

# CLA101-N01

## INTRODUCTION TO FINANCIAL FREEDOM

### Syllabus

Semester Hours: 3

Semester/Year: Spring 2011

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Office Hours: Online: Virtual office hours all semester. You can give me call, chat/IM with me, or use Skype.

*This distance education class has been custom designed for Christian Life Academy, a virtual school, and subsidiary of Christian Life Church. This course is delivered through WebCT in a CourseDen format in association with the University of West Georgia. Online support links are as follows:*

CourseDen Home Page

<https://westga.view.usg.edu/>

CourseDen Help & Troubleshooting

<http://www.westga.edu/~distance/webct1/help>

UWG Distance Learning

<http://distance.westga.edu/>

UWG On-Line Connection

<http://www.westga.edu/~online/>

Distance Learning Library Services

<http://westga.edu/~library/depts/offcampus/>

Ingram Library Services

<http://westga.edu/~library/info/library.shtml>

University Bookstore

<http://www.bookstore.westga.edu/> MEDT 7472 2

## **COURSE DESCRIPTION**

This course is a general introduction to conceptual, theoretical, and practical ideas concerning financial management. Students will become conversant in the terminology of the field of financial management, view a video curriculum series, fill out a number of helpful forms addressing the student's personal financial situation, and develop a personal spending plan on the road to financial freedom.

## **CONCEPTUAL FRAMEWOK**

The mission of Christian Life Academy is to lead people to become fully devoted followers of Christ. As a faith-based organization, our curriculum in all courses at the Academy will follow the core values of the institution.

## **APPROACHES TO INSTRUCTION**

This course will be delivered entirely at a distance with no face-to-face meetings (FTF). The following are the minimum requirements for completing this class successfully. You must meet these requirements to participate in the class.

- ✓ Access to a personal computer (PC or MAC) with speakers, a webcam, and a microphone to complete the course work.
- ✓ High-speed internet service (DSL, Cable, etc.) is **strongly recommended**. If high-speed internet is not available in your area, contact me right away. Completion of course requirements will be very difficult if not impossible without high-speed service.
- ✓ Software requirements: *Microsoft Office 2003* or higher, Adobe Reader, and other potentially required downloads listed in *WebCT CourseDen*.
- ✓ Students are also required to have access to a scanner to complete this course. Forms in PDF format will need to be printed out, completed with user defined data, and then scanned into a PDF format and submitted to the appropriate course drop box.

## **COURSE OBJECTIVES**

1. After viewing the “Minding Your Own Business” video curriculum and completing associated worksheets, participants will be able to successfully develop a vision for their personal finances, create a debt reduction strategy, and formulate a workable spending plan.
2. By listening to a series of podcasts, reading assigned articles, and taking virtual field trips to key web sites, participants will have at their disposal enduring resources to help them continue their journey to financial freedom.

## **ACTIVITIES AND ASSIGNMENTS**

There are six modules in this course. Each module has its own activities and assignments. At the beginning of module, there is a module introduction. The module introduction contains a table listing the assignment and a comment with more detail about the assignment. The introductions are designed to be printed to provide you with a checklist to chart your progress through each module.

## **MINUTE REFLECTIONS**

Minute Reflections are an important feedback and life application tool in this course. A Minute Reflection basically asks the question, “What’s the big idea I got out of this assignment.” You will be challenged to take the next right step, talk to someone about your decision, and put a time line on your decision.

## **GRADING POLICY**

All assignments are graded. The grading policy is as follows:

### ***Assignments and possible points each: 100 points***

- (1) Syllabus quiz – 5
- (6) Minute reflections – 15
- (5) Personal Spending Plan forms – 15
- (18 minimum) Discussion board posts – 20
- (4) Completed video curriculum worksheets – 20
- (1) Final project - 25

### ***Grading scale:***

- A: 100 - 90
- B: 89 - 80
- C: 79 - 70
- D: 69 - 60

## **DISCUSSION BOARD EXPECTATIONS**

Students will post their assigned Minute Reflection in the appropriate module discussion board and will be expected to provide meaningful commentary on at least two other posts at a minimum to be considered to have earned all the possible posts in this graded activity. Any use of profanity or derogatory comments will be considered a departure from course “netiquette” and points will be deducted.

**STUDENT WORK**

All student work submitted during the course is required to be original. All projects must be completed to be graded. It is strongly recommended that you begin work on ALL of the projects as soon as possible. Do not rely solely on the suggested schedule to tell you when to start and finish these projects.

**EXTRA CREDIT - (5 points)**

Complete a Formative Evaluation of the course in the appropriate drop box.