



BU176 Introduction to Personal Finance

2025 - FALL - LATE FALL

COURSE INFORMATION

Important Dates

Course State Date: December 12, 2025

Course End Date: December 30, 2025

Drop Date: December 16, 2025

Withdraw Date: December 24, 2025

Final Exam Date: December 30, 2025

Instructor Details

Instructor: Kathy Satomi

Days/Time:

- Online

Credit Hour(s): 1.00

Instructor Email: kathy.satomi@colbycc.edu

Phone Number: 785-460-5485 - (The best way to contact me is by EMAILING me)

Office Hours: See Instructor's Office Hours in the File Section in Canvas - If you would like to make an appointment, I ask you to (1) read the chapter, (2) watch the lecture videos on Canvas (as available),

(3) attempt the problem/homework at least once (you get more than one try on some questions), and (4) be prepared with specific questions. You are also welcome to email me your questions and I can get back to you within 24 hours (usually 48 hours on weekends--could be longer over long weekends or breaks).

Required Text

No purchase required. You will need to Register for a free CashCourse.org account to complete many of your assignments.

Colby Community College Mission

Challenge students to adapt to a diverse society. **Create** opportunities for student growth. **Connect** student learning with professional experiences.

Course Description

You will gain an overview of financial planning with an emphasis on budgeting, managing credit, debt management, and making purchasing decisions. This course is designed for non-business majors.

COURSE OUTCOMES AND MEASURES

- Objective 1: Explain the importance of financial planning
- Objective 2: Demonstrate your ability to balance a checkbook
- Objective 3: Understand the role that credit plays in our lives

COURSE POLICIES

Assignments and Tests

When you first view your class, look over class requirements, assignments, and other class content to ensure that you wish to remain in the class. If you decide to drop the class, do **NOT** post in Canvas at all, as that counts as attendance per College policy, and you will be charged a portion of tuition for dropping after attending/posting.

The student is expected to have assignments done when the instructor determines they are **DUE**. The instructor determines acceptance of late assignments. There are no written examinations in this class. Submitting timely work and participating will determine the final grade.

You will need to setup a free **Cash Course account** to complete the assignments in this course. (Instructions for registering for a Cash Course account are in the Modules in Canvas.)

The Multiple-Choice questions will be answered in the course and I will pull your scores and enter them into Canvas. The worksheets and documents you have to download from Cash Course will need to be completed and then Uploaded in our Canvas course to submit the assignment.

*****IMPORTANT!!*****--All assignments will need to be **completed and submitted by the DUE DATE and TIME** stated for each assignment to get credit.

See **Assignment Schedule** sheet for a tentative schedule for due dates for each assignment (subject to change per instructor discretion). This sheet is located in the **Files tab** in the Navigator bar (on the left) in Canvas.

*****IMPORTANT!!*****--Assignments in this course will be submitted to an AI/Plagiarism checker(s) to evaluate for **Similarity (Plagiarism and/or AI--Artificial Intelligence)**. I want to hear **YOUR VOICE** and **YOUR WORDS**, not the words of another person or an online source, unless I have specifically instructed that AI will be part of the assignment at hand. You will **NOT get credit** for any work that indicates Plagiarism or AI content (unless otherwise specified as part of the instructions for the specific assignment).

METHOD OF EVALUATION

Your grade will be based on the following:

Items	Points / Percentage
Assignments	100%

Grade Scale

Your grade will be based on the following:

Grade	Percentage
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

COLBY COMMUNITY COLLEGE POLICIES

Attendance

Colby Community College views class attendance as a mandatory activity. However, if students must be absent, the students should make arrangements in advance with the instructors. Students absent as official college representatives (athletics, activities, or scholarship fulfillment) are not counted absent but **MUST** make advance arrangements with instructors to complete all course work. Punitive grades cannot and will not be assigned if the absence is excused by the college. It is always the student's responsibility to notify instructors of any absence due to illness or any other reason.

Communication

Course communication will occur through Canvas Announcements, Canvas Inbox, and CCC student email accounts. Response to emails will occur within 24 hours during the week and 48 hours on the weekend.

Netiquette

This is a professional educational environment, and your emails should reflect that. Consequently, you should remember to type your first and last name at the close of every email so I know who I am replying to.

When posting on the Discussion Board in your online class, you should:

- Make posts that are on topic and within the scope of the course material

- Take your posts seriously and review and edit your posts before sending
- Be as brief as possible while still making a thorough comment
- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Don't repeat someone else's post without adding something of your own to it
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point
- Always be respectful of others' opinions even when they differ from your own
- When you disagree with someone, you should express your differing opinion in a respectful non-critical way
- Do not make personal or insulting remarks
- Be open-minded

Tech Support Information

- Canvas Support Hotline: 855-691-5024

You can access Canvas Support Information by selecting the help button on the left-hand menu.

- Colby Community College Support: support@colbycc.edu

Finals

In accordance with Colby Community College policy, students are required to be present for their final exam and/or complete any assessment during the time stated. **If you have a conflict with this time, you must obtain written permission two weeks prior from the Vice President of Academic Affairs and the instructor to schedule a make-up exam.** Please note that vacations, previously purchased tickets or reservations, graduations, social events, misreading the final exam schedule, and oversleeping are not viable reasons for rescheduling a final. International students should refer to the international student handbook for further guidance.

Syllabus Information Disclaimer

I reserve the right to change any information contained in this document, when necessary, with adequate notice given to the student. Notice shall be given in the classroom during class. No other notice is required. It is the students' responsibility to stay current with any changes, modifications,

adjustments or amendments that are made to this document. Students should adhere to the attendance, cell phone, assignment, test and grading policies in the course syllabus.

Academic Integrity

CCC defines academic integrity as learning that leads to the development of knowledge and skills without any form of cheating or plagiarism. This learning requires respect for the College's institutional values of quality, service, and integrity. All students, faculty, staff, and administrators are responsible for upholding academic integrity. The following procedure for the Academic Integrity Policy begins with the notification of the first infraction and continues throughout the student's academic tenure at CCC:

Violations can be categorized as Course-level or Capital. Course-level violations are committed to obtain an unfair advantage in the completion of coursework. Capital violations are either repeated basic violations and/or committed in conjunction with multiple violations of integrity.

Course-Level Violations

Cheating and Plagiarism are considered course-level basic violations.

- Cheating is giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without using personal and College electronic devices.
- Plagiarism is representing or turning in someone else's work without properly citing the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else's work in any form. It also includes citing work that is not used and taking credit for a group project without contributing to it.

Related Academic Sanctions (Course-Level Violation)

Individual faculty members may elect to address episodes of basic academic integrity violations on a case-by-case basis. Specific sanctions, including not limited to the following, may be applied and can be assigned in any combination or order:

- Verbal Warning/No grade-related action
- Assignment of educational activity or programming
- 0/F on the assignment/quiz/examination with the possibility of makeup
- 0/F on the assignment/quiz/examination without the possibility of makeup
- Reduction of final course grade
- F in the course

- Prohibition from future enrollment in classes taught by that instructor
- Recommendation for administrative academic sanction(s)

Faculty members will complete the Student Notification of Academic Integrity Infraction form and will submit it to the Vice President of Academic Affairs. The notification will be shared with the student and documented on the student's record in the student information system.

Capital Violations

Capital Violations of Academic Integrity are repeated acts of Course-level violations. While a faculty member has the authority to appropriately administer course-level sanctions within their course, the student may also be subject to additional disciplinary action by the College.

Related Academic Sanctions (Capital Violations)

While the College reserves the right to accelerate or alter these steps based on the nature and severity of the violation, academic integrity violations may result in the following Capital sanctions:

- First Reported Violation – Warning

The first reported, alleged violation may result in issuing a warning to the student in the form of a Warning Letter, regardless of the course-level sanction determined by the faculty member.

- Second Reported Violation – Restrictive Actions

The second reported, alleged violation may result in issuing a Letter of Concern to the student, regardless of the course-level sanction determined by the faculty member. Sanctions may include, but are not limited to, the following:

- Course specific enrollment prohibition;
- Probationary Status;
- Attend an Academic Integrity Workshop (the student will be responsible for any fee associated with the workshop);
- Suspension (of one semester or more);
- Any other reasonable actions as deemed appropriate by academic administration.
- Third Reported Violation – Dismissal

The third reported, alleged violation may result in issuing a Letter of Suspension to the student, regardless of the course-level sanction determined by the faculty member. The student may be required to meet with the Vice President of Academic Affairs.

For Capital Violations of academic integrity, students are entitled to (1) written notice of the charges which may result in academic sanctions and (2) an opportunity to respond to appeal the sanction

according to the following procedure:

Student Grievance Procedure

It is the policy of Colby Community College to provide students protection against unwarranted infringement of their rights. A student grievance may concern an alleged violation of college policies, infringement of a student's rights, and other such problems dealing with students, college staff and faculty, and authorized college activities. To comply with federal regulations, Colby Community College maintains records of the formal written Student Complaint Log and the disposition of the complaints. These records are filed with the Vice President of Academic Affairs and the Vice President of Student Affairs.

- Level I - The student will attempt to rectify the grievance with the Vice President of Academic Affairs within ten (10) college working days. Every effort will be made to resolve the grievance at the lowest possible level.
- Level II - If the aggrieved student is not satisfied with the disposition of the grievance at Level I, or if no decision has been rendered within five (5) business days after the discussion of the grievance, the student may file the grievance in writing to the college president. Within five (5) business days after the receipt of the written grievance by the college president, the president will appoint a committee (one administrator and four faculty/staff members) which may adjust the sanction. The chair of the committee shall submit the committee's decision to the student within ten (10) business days.

Assessment

Colby Community College assesses student learning at several levels: general education, program, and course. The goal of these assessment activities is to improve student learning. As a student in this course, you will participate in various assessment activities. An example of your work, a paper, some test questions, a presentation, or other work may be selected for assessment. This process will not affect your grade, will not require you do additional work and your evaluation will be confidentially handled. Results of these activities will be used to improve teaching and learning at Colby Community College.

Tutoring

Free tutoring is available to all students at Colby Community College. The Comprehensive Learning Center (CLC), located in the Library, provides support services for all learners, on-campus and online. To schedule an appointment, visit <https://hfdavismemoriamlibrary.setmore.com/>, email tutor@colbycc.edu or call 785-460-5480.

Tutoring is available in Student Support Services to eligible SSS participants. Please contact Student Support Services for qualifying program criteria at 785-460-5510, or by stopping by Student Support Services, located in the Student Union.

Online tutoring from Tutor.com is available to all students attending Colby Community College. Tutor.com is accessible to every student on Canvas. To access the service, click on the link for Tutor.com 24/7 Online Tutoring, which is located on the left-hand navigation in each course. Please contact the Dean of Online Learning at dana.juenemann@colbycc.edu or the library at tutor@colbycc.edu if you need assistance.

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Accommodations for Students w/ Disabilities

According to the Americans Disabilities Act, it is the responsibility of each student with a disability to notify the college of his/her disability and to request accommodation. If a member of the class has a documented learning disability or a physical disability and is requesting special accommodations, he/she should contact disability services at disability@colbycc.edu.

Notice of Non-Discrimination

Colby Community College provides equality of opportunity to its applicants for admission, enrolled students, graduates, and employees. The College does not discriminate with respect to hiring, continuation of employment, promotion, tenure, other employment practices, application for admission or career services and placement on the basis of race, color, gender, age, disability, national origin or ancestry, sexual orientation or religion. For inquiries regarding the nondiscrimination policies, contact the Vice President of Student Affairs, Title IX and ADA Coordinator, Colby Community College, 1255 S. Range Ave., Colby, KS 67701 (785) 460-5490).

Accreditation

Higher Learning Commission
230 S. LaSalle St., Suite 7-500
Chicago, IL 60604-1411

(800) 621-7440

FAX (312) 263-4162

<https://www.hlcommission.org/>