

# *SCU e-Syllabus<sup>®</sup>*

***Money Management and Personal Finance  
MC4408E  
Spring 21006  
Michael R. Hughes***

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***Internet based instruction, assignments & tests***

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*An instructor may revise the Syllabus upon written notice to the student.*

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SOUTHERN CHRISTIAN UNIVERSITY

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# SCU'S Catalog Course Description and Content Area

## **MC4408E – Money Management and Personal Finance (4 Semester Hours)**

This course addresses economic principles and financial decisions a person can expect to confront. Topics include budgeting and buying, use of credit, home ownership, income tax, investment, insurance, wills, and trusts.

## Instructor Contact Information

<b>Telephone Numbers:</b>	<b>SCU</b>	334.387.7857
	<b>Toll Free</b>	800.351.4040, Vm. Ext. 7857
	<b>Fax</b>	334.387.3878 (put instructor's name on fax cover sheet)
	<b>Home</b>	<b>870-739-3784 (call here)</b>
<b>Email:</b>		michaelhughes@southernchristian.edu

The best methods of contact are to e-mail the instructor or call his home telephone. If the call will take some time, ask the instructor to hang up and call you back so you will not incur telephone charges.

## Course Objectives and Assessment of Learning Outcomes

**Upon completion of this course, the student should be able to:**

- Budget finances more carefully.
  - A fictional family budget will be prepared and submitted to assess understanding of this process.
- More accurately analyze financial decisions in a variety of contexts.
  - Various quizzes and exams will assess the student's grasp of these matters.
- Understand the importance of financial planning for the future.
  - The student will read and be tested on Handout materials to assess the student's understanding of these areas.
- Utilize computer personal finance software.

- A project involving Intuit's software program *Quicken* will be completed and submitted to assess skill development in this area.

## Required Course Textbooks

The student is required to obtain the software program *Quicken* for use in several of the Class Session exercises. Any level and version of *Quicken* from 2002 to the present will be sufficient. The student may use either *Quicken* for Macintosh or *Quicken* for Windows. The program is readily available at most any computer store, including mail order, and other stores such as Wal-Mart.

## Course Assignments & Requirements

### Exams & Summary

Description			
<i>Getting Started: Southern Christian University's primary concern for each student is a successful learning experience each semester. This can only be achieved through good communication. Therefore, the student should expect to receive an initial email from the course instructor at the beginning of the semester. DO NOT RESPOND TO THAT EMAIL. After the initial email is sent, <u>AN ANNOUNCEMENT</u> will be placed at the top of the Announcements page letting each student know the initial email has been sent and asking if you received the initial email. If you do not receive that email, you will need to send an email to the instructor informing him or her of the situation. We will then attempt to identify the problem and offer a solution.</i>	<b>Number of Quizzes and Assignments</b>		
	<b>Points per Quiz or Assignment</b>		
	<b>Total</b>		
<b>Weekly Quizzes</b>	13	45	585
<b>Midterm Examination</b>	1		90
<b>Final Examination</b>	1		100
<b>Interaction with Other Students and Instructor via Discussion Board, Virtual Classroom, Teleconferences, and/or Voice Over IP Discussions</b>			75
<b>Library Research Log</b>			200
<b>Student Presentation – Budget Assignment</b>			50
<b>Quicken Software Project</b>			100
<b>TOTAL COURSE EXAMS AND ASSIGNMENT POINTS</b>			1,200

Requirements	
<p><b>The student must:</b></p> <ol style="list-style-type: none"> <li>1. Read the assigned materials each week. These will be posted in Course Documents each week.</li> <li>2. A Budget Assignment is given at Class Session 3. Instructions are found in Course Documents of Class Session 3. Accepted without penalty anytime before end of Semester.</li> <li>3. Complete periodic quizzes.</li> <li>4. Complete and pass a mid-term.</li> <li>5. Complete and pass a final exam.</li> <li>6. A series of assignments using the Quicken software program are given throughout the course, beginning at Class Session 3. These will be turned in at one time as one completed project during Class Session 14. Transmittal instructions will be supplied. If turned in late, penalty points will be subtracted.</li> <li>7. Fulfill the Interaction requirements and Research Activity Log requirements as noted in Additional Comments or Instructions below and in course instruction given with the posted materials for the course.</li> </ol>	
Assignments by Class Session	
<ul style="list-style-type: none"> <li>• <b>Class Session 1</b> – A general overview of how economics affect us individually. Also a suggestion on determining fiscal fitness. Take the weekly Quiz.</li> <li>• <b>Class Session 2</b> – The focus will be on career decision making, undergoing a “wealth checkup” and getting on the path to financial well being. Take the weekly Quiz.</li> <li>• <b>Class Session 3</b> – Goals, budgeting and financial statements. Get Quicken installed ready for next Class Session. Do the Budget assignment. Take the weekly Quiz.</li> <li>• <b>Class Session 4</b> – The focus is on developing “smart shopping” skills. Also there is an examination of Credit Life Insurance. The first exercise with the Quicken software, setting up bank accounts. Take the weekly Quiz.</li> <li>• <b>Class Session 5</b> – Analyzing offers for frauds and swindles. Introduction to retirement planning. Setting up cash accounts in Quicken. Take the weekly Quiz.</li> <li>• <b>Class Session 6</b> – A study of credit and borrowing and</li> </ul>	

<p>learning the importance of APR. Learning how to go on a “debt diet.” Understanding the difference between good credit and bad credit and the wise use of credit. Setting up credit card accounts in Quicken. Take the weekly Quiz.</p> <ul style="list-style-type: none"> <li>• <b>Class Session 7</b> – Traveling – bus, train and plane. Understanding the passport process. Setting up loan accounts in Quicken. Take the mid-term Exam.</li> <li>• <b>Class Session 8</b> – Traveling – cars, vans and SUVs. Buying and leasing. Auto insurance matters. Learning to assign categories to transactions in Quicken. Take the weekly Quiz.</li> <li>• <b>Class Session 9</b> – Principles and techniques involved in renting a place to live. A study of tenant’s rights. Discussion of renting versus buying. Setting up asset accounts in Quicken. Take the weekly Quiz.</li> <li>• <b>Class Session 10</b> – Principles and techniques involved in buying a place to live. Homeowner’s insurance. Titling property. When to refinance a mortgage. Creating reports in Quicken. Take the weekly Quiz.</li> <li>• <b>Class Session 11</b> – Investing in real estate. Negotiation techniques. Property selection. Structuring financing. “Scheduling” transactions in Quicken. Take the weekly Quiz.</li> <li>• <b>Class Session 12</b> – Investing in “Wall Street.” The true costs and risks of this type investment. Setting up stock and portfolio accounts in Quicken. Take the weekly Quiz.</li> <li>• <b>Class Session 13</b> – A study of the insurance industry and the types of insurance products available. Setting up a net worth report in Quicken. Take the weekly Quiz.</li> <li>• <b>Class Session 14</b> – Taxes. General guidelines and forecasting and planning. Donations. Learning to export Quicken data. Submit the Quicken project for grading. Take the weekly Quiz.</li> <li>• <b>Class Session 15</b> – Variety of final topics. Handling an audit. Estate planning and retirement. Calculating return on investments. Handling financial matters when a loved one dies. Battling credit card debt. No Quicken assignment this week. Take the Final Exam.</li> </ul>	
<b>Additional Comments or Instructions</b>	
<ul style="list-style-type: none"> <li>• Be sure to turn in your Quicken project during Class Session 14 and complete all other requirements for the Course on or before</li> </ul>	

the end of the Semester.

- There is a late penalty of 5 points for each day late that the Quicken project is turned in after Class Session 14 ends and before the end of the Semester.
- In fulfillment of your Research Log requirements, conduct library research in the Money Management and Personal Finance fields. Use a variety of information sources (i.e. Visit a local library, visit the SCU library, visit the SCU/UAH library services via internet, check-out books, review on-line databases, review journal articles, access e-books.) Record all library research activity in your "Research Log Account." Further guidance will be given on this during the Course.
- Due to limitations and restrictions necessitated all around, it is impossible for any work to be submitted for credit after the close of the Semester (Friday of Class Session 15).

## Selected Course Bibliography

Students are encouraged, but not required as regards any specific material, to read the following publications to gain an advanced understanding of the course topics:

Any business related books, magazines, newspapers or other materials, particularly as relating to personal finance and money management.

These should be noted in your Research Log as fulfillment for that requirement.

## APPENDICES

**Not Applicable**

## Weekly Schedule

This section is a synopsis of what you may expect to find under the link Introductory Remarks or elsewhere as you go through your weekly Course Documents and Assignments. This is a guide only and is subject to change. Course Documents and Assignments may be posted weekly or all at once at the beginning of the semester, at the professor's discretion.

Week 1	General overview of economics.
Week 2	Career decisions; wealth check-up.
Week 3	Goals, budgeting and financial statements.
Week 4	Smart shopping skills. Bank accounts in Quicken.
Week 5	Frauds, swindles, retirement planning. Quicken cash accts.
Week 6	Credit, borrowing, apr. Credit card accts in Quicken.
Week 7	Traveling – 1. Passports. Loan accounts in Quicken.
Week 8	Traveling – 2. Buying/leasing, insurance. Quicken categories.
Week 9	Housing – renting/buying, tenant's rights. Quicken asset accts.
Week 10	Home buying, insurance, titling, refinancing. Quicken reports.
Week 11	Real estate investing, negotiation skills. Quicken transactions.
Week 12	Wall St. investing. Stock and portfolio accounts in Quicken.
Week 13	Insurance products and industry. Net worth report in Quicken.
Week 14	Taxes, forecasting, planning. Submission of Quicken work.
Week 15	Audit, estate planning, calculating returns on investments.