Professor: Rong Guo
Phone: (678) 839-5301  Email: rguo@westga.edu
Office: Adamson 216
Office Hrs: M & W: 12:30-2:00 P.M.; 5:00-7:00 P.M.; T 8:30-11:30 A.M.
(You are welcome to “drop-in” whenever I am in my office.)

The policy of the University of West Georgia is that each student is responsible for checking his/her my.westga.edu e-mail account on a regular basis.

I. Catalog Description

A non-technical course of general application stressing personal financial planning, budgeting, savings and investments, small business ownership, estate planning, and retirement income.

II. Required Background or Experience

A. Prerequisite: None

B. General Education (Core) Contribution: The course uses the writing skills developed in English courses, oral skills developed in speech courses, mathematical methods and critical thinking acquired in mathematics courses.

III. Expected Outcomes: (http://www.westga.edu/accfin/index_16277.php)

A. Communicate effectively in writing - LG1 (Learning Goal 1).

B. Apply basic quantitative skills to personal finance problems – LG2.

C. Use computer resources to research and analyze personal finance problems – LG3.

D. Understand the financial planning process from college to retirement – LG6.

E. Have an understanding of legal and ethical considerations that affect financial decision-making – LG4.

IV. Text and References


V. Special or Unique Student Material:

A basic calculator is needed.

VI. Special or Unique University Facilities:

None. However, access to an Internet connected computer is required to complete the course.
VII. Expanded Description of the Course and Instructional Method:

A. Expanded Description of the Course: This self-paced course examines the financial problems and feasible solutions over the student’s life time. The life time cycle approach begins with graduation from college and ends with preparation for retirement and after. Budgeting techniques and savings are examined as a means of achieving financial independence. This course covers the basics of tax preparing, credit management, insurance, investments and retirement planning.

B. Instructional Methods:
   a. Internet Materials: Various materials are available on CourseDen.
   b. Outside Assignments: Students are required to complete two critical thinking cases. The cases are intended to introduce students to various sources of financial data. A substantial portion of the data must be collected using the Internet. CourseDen housed quizzes and exams must be completed.

VIII. Methods of Evaluating the Outcomes:

A. Evaluation tools: Grading weights are shown below. Quizzes are online. Your overall quiz score is calculated as the sum of your ten highest quiz grades (there are twelve quizzes: the two lowest scores are dropped). The two exams are online exams. The Midterm Exam covers material from the beginning of the course until the exam date. The Final Exam is comprehensive covering all material from the beginning until the end of the course.

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<thead>
<tr>
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<th>Grading Weights</th>
<th>Grading Scale</th>
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<tbody>
<tr>
<td>Quizzes (10 highest)</td>
<td>30%*</td>
<td>Letter Grade</td>
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<tr>
<td>Case #1</td>
<td>10%</td>
<td>A</td>
</tr>
<tr>
<td>Case #2</td>
<td>10%</td>
<td>B</td>
</tr>
<tr>
<td>Mid-term Exam</td>
<td>25%</td>
<td>C</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25%</td>
<td>D</td>
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*Each online quiz may be taken up to two times. The highest score is retained for grading purposes. The quizzes change each time they are opened. Quiz questions are randomly selected from the associated database.

I reserve the right to “curve” grades, but given the relative ease of this course, you should not expect a “curve.”

B. Administrative Policies
   a. As this is a mostly online course, the primary method of communication will be E-mail. You may use either your westga.edu email address or the CourseDen email associated with the course section. I will send most information via CourseDen email and CourseDen announcements.
   b. Grades are posted in CourseDen. As much of the cases must be hand graded, there may be a several day delay between your submission of work and the recording of your grades in CourseDen.
   c. Requests for exam score adjustments must be made in writing within ONE WEEK of the scores being posted in CourseDen. Only WRITTEN (Email is accepted) requests will be considered.
d. Attendance Policy and Required Work:
   i. On Campus Help Session: This is a mostly online class. I will be holding a voluntary help session each Tuesday that is tentatively scheduled for 8:30-9:50 am in Room 216 of Adamson Hall.

   ii. Scheduled Quizzes and Final Exam: No makeup quizzes will be given unless offered to the entire class. If you miss a quiz you will receive a grade of zero on that quiz. Your two lowest quiz grades will be dropped before the quiz average is calculated. Makeup exams are generally not given. You are encouraged to notify me in advance if you know you will be unable to take an exam at the scheduled time. In any event, you must notify me within one week of the missed exam, or you will receive a zero for the missed exam. You will have until Thursday, April 24, 2013 at 11:59 P.M. in which to complete your final exam.

f. Code of Conduct: Honesty and integrity are necessary to the academic and professional functions of business. Dishonesty undermines the foundation of the academic environment. Improper academic conduct shall be interpreted to mean the obtaining and using of information during an examination by means other than those permitted by the instructor, including supplying such information to other students. All forms of academic dishonesty, including cheating, plagiarism, and falsification of academic records are subject to disciplinary action.

e. General: You are responsible for knowledge of any administrative announcements (test information, schedule changes, etc.) that are posted in CourseDen or sent to your official UWG email address.

C. Learning Domains:

IX. TENTATIVE SCHEDULE:
NOTES:
- All quizzes open when the class begins. Quizzes close at 11:59 pm on the dates shown below.
- Do not attempt quizzes during the period from 10:00 pm on Fridays until 7:00 am on Saturdays due to CourseDen maintenance during this period.

   Important Dates:  Case 1 (submit in CourseDen)
   February 11  Midterm Exam
   February 25 - 27  Deadline to withdraw with a grade of W.
   March 4  Case 2 (submit in CourseDen)
   April 1  Final Exam
   April 22-24

Jan 7-13  Introduction/Orientation, Chapter 1
Online Quiz 1 - Chapters 1 (closes 1/21)
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<thead>
<tr>
<th>Date</th>
<th>Sections</th>
<th>Additional Notes</th>
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<tr>
<td>Jan 14-20</td>
<td>Chapter 2</td>
<td>Online Quiz 2 – Chapter 2 (closes 1/28)</td>
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<td>Jan 28-Feb 3</td>
<td>Chapter 3</td>
<td>Online Quiz 3 - Chapter 3 (closes 2/4)</td>
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<td>Feb 4-10</td>
<td>Chapter 4</td>
<td>Online Quiz 4 - Chapter 4 (closes 2/11)</td>
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<td>Feb 11-17</td>
<td>Chapter 5</td>
<td>Feb 11 Case 1 Due – 11:59 pm (Submit in CourseDen)</td>
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<td>Online Quiz 5 - Chapter 5 (closes 2/18)</td>
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<td>Feb 18-24</td>
<td>Chapter 6</td>
<td>Online Quiz 6 - Chapter 6 (closes 2/25)</td>
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<td>Feb 25-27</td>
<td><strong>Midterm Exam</strong> – Chapters 1, 2, 3, 4, 5, 6</td>
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<td>Mar 1</td>
<td>Optional Progress Meetings – Dr. Guo’s Office</td>
<td>(Mar 4 – Last day to withdraw with grade of W)</td>
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<td>Mar 4-10</td>
<td>Chapter 9</td>
<td>Online Quiz 7 – Chapter 9 (closes 3/11)</td>
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<tr>
<td>Mar 11-17</td>
<td>Chapter 10</td>
<td>Online Quiz 8 - Chapter 10 (closes 3/18)</td>
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<td>Mar 18-24</td>
<td><strong>Spring Break; No Classes</strong></td>
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<td>Mar 25-31</td>
<td>Chapter 11</td>
<td>Online Quiz 9 - Chapter 11 (closes 4/1)</td>
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<tr>
<td>April 1-7</td>
<td>Chapter 12</td>
<td>April 1 Project Part 2 Due – 11:59 pm (Submit in CourseDen)</td>
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<td>Online Quiz 10 - Chapter 12 (closes 4/8)</td>
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<td>April 8-14</td>
<td>Chapter 13</td>
<td>Online Quiz 11 - Chapter 13 (closes 4/15)</td>
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<tr>
<td>April 15-21</td>
<td>Chapter 14</td>
<td>Online Quiz 12 - Chapter 14 (closes 4/22)</td>
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<tr>
<td>April 22-24</td>
<td><strong>Final Exam</strong> (closes 4/24 11:59 pm)</td>
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**NOTE 1:** This course covers the following AACSB perspectives: influence of legal and regulatory issues; ethical issues; written and oral communication; and social issues.

**NOTE 2:** This course covers the following teaching objectives: developing oral communication skills; developing analytical/critical thinking; and encouraging social responsibility.

*Addendum to Course Syllabi for the Dept. of Accounting & Finance*
MY.WESTGA.EDU

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EXTRA CREDIT

There is no extra credit in this course beyond that explicitly stated in the course syllabus.

WORK FROM OTHER COURSES

Work submitted for credit in other courses will not be accepted for credit in this course.