



South Portland, Maine 04106
Business Department

Title: Personal Finance

Catalog Number: BUSN 115 (02)

Credit Hours: 3

Total Contact Hours: 45

Lecture (or Lab): Lecture/Discussion

Instructor: Suzanne Johnson, MBA

Course Meets: MW noon-1:15

Early Childhood Education Center Room 104

**Office Hours – Location: Mon/Wed 11-11:45
or by appointment**

**Contact Information: (207) 807-2620 or
sjohnson2@smcme.edu**

Course Syllabus

Course Description

This course helps students to overcome difficulties with managing personal finances. Foremost emphasis is placed on methods of measuring and evaluating expenditures with a budget so that the individual will maximize the use of their earnings. Included is an evaluation of occupations and income potential; investments and mutual funds, use of credit and the borrowing of money, taxes and estate planning, purchase of major assets, including home, vehicle and appliances, and also various types of insurance. Prerequisite(s): MATH-020 Co-requisite(s): none

Course Objectives

1. Increase their understanding of personal finance concepts.
2. Develop critical thinking skills with respect to financial planning concepts.
3. Appreciate the power of compound interest in both positive and negative aspects.
4. Apply the knowledge gained to their personal financial situation.
5. Become financially responsible adults who save regularly and use credit wisely.

Course Requirements

Students must complete the following as minimal requirements:

1. Successfully take and pass four exams.
2. Participate in the class project as well as completing homework assignments.
3. Regularly attend and participate in class.

Student Evaluation and Grading:

- 70% - Exams
- 15% - Projects, Exercises
- 15% - Class Participation

The tests will be based on lectures and readings. Tests require short answers to questions. Study guides will be provided prior to each exam. Class discussion is evaluated in terms of relevance and contribution to topic. However, insightful, thought-provoking questions are encouraged and treated favorably in evaluation.

SMCC Grading:

A 93-100	A- 90-92	B+ 87-89
B 83-86	B- 80-82	C+ 77-79
C 73-76	C- 70-72	D+ 67-69
D 63-66		

A mid-term grade will be posted by March 28th.

Text, Tools and / or Supplies

Personal Finance 6th Ed. Pkg ISBN: 0134082567

Author(s):Madura

Publisher: Pearson

Occasional current event articles as provided by instructor.

Attendance Policy

Attendance: Attendance is required and recorded. If you are going to miss class notification is required. Three consecutive absences constitute an Administrative Failure (AF).

Electronics/Class Disruptions

All electronic devices must be turned to silent and in class texting is prohibited. Devices must be turned off, or given to the instructor during exams. Anyone caught cheating will fail the course.

Exams

No make-up exams will be given unless you have a medical emergency AND you have a note from the attending doctor.

End-of-Course Evaluation

Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 PM following the last day of the class. You will receive an email to your student email account when course evaluations are available.

ADA

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call 207-741-5798. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

SMCC Pay-for-Print Policy

In an effort to control the escalating cost of supplies and to encourage students to conserve resources, SMCC charges for printing. Students receive a \$20 credit every semester. This credit resets for each semester and extra credit is not rolled over to the next semester. Per page costs are as follows:

- 8.5"x11" black and white: \$0.10 per page
- 8.5"x11" color: \$0.50 per page
- 8.5"x14" and 11"x17" black and white: \$0.20 per page
- 8.5"x14" and 11"x17" color: \$1.00 per page

Duplex (two-sided) pages are discounted 50% from the listed page costs.

Students can monitor their remaining credit and number of pages printed by visiting the IT Help tab on MySMCC or by checking the Printing Information icon in the lower right corner of the screen while logged in to an SMCC computer.

More information about the Pay-for-Print Policy is available on the IT Help tab on MySMCC.

Add-Drop Policy

Students who drop a course during the one-week "add/drop" period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

Withdrawal Policy

A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the fall and spring semesters and the second through ninth week of twelve-week summer courses. This period is pro-rated for shorter-length courses. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Enrollment Service Center (no phone calls, please). The designation "W" will appear on the transcript after a student has officially withdrawn. A course withdrawal is an uncompleted course and may adversely affect financial aid eligibility. Failure to attend or ceasing to attend class does not constitute withdrawal from the course. There is no refund associated with a withdrawal.

Plagiarism Statement

Adherence to ethical academic standards is obligatory. Cheating is a serious offense, whether it consists of taking credit for work done by another person or doing work for which another person will receive credit. Taking and using the ideas or writings of another person without clearly and fully crediting the source is plagiarism and violates the academic code as well as the Student Code of Conduct. If it is suspected that a student in any course in which s/he is enrolled has knowingly committed such a violation, the faculty member should refer the matter to the College's Disciplinary Officer and appropriate action will be taken under the Student Code of Conduct. Sanctions may include suspension from the course and a failing grade in the course. Students have the right to appeal these actions to the Disciplinary Committee under the terms outlined in the Student Code of Conduct.