class Plan:</u> Reading Quiz 1 returned; Devotions; Chapter 1 (Qs. 4-6); Case 1 discussion; Dave Ramsey Video – Introduction. |
| | 26 | Chapter 2* (<i>Using Financial Statements and Budgets</i>)/ Reading Quiz 2/Case 2 | <u>Homework:</u> Prepare for Reading Quiz 2; <u>In Class Plan:</u> Reading Quiz 2; Devotions; Chapter 2 Review; Case 2 on page 20; Homework given. |
| | 28 | Chapter 2*/Case 3 | <u>Homework:</u> Work on Case 3 on page 21; <u>In Class Plan:</u> Devotions; Reading Quiz 2 returned; Case 3; Chapter 2 Review; Homework given. |
| | | Spiritual Deepening Week | Spiritual Deepening Week |
| February | 2 | Chapter 2*/Cases 4 and 5 | <u>Homework:</u> Work on Cases 4 and 5 on pages 22-24; <u>In Class Plan:</u> Devotions; Cases 4 and 5; Chapter 2 Review; Homework given. |
| | 4 | Chapter 2*/Case 6/Case 7 | <u>Homework:</u> Work on Cases 6 and 7 on pages 25-26; <u>In Class Plan:</u> Devotions; Cases 6 and 7. |
| | 9 | Chapter 3* (<i>Preparing your Taxes</i>)/Reading Quiz 3/Case 8 | <u>Homework:</u> Prepare for Reading Quiz 3; <u>In Class Plan:</u> Reading Quiz 3; Devotions; Chapter 3 Review; Case 8 on page 28; Homework given. |
| | 11 | Chapter 3*/Case 9 | <u>Homework:</u> Work on Case 9 on page 29; <u>In Class Plan:</u> Reading Quiz 3 returned; Devotions; Chapter 3 Review; Case 9; Homework given. |
| | | Stewardship Today Week | Stewardship Today Week |
| | 16 | <i>The Stewardship Today Show</i> | <u>In Class Plan:</u> Devotions; Opening Monologue; Guest: Kelly Huddle. |

| | | | |
|-------|----|---|--|
| | 18 | Chapter 3*/Case 10 | Homework: Work on Case 10 on page 30; In Class Plan: Devotions (1 st statement from the cross – Luke 23:34); Chapter 3 Review; Case 10; Test 1 review. |
| | | Test 1 Week | Test 1 Week |
| | 23 | Test 1 (Chapters 1, 2, & 3) | Homework: Prepare for Test 1; In Class Plan: Please switch off cell phones and place them on teacher's station; please sit wherever there is a scantron; Prayer; Test 1. |
| | 25 | Test 1 Review/Dave Ramsey Videos | In Class Plan: Devotions (2 nd statement from the cross – Luke 23:39-43); Test 1 Results and Report; Review of Test 1; Dave Ramsey Videos. |
| | | Stewardship Today Week | Stewardship Today Week |
| March | 2 | <i>The Stewardship Today Show</i> | In Class Plan: Devotions; Opening Monologue; Guest: Marcus Lackey. |
| | 4 | Chapter 4* (Managing your Cash and Savings)/Reading Quiz 4 | Homework: Prepare for Reading Quiz 4; In Class Plan: Reading Quiz 4; Devotions (3 rd statement from the cross – John 19:26-27); Chapter 4 Review. |
| | | Spring Break Week | Spring Break Week |
| | 9 | SPRING BREAK | SPRING BREAK |
| | 11 | SPRING BREAK | SPRING BREAK |
| | 16 | Chapter 5* (Making Automobile and Housing Decisions)/Reading Quiz 5/Case 11 | Homework: Prepare for Reading Quiz 5; In Class Plan: Reading Quiz 4 returned; Reading Quiz 5; Devotions (4 th statement from the cross – Matthew 27:45-50); Chapter 5 Review; Case 11 on page 35. Homework given. |
| | 18 | Chapter 5*/Case 12 | Homework: Work on Case 12 on page 36; In Class Plan: Reading Quiz 5 returned; Devotions (5 th statement from the cross – John 19:28-29); Chapter 5 Review; Case 12. |
| | 23 | Chapter 6 (Using Credit)/Reading Quiz 6 Case 13 | Homework: Prepare for Reading Quiz 6; In Class Plan: Reading Quiz 6; Devotions (6 th statement from the cross – John 19:28-30); Chapter 6 Review; Case 13 on page 39; Homework given. |
| | 25 | Chapter 6*/Case 14 | Homework: Work on Case 14 on page 40; In Class Plan: Reading Quiz 6 returned; Devotions (7 th statement from |

| | | | |
|-------|----|---|--|
| | | | <i>the cross – Luke 23:44-49); Chapter 6 Review; Case 14 on page 39; Test 2 review.</i> |
| | | Test 2/Good Friday Week | Test 2/Good Friday Week |
| | 30 | Test 2 (Chapters 4, 5, & 6) | Homework: Prepare for Test 2; In Class Plan: Please switch off cell phones and place them on teacher's station; please sit wherever there is a scantron; Prayer; Test 2. |
| April | 1 | Test 2 Review/Dave Ramsey Video | In Class Plan: Devotions; Test 2 Results and Report; Review of Test 2; Dave Ramsey Videos; Final Easter Devotions. |
| | | Easter Monday/TNT Week | Easter Monday/TNT Week |
| | 6 | EASTER MONDAY | NO CLASS |
| | 8 | Chapter 8 (<i>Insuring your Life</i>)/Reading Quiz 7 | Homework: Prepared for Reading Quiz 7 (Chapter 8); In Class Plan: Reading Quiz 7; Devotions; Chapter 8 (Qs. 1-4). |
| | | PFA/Taste the Nations | PFA/Taste the Nations |
| | 13 | Chapter 11 (<i>Investment Planning</i>)/Reading Quiz 8 (<i>Personal Financial Analysis Paper due</i>) | In Class Plan: Returned Reading Quiz 7; Devotions; Chapter 8 (Qs. 4-9). |
| | 15 | NO CLASS | EMPLOYEE SERVICE AWARDS BRUNCH |
| | 17 | TASTE THE NATIONS | 7 PM in TSAC (\$2.00 entry fee); Food and International Night hosted by NAMASTE. |
| | 20 | Chapter 11 (<i>Investment Planning</i>)/Reading Quiz 8 | Homework: Prepare for Reading Quiz 8 (Chapter 11); In Class Plan: Reading Quiz 8; Devotions; Chapter 11 (Qs. 1-4). |
| | 22 | Chapter 11/Laptops to class | Homework: Complete Personal Financial Analysis (PFA) Paper - print, staple, and bring it to class; In Class Plan: Reading Quiz 8 returned; Devotions; Chapter 11 (Qs. 4-7); Laptop exercise. |
| | 27 | DAVE RAMSEY VIDEOS | In Class Plan: Devotions; Dave Ramsey Videos. |
| | 29 | Final round-up class | Homework: Bring Tests 1 and 2 for review; In Class Plan: Devotions; Tests review; Class statistics; Final exam |

| | | | |
|-------------------------|----------|---|---|
| | | | <i>review; Final exam date and time; Final exam tips; Returned PFA Papers; Grade reports.</i> |
| | | Finals Week | Finals Week |
| May (Monday) | 4 | FINAL EXAMINATION (10 AM – 12 PM) | (Chapters 1, 2, 3, 4, 5, 6, 8, and 11) |

Notes:

1. Class rosters at <https://tnu4u.trevecca.edu>
2. http://s3.amazonaws.com/trevecca.edu/Undergraduate_Catalog_2014_2015_final.pdf.
3. Trevecca Nazarene University Catalog (2014-2015), p. 60.
4. Trevecca Nazarene University Catalog (2014-2015), p. 60.
5. Trevecca Nazarene University Catalog (2014-2015), p. 63.
6. Trevecca Nazarene University Catalog (2014-2015), p. 62.
7. Trevecca Nazarene University Catalog (2014-2015), p. 62.
8. Trevecca Nazarene University Catalog (2014-2015), p. 24.
9. The class schedule is subject to change at my discretion.