

## **BAAS 351-Planning, Budgeting, & Decision Making Course Syllabus – Spring, 2024**

To access COVID-19 information, please visit the [Stay Healthy Lions Webpage](#).

### **INSTRUCTOR INFORMATION**

Instructor: David Kent  
Office Location: NA  
Office Hours: NA  
University Email Address: David.Kent@tamuc.edu  
Preferred Form of Communication: **email**  
Communication Response Time: 24-48 hours, if proper format is followed

### **COURSE INFORMATION**

#### **Textbook(s) Required**

**MyLab Finance with Pearson eText – Instant Access for  
Personal Finance, 7<sup>th</sup> ed., copyright 2020**  
By: Jeffry D. Madura  
Publisher: Pearson



\*Note: PearsonMyLab Access includes access to the electronic textbook (e-text) and to the homework assignments required for completion of the class. You MUST HAVE MyLab online access to complete the online assignments. Students have the option to order a print upgrade to receive the loose-leaf text for an additional \$25.

#### **Purchase options directly from the publisher:**

- <https://www.pearson.com/store/p/personal-finance/P100002530260/9780135173107>, or
- <https://www.pearsonmylabandmastering.com/northamerica/students/get-registered/index.html>

#### **Purchase options from the university bookstore:**

- MyLab access card for Personal Finance-My Finance Lab, 7<sup>th</sup> ed., **ISBN: 9780135173091**

Course code: **I will notify the class when setup is complete**

Use your Leo email address to setup your MyLab account.

- Detailed account setup instructions will be provided the first class day.

### **COURSE DESCRIPTION**

This course covers key components of financial leadership by exposing students to financial skills needed for professional and personal success. Emphasis is on financial decision making, asset purchases, financing options, budgeting, and analysis and interpretation of financial data.

## STUDENT LEARNING OUTCOMES

Completion of this course provides the student with the knowledge to:

1. Develop and implement a budget
2. Analyze actual performance against projected budget
3. Apply time-value-of-money concepts
4. Make purchase decisions based on relevant data and financing options

## REGULAR AND SUBSTANTIVE COURSE INTERACTION

As a general guide, students enrolled in a three semester hour course should spend one hour engaged in instructional activities and two to three hours on out-of-class work per week in a semester. Educational activities in this course are designed to ensure regular and substantive interaction between students and faculty.

## COURSE REQUIREMENTS

**Minimal Technical Skills Needed:** Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, Pearson MyLab, and Microsoft Office.

**Instructional Methods:** This course is an online course. To be successful in this course, all content and course modules should be read and reviewed. All assignments, discussions, quizzes, and exams must be completed. This course will utilize Pearson MyLab exercises, quizzes, and e-text and MyLeo Online D2L discussions and exams. Interaction with fellow students through assigned discussions is also required. Please contact the instructor by email for any assistance or questions.

**Student Responsibilities and Tips for Success:** Read and review all content and course modules. Regularly log into the course, check your Leo e-mail, and read announcements. Be prepared to spend a minimum of three (3) hours per week in the course. Complete all assignments and quizzes in Pearson MyLab, and complete all discussions and exams in MyLeo Online D2L. If you need additional review, consider working through the study plan and multimedia resources available in MyLab; utilize the “ask my instructor” button in MyLab for question-specific feedback. Communicate with the instructor in a timely manner if you need assistance.

## ASSESSMENT

Each student is required to submit by the due date indicated:

- Chapter Assignments (MyLab),
- Chapter Quizzes (MyLab),
- Discussion Boards (MyLeo Online D2L), and
- Mid-term and Final Exams (MyLeo Online D2L).

Assignments, quizzes, discussion boards, and exams will coincide with the material covered in the text. Further details available in MyLeo Online D2L and Pearson MyLab. Late work will not be accepted. Extra credit work will not be assigned.

## GRADING

Weight of assessments in calculation of final course grade:

Item	Worth
Pearson MyLab Chapter Assignments	30%
Pearson MyLab Chapter Quizzes	20%
MyLeo Online D2L Discussions	10%
MyLeo Online D2L Exams (2)	40%
<b>Total</b>	<b>100%</b>

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

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

### Chapter Assignments:

Chapter assignments comprise items to be completed in Pearson MyLab by the due dates posted. Most chapter assignments allow three completion attempts. You will get feedback and answers after each attempt, including a detailed solution and explanation. If you do not understand the solution, utilize the “ask my instructor” button to send me a link to the item in question. Your highest attempt score is kept. Your grade for each chapter in MyLab will be transferred to the MyLeo Online D2L grade book after the assignment closes (or earlier if the student requests).

### Chapter Quizzes:

Chapter quizzes are to be completed in Pearson MyLab by the due dates posted. Only one attempt is allowed. Your grade for each chapter quiz in MyLab will be transferred to the myLeo Online D2L grade book after the quiz closes (or earlier if the student requests).

### Module Discussions:

Discussion boards are to be completed in myLeo Online D2L. Discussions require a minimum of one post and two replies to fellow students. Discussions may be completed and submitted prior to the posted due date, but keep in mind that sufficient dialog must occur with fellow students. Spelling, punctuation, and grammar errors will have a negative impact on your assignment grades.

### Exams:

Exams (mid-term and final) are to be completed in myLeo Online. Exams are open only for the dates noted in the course schedule. Only one attempt is allowed. Exams must be completed by the due date to be considered for credit.

## TECHNOLOGY REQUIREMENTS

### LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are the technical requirements

Learning Management System (LMS) Requirements:

View the [Learning Management System Requirements Webpage](#).

LMS Browser Support:

Learn more on the [LMS Browser Support Webpage](#).

YouSeeU Virtual Classroom Requirements:

Visit the [Virtual Classroom Requirements Webpage](#).

### 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](mailto: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

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. Other support options can be found on the [Brightspace Support Webpage](#).

#### Interaction with Instructor Statement

This is an online course; therefore, expect most communication to be online as well. Correspondence will always be through university email (your "myLeo" mail) and announcements in myLeo online (D2L). The instructor will make every effort to respond to emails within 24 provided the correspondence follows the requirements listed below. Students are urged to check university email daily.

**All emails from students must include:**

- **Course name and subject in the subject line** (ex., "BAAS 351 – Chapter 3 quiz")
- **Salutation** (ex., "Mr. Kent,")
- **Proper email etiquette** (no "text" emails – use proper grammar and punctuation)
- **Signature** (Student name and CWID after the body of the email)

I will make every effort to respond to emails within 24 to 48 hours Monday-Friday, provided the correspondence follows the requirements listed above. If your correspondence falls over the weekend, it may be longer before you receive a reply.

In order to avoid duplication of questions and answers, if you have procedural or assignment related questions, you may post those in myLeo Online D2L Virtual Office discussion area. It is likely that your peers will have the same question. Questions or concerns of a personal nature should be sent to my email address from your myLeo email account.

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. By enrolling in this course for academic credit, you agree to adhere to the Regulations and Procedures published in the TAMU-C Student Guidebook. The Code of Student Conduct is described in detail online in the [Student Guidebook](#).

Students should also consult the [Rules of Netiquette Webpage](#) for more information regarding how to interact with students in an online forum.

### **TAMUC Attendance**

For more information about the attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#)

### **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty Policy](#)  
[Undergraduate Student Academic Dishonesty Form](#)

### **Students with Disabilities-- ADA Statement**

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:

### **Office of Student Disability Resources and Services**

Texas A&M University-Commerce  
Velma K. Waters Library Rm 162  
Phone (903) 886-5150 or (903) 886-5835  
Fax (903) 468-8148  
Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

### **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.

### **Campus Concealed Carry Statement**

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 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document 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.

### **Counseling Services**

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel).

### COURSE OUTLINE / CALENDAR\*

MODULE	Chapter	Suggested Schedule		FINAL DUE DATE
		Begin	Complete	
	Login, Syllabus, MyLab etext, Honesty Policy Acceptance	01/17	01/22	
Module 1	Chapter 1	01/23	01/29	
	Chapter 2	01/30	02/05	
	Chapter 3	02/06	02/12	
	Chapter 4	02/13	02/17	
<b>Module 1 Assignments, Quizzes, &amp; Discussions Due</b>				<b>02/17/2022</b>
Module 2	Chapter 5	02/20	02/26	
	Chapter 6	02/27	03/05	
	Chapters 7 & 8	03/06	03/12	
<b>Module 2 Assignments, Quizzes, &amp; Discussions Due</b>				<b>03/12/2022</b>
<b>Exam #1 (Mid-Term Exam) - Modules 1 &amp; 2</b> <i>(opens 03/06)</i>				<b>03/18/2022</b>
Module 3	Chapters 9	03/20	03/26	
	Chapter 10	03/27	04/02	
	Chapter 11	04/03	04/09	
	Chapters 12 & 13	04/10	04/16	
<b>Module 3 Assignments &amp; Discussions Due</b>				<b>04/16/2022</b>
Module 4	Chapter 14	04/17	04/23	
	Chapters 19 & 20	04/24	04/30	
	Chapter 21	05/01	05/07	
<b>Module 4 Assignments &amp; Discussions Due</b>				<b>05/07/2022</b>
<b>Exam #2 (Final Exam) – Modules 3 &amp; 4</b> <i>(opens 5/8)</i>				<b>05/12/2022</b>

\*The instructor reserves the right to modify due dates as necessary during the semester.