

**FACS 310-007 MANAGEMENT OF FAMILY RESOURCES**  
**Spring 2022**

**Instructor:** Dr. Doris Sikora (e-mail address: sikoraonline@gmail.com)

Office Hours: Online M, T, W & TH 8:30 - 10:00 am

**Required Textbook:**

Keown, Arthur J., (2013). Personal Finance: Turning Money into Wealth 8th Ed. Pearson.

**\*\* See directions to get textbook in the Blackboard announcements.**

**COURSE DESCRIPTION:**

Study of consumer and marketplace interactions in the purchase of goods and services. Decision-making processes are applied to individual and family resources for achieving maximum personal satisfaction.

**COURSE OBJECTIVES and OUTCOMES:**

Students who successfully complete the course in Management of Family Resources will be able to:

- Define basic economic concepts applicable to decision-making and explain their impact on the quality of life. • Delineate the elements of value definition and how the valuing process affects consumer behavior. • Utilize a "planning model" in personal and professional decision-making.
- Recognize savings and investment terms applicable in the development of a comprehensive financial plan.
- Read and interpret credit agreements, which are utilized in the financial institutions where individuals transact business.
- Define their level of risk aversion and assign appropriate risk assumption practices to meet financial responsibilities.
- Articulate the conceptual framework for taxation and apply the specific regulations to a personal or family situation.

**COURSE REQUIREMENTS:**

1. Text readings & misc. daily assignments
2. Home Buying and Stock Market Project
3. Exams

**COURSE POLICIES:**

- **Class Participation:** Class attendance is impossible to take in an online course

but **active participation is paramount!!** Class participation through the discussion board and misc. assignments is an important part of the learning experience and an integral part of the course. According to the WKU Online WWW...

"Registration in a course obligates the student to attend regularly. In a semester-based online class, this means signing into Blackboard for class review and/or participation at least twice each week.

- ✓ Students enrolled in online semester-based classes who, without previous arrangement with the instructor or department, fail to login to Blackboard during the first week of classes *MAY* be dropped from the course.
- ✓ Nonattendance does NOT release students from the responsibility to officially drop any course for which they have enrolled and chose not to complete."
- ✓ **I suggest you get online at least once Monday to look at the weekly readings etc.** Then plan your week accordingly. I consider my online classes the same as a T- Th class. Daily/misc. assignments accounts for 20% of your grade. There will be detailed instructions for the assignments in the specific chapter assignment folders.

➤ **Student Participation:** You are responsible for all notes, handouts, and material presented online. The content is divided into Modules and one module must be completed prior to starting another module, with the exception of the Investment project (it will overlap the last module).

➤ **Americans with Disabilities Act Policy:** In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, Room 1074. The SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at [sarc.connect@wku.edu](mailto:sarc.connect@wku.edu). Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

➤ **TITLE IX/ Discrimination & Harassment:** Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) and Discrimination and Harassment Policy (#0.2040). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to 3 Applied Human Sciences Western Kentucky University.

The Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and **MUST** report what you share to WKU's

Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

➤ **Course Success:** There are a number of things you need to pay close attention to in order for you to be successful in the course. They include:

- To be successful in this course you must be dedicated to get online and complete the assignments in a timely manner. Consider this as a T -Th class and you will be successful. Open the weekly folder the first of the week so you know how to plan for the week. Assignments are due weekly therefore you cannot procrastinate.

- I will share an overview of the assignment and activities for each chapter in the assignment folder. Everything needed for the chapter will be found in the one folder.

- Every assignment in a module must be turned in the week it is due and prior to taking the exam for that module (with the exception of the Stock Market Project).

- All assignments **must** be word processed in either Microsoft Word or WordPerfect unless you can write in the assignment textbox. Most assignments will be turned in via blackboard or as an e-mail attachment. Specific directions will be noted when the assignment is given.

- **All e-mails concerning the course must be sent to sikoraonline@gmail.com**

- I will **not** accept anything sent to my WKU e-mail account. **I will not even open or accept assignments sent to my wku email account!!!!**

- Exams are online. You will have one opportunity to take the exam. All assignments for the module must be completed by midnight on the first exam day and must be submitted before you take the exam. In other words -- After the exam has been taken points will not be added to the grade book for assignments turned in late.

➤ **Academic Dishonesty:** Plagiarism, or using the work of another person and submitting it as your own, is strictly forbidden. This will conclude in an "F" for the course and report of the offense. **Grading Procedure:** Grades will be weighted. Exams are worth 50% of the grade; projects are worth 30% of the grade and the misc. assignments are worth 20%. The grading scale is in the table below.

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = below 60%

**Course Calendar** \*\* NO Work from the module will be graded after you have taken an exam. For example –if you take Exam I and didn't submit Ch. 4's assignment, you cannot go back and submit it for credit.

Jan 18 - 21	Orientation
<b>Module I: Financial Planning</b>	
Jan 24 - 28	Ch 1 --The Financial Planning Process
Jan 1 – Feb 4	Ch 2 -- Measuring Your Financial Health
Feb 7 - 11	Ch 4 –Tax Planning and Strategies
Feb 14	Exam I: Ch. 1, 2 & 4
<b>Module II: Managing Your Money</b>	
Feb 15 - 18	Ch 5 –Cash or Liquid Asset Management
Feb 21 - 25	Ch 6 –Using Credit Cards: The Role of Open Credit
Feb 28 - March 4	Ch 8 –The Home and Automobile Decision
March 7	Exam II: Ch. 5, 6 & 8
<b>Module III: Managing Investments</b>	
March 8 - 11	Stock Market Project
<i>March 14 - 18</i>	<i>Spring Break</i>
March 21 - 26	Ch 11 –Investment Basics
March 28 – April 1	Ch 12 –Investing in Stocks
Apr 4 - 8	Ch 14 –Mutual Funds: and Easy Way to Diversity
April 11	Exam III: Ch. 11, 12 & 14
<b>Module IV: Protecting Yourself</b>	
April 12-15	Ch 9 –Life and Health Insurance
April 18 - 22	Ch 10 –Property and Liability Insurance
April 25 - 29	Ch 15 –Retirement Planning
May 3	Stock Market Project Due
May 3	Exam IV Ch. 9, 10 & 15