



Please read these 4 non-negotiable course policies before proceeding:

1. No late assignments will be accepted whatsoever except when a student has a university-related activity (example: athletics, band, choir, etc.). Please do not ask to make up assignments – the answer will ALWAYS BE NO when asking for an extension.
2. Students will be asked to leave the classroom for sleeping during class, using their cellphones, and for failure to take notes. A pen and paper are required every day.
3. Students are required to use their MyLeo email address when communicating with the professor.
4. Students that miss a lecture are required to get the missed content from a student or watch the lecture recording if available.

Syllabus/schedule subject to change

**ECO 1307 01W – The Economics of Personal Finance
SPRING 2024**

Instructor: Dr. Jared Pickens, CFP®

Classroom: LIVE ZOOM SESSIONS (RECORDED) (ATTENDANCE NOT REQUIRED)

Lecture times: M/W/F at 11 AM

Office Location: BA 202 and Zoom

Office Hours: by appointment

Phone: (972) 439-5788 (call or text)

Preferred Form of Communication: Please send emails through the MyLeo Online message system only. This will let me know which class you are in and will keep the class more organized. Always make sure the prefix of the course is listed example: ECO 1307 or ECO 1307

Communication Response Time: Emails will be responded to on Monday/Wednesday/Friday afternoons.

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook/Materials Required

Personal Finance: Turning Money into Wealth, 8th Edition

Keown

ISBN-13: 9780134730363

Students will also need access to Microsoft Word® and Microsoft Excel®

NOTE: While the 8th edition of *Personal Finance: Turning Money into Wealth* is the latest and greatest edition, students may also use the 7th or 6th edition.

Course Description

The course is designed to help students become prepared for a financially challenging world and to introduce the concepts and methods of personal financial planning. The financial planning process, the time value of money, taxation, credit, housing insurance, employee benefits, family economics and building a personal financial plan will be explored. The course is designed to integrate subject matter into a comprehensive format enabling students to understand and demonstrate the ability to develop a personal financial plan and to increase financial literacy. Special Projects include the students reviewing their credit report, creating a debt repayment plan, monitoring their spending habits, identifying their retirement needs and understanding the need for insurance and estate planning.

Student Learning Outcomes

1. Recognize personal money management beliefs and attitudes, psychological factors related to personal money management, and behavioral economic applications and explain their importance in personal finance.
2. Construct SMART financial goals and identify opportunity costs and positive and negative financial behavior; analyze decision-driven outcomes related to financial goals.
3. Examine the significance of macroeconomic factors (workforce factors, interest rates, inflation), human capital, professional development, and networking and its important link to personal money management.
4. Develop and analyze personal financial statements, (budget, income statement, and balance sheet), create time-value of money calculators in Microsoft Excel™, and interpret personal financial ratios.
5. Examine the different types of loans available and recognize the importance of personal credit, the side-effects related to debt, and the importance of consumer protection laws.
6. Identify personal risk management and implement appropriate strategies to minimize risks including the use of insurance.

7. Recognize the foundation of the U.S. personal income tax formula, calculate tax liability or refund, and select the appropriate amount of money to withhold for tax purposes.
8. Examine risk and return pertaining to personal investments and differentiate investments options. Also, recognize the importance of diversified long-term investment strategies and identify mutual funds through analysis.
9. Estimate the amount needed to retire and how using retirement plans, employer matching, and compound interest work together in achieving financial independence.
10. Identify the important estate planning documents (wills, trusts, and powers of attorney) and choose the most appropriate document to use in specific situations.

COB STUDENT LEARNING OBJECTIVES:

1. Students will demonstrate proficiency in spoken communications by delivering clear and well-structured business presentations.
2. Students will demonstrate proficiency in written communications by creating clear and well-structured business documents.
3. Students will identify and evaluate ethical business issues.
4. Students will identify and evaluate global business challenges.
5. Students will be analytical problem solvers in business environments.

Student Learning Outcomes (SLOs)	Objectives - After successfully completing this course, students will be able to:	Objectives will be measured as follows:
2, 5	Recognize personal money management beliefs and attitudes, psychological factors related to personal money management, and behavioral economic applications and explain their importance in personal finance.	Homework Assignment 1 and 2
3, 5	Develop and analyze personal financial statements, (budget, income statement, and balance sheet), create time-value of money calculators in Microsoft Excel™, and interpret personal financial ratios.	Homework Assignment 2 and 3 Exam 1
3, 5	Examine the different types of loans available and recognize the importance of personal credit, the side-effects related to debt, and the importance of consumer protection laws.	Exams

COURSE REQUIREMENTS

Instructional / Design of Course Overview

The class will be conducted very similar to a traditional classroom setting and maintains flexibility for students who can't attend in a physical setting. Each week will open Monday. There will be a combination of pre-recorded and live instructional content. There will be 3 live lectures each week. The lectures are recorded and can be viewed later. The attendance policy of the course is located under "Lecture Attendance" in this document. Students need to either attend the live lecture via the online stream or watch the lecture at a later time. **Students are not required to attend the live lectures but will need to watch the recordings during the week conducted.**

This course relies heavily on the D2L learning system. The course opens Students should use the checklists found in D2L to identify what is due each week in terms of content and/or assignments. Each week opens on Mondays and closes on Sundays at 11:59pm. There will be a combination of recorded and live instructional content throughout the semester. There will be 3 live lectures each week (see time and location above). The attendance policy of the course is located under "Lecture Attendance" in this document. Students need to prioritize attending the live lecture in person and use Zoom online stream when needed. All in person lectures are recorded and can be viewed later, but this doesn't count for attendance extra credit.

The course is structured so that students can learn in various different formats. The professor will use various learning tools to help students master the course learning objectives. Students are expected to read the assigned chapters in the textbook, watching additional videos, and attend/watch lectures and other instructional resources. **Students should commit between 6-9 hours of study time per week at a minimum (not including lectures).**

Students will be assigned a weekly homework in D2L to help them master the learning objectives. There will be 3 exams in the course with the 3rd exam being a comprehensive final exam. **The final exam will be proctored online.** See the course schedule for more details on due dates. The professor may or may not offer extra credit assignments. **All exams will be completed online throughout the semester.**

***** The final exam will be proctored online.****

The professor will not repeat questions that can be found within the syllabus. Furthermore, the professor will not answer questions regarding the class or content that have been addressed in lectures and/or e-mails to the course.

COURSEWORK/GRADING

Exams (75% of final grades – 25% each)

There will be three exams in this course and each exam counts 20%. ALL exams will be administered online for this course. **The 3rd exam may be proctored.** Exams open on Fridays at 12PM and close at 11:59pm on Sunday night on the week assigned. The professor may provide an extension or open exams earlier. There are three exams including the final. The 3rd exam (final exam) is comprehensive and will cover all course material covered during the semester. Students are responsible for information from live/recorded lectures, required readings, and any guest speakers. **There are no makeup exams. The professor will allow the final exam score to replace ONE of a student's previous exam score if the final exam score is higher.**

Weekly Individual/Team Homework Assignments (20% of final grade)

Students will be assigned weekly homework assignments. Students will work in teams for some of the assignments. Teams will consist of 3-4 students and each team will submit 1 assignment to be graded. These assignments are based on real-world scenarios that will help students become better prepared to make good financial choices. The homework assignments are also used to educate students on how to better use Microsoft Word® and Microsoft Excel®. These two programs are heavily used in all professions. Students should work hard and have fun with these assignments. Students should always upload their homework to the dropbox in D2L. **The professor will drop the lowest homework assignment grade for each student when calculating final grades. The professor has the authority to remove any student from a group or give a zero if necessary.**

Lecture Attendance (optional)

This online course is designed to be very accommodating to individuals with busy schedules and all lectures are offered online and recorded. However, the lectures are very important in meeting the course learning objectives. The professor takes substantial extra time to provide a quality learning environment built for discussion and dialogue.

It is understandable that many students will not be able to attend all the live lectures; however, **students are encouraged to meet at least ONE of the 2 options listed below to receive extra credit.** Recorded lectures need to be watched by Sunday at 11:59 of the week assigned. Students may qualify for attendance credit in one of the following TWO ways:

Option 1 – Only miss 6-7 lectures and watch the missed lectures via recorded lectures (3% bonus on average provided).

Option 2 – Only miss 3-5 lectures and watch the missed lectures via recorded lectures (2% bonus on average provided).

NOTE: Students don't have to select their option at any time during the semester. Each student needs to keep track of their attendance record. The student will be required to report their attendance record at the end of the semester. **Missing more than 5 lectures will result in no bonus points.**

LIVE TEACHING LINK / LECTURE RECORDINGS

Students will be provided this information before class begins.

Final Grades

Final grades in this course will be based on the following scale:

Exam 1	25%	A = 90%-100%
Exam 2	25%	B = 80%-89%
Exam 3	25%	C = 70%-79%
Homework	25%	D = 60%-69%
Total	100%	F = 59% or Below

COURSE OUTLINE / CALENDAR

Week	Dates	Chapter	Due	Talking Points
1	01/10- 01/14	NONE	Academic Honesty	Psychology and Money
2	01/15 - 01/21	1 & 2	HW 1	The Financial Planning Process / Financial Health
3	01/22 - 01/28	3 & 5	None	Time Value of Money / Cash Management
4	01/29 - 02/04	6 & 7	HW 2	Credit / Credit Cards / Loans / Debt
5	02/05 - 02/11	6 & 7	HW 3 Exam 1	Chapters: 1, 2, 3, 5, 6, and 7
6	02/12 - 02/18	8	HW 4	Purchase Decisions: The Home and Automobile Decision
7	02/19 - 02/25	9	HW 5	Risk Management: Life/Health/Disability Insurance
8	02/26 - 03/03	10	N/A	Risk Management: Property and Liability Insurance
9	03/04- 03/10	10	Exam 2 HW 6	Chapters: 8 - 10
S.B.	03/11 - 03/17	N/A	N/A	NO CLASS - SPRING BREAK.
10	03/25 - 03/31	4		Tax Planning
11	04/01 - 04/07	4/ 11	HW 7	Tax/Planning / Investment Basics
12	04/08 - 04/14	11/14	N/A	Investment Basics / Mutual Funds and Exchange Traded Funds
13	04/15- 04/21	14	HW 8	Mutual Funds and Exchange Traded Funds
14	04/22 - 04/28	15	HW 9	Retirement Planning
15	04/29 - 05/03	16	HW 10	Estate Planning
16	05/04 - 05/10	ALL	Exam 3	Note: Comprehensive – all chapters (see exam schedule) Will be proctored!

Note: This schedule is simply a guide, and the professor has the right to change due dates if necessary. Students are responsible for updated due dates and can find updates via D2L announcements and e-mails. This schedule will never be perfect.

ACADEMIC INTEGRITY

The College of Business is committed to maintaining the integrity and respectability of degrees conferred and course credit earned through our department. Academic dishonesty restricts the understanding of subject material by the perpetrator, distracts and discourages other class members, and reduces the value of the economic signal of degrees conferred through Texas A&M University-Commerce.

Whether courses are online, face-to-face or hybrid combinations; the faculty, staff and student members of the College of Business are committed to protecting the integrity of our courses, regardless of the delivery method.

Students are required to electronically sign an Academic Honesty Policy for this course. This document can be found within D2L. **A student who breaches the policy will receive a zero for quizzes, homework, and/or discussions. A student that commits academic dishonesty with regards to an exam will receive an automatic "F" for the course.**

NOTICE – THE USE OF CHATGPT OR OTHER AI TOOLS FOR ANY GRADEABLE ASSIGNMENTS WILL RESULT IN A ZERO FOR THE ASSIGNMENT. THE STUDENT WILL FAIL THE COURSE IF AI IS USED ON AN EXAM!

CODE OF STUDENT CONDUCT

Texas A&M University-Commerce has established standards of conduct to create and foster an environment that facilitates student learning and development. Students and University student groups are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others, and that is consistent with the educational goals and mission of the University. This Code of Student Conduct ("Code") focuses on personal responsibility and accountability for students' actions and the impact those actions may have on the greater community. The Student Code of Conduct can be found here:

<http://www.tamuc.edu/campuslife/campusservices/studentRights/documents/Code%20of%20conduct%20in%20english.pdf>

Students are expected to be professional, courteous, and respectful at all times.

OFFICE OF STUDENT DISABILITY RESOURCES AND SERVICES

Texas A&M University-Commerce
Gee Library- Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)
<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.

- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version (s)	Maintenance Browser Version (s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest

Device	Operating System	Browser	Supported Browser Version(s)
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
 - Sound card, which is usually integrated into your desktop or laptop computer
 - Speakers or headphones.
 - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can

be downloaded at: [JAVA web site](http://www.java.com/en/download/manual.jsp)
<http://www.java.com/en/download/manual.jsp>

- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
 - [Adobe Flash Player](https://get.adobe.com/flashplayer/) (*version 17 or later*)
<https://get.adobe.com/flashplayer/>
 - [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
 - [Apple Quick Time](http://www.apple.com/quicktime/download/) <http://www.apple.com/quicktime/download/>
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's

home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Brightspace Support

Need Help?

Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words "[click here](#)" to submit an issue via email.



System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

ADA Statement

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from

discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Statement on Campus Concealed Carry

Texas Senate Bill – 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.