

## Abilene Approval Chart for Curriculum Changes

A = Approve      I = Information Item      R = Respond In Writing

**Course Number: FIN 120, Intro to Finance**

**or Degree Plan(s):**

**#13: Open a course – see attachments**

|     |                                                                                                                          | Dept./School | College | Dean | TEC | AUAC/Grad | Provost |
|-----|--------------------------------------------------------------------------------------------------------------------------|--------------|---------|------|-----|-----------|---------|
|     | <b>Campus-Level Academic Review<sup>1</sup></b>                                                                          |              |         |      |     |           |         |
|     | <b>Change to a Course</b><br>Include signatures from all chairs/program directors for cross-listed courses. <sup>1</sup> |              |         |      |     |           |         |
| 1.  | Title (description unchanged)                                                                                            | A            | A       | A    | I   | I         | I       |
| 2.  | Description (not affecting content)                                                                                      | A            | A       | A    | I   | I         | I       |
| 3.  | Course term(s)                                                                                                           | A            | I       | A    | I   | I         | I       |
| 4.  | Content (change of course outcomes)                                                                                      | A            | A       | A    | I   | I         | A       |
| 5.  | Number of credit hours                                                                                                   | A            | A       | A    | A   | A         | A       |
| 6.  | Course number within the hundred                                                                                         | A            | A       | I    | I   | I         | I       |
| 7.  | Course number beyond the hundred                                                                                         | A            | A       | A    | A   | A         | A       |
| 8.  | Prerequisites                                                                                                            | A            | A       | A    | I   | I         | I       |
| 9.  | Course restriction (e.g., majors only, junior standing)                                                                  | A            | A       | A    | A   | A         | A       |
| 10. | Level change (U to G or G to U)                                                                                          | A            | A       | A    | A   | A         | A       |
| 11. | Cross list course                                                                                                        | A            | A       | A    | A   | A         | A       |
| 12. | Department of record                                                                                                     | A            | A       | A    | A   | A         | A       |
| 13. | Open or close a course                                                                                                   | A            | A       | A    | A   | A         | A       |
|     | <b>Change to a Degree Plan</b>                                                                                           |              |         |      |     |           |         |
| 14. | Educational Program — Revise                                                                                             | A            | A       | A    | A   | A         | A       |
| 15. | Educational Program — Adopt/revise admission requirements                                                                | A            | A       | A    | A   | A         | A       |
| 16. | GPA — Revise program-required GPA                                                                                        | A            | A       | A    | A   | A         | A       |
| 17. | Minor — Revise                                                                                                           | A            | A       | A    | A   | A         | A       |

|     |                                                           | Dept./School | College | Dean | TEC | AUAC/Grad | Provost | Campus Faculty | Senior VPAA | President |
|-----|-----------------------------------------------------------|--------------|---------|------|-----|-----------|---------|----------------|-------------|-----------|
|     | <b>Full Review</b>                                        |              |         |      |     |           |         |                |             |           |
|     | <b>Change to Catalog Information (for Campus)</b>         |              |         |      |     |           |         |                |             |           |
| 18. | General requirements for Bachelor's and Associate Degrees | -            | -       | -    | -   | A         | A       | A              | A           | I         |
| 19. | Policies governing academic probation and suspension      | -            | -       | -    | -   | A         | A       | A              | A           | I         |
| 20. | Requirements for graduating with honors                   | -            | -       | -    | -   | A         | A       | A              | A           | I         |
|     | <b>Change to a Degree Plan</b>                            |              |         |      |     |           |         |                |             |           |
| 21. | Educational Program — Add or Discontinue <sup>23</sup>    | A            | A       | A    | A   | A         | A       | A              | A           | I         |
| 22. | Educational Program — Discontinue (Provost-proposed)      | R            | -       | R    | A   | A         | A       | A              | A           | I         |
| 23. | Minor — Add or Discontinue                                | A            | A       | A    | A   | A         | A       | -              | A           | I         |
| 24. | Minor — Discontinue (Provost-proposed)                    | R            | -       | R    | A   | A         | A       | -              | A           | I         |
| 25. | Degree — Add or Discontinue                               | A            | A       | A    | A   | A         | A       | A              | A           | I         |
| 26. | Degree — Discontinue (Provost-proposed)                   | R            | -       | R    | A   | A         | A       | A              | A           | I         |

|     |                                                                             | Dept./School | College | Dean | AUAC | Provost | UGEC | University Faculty | Senior VPAA | President |
|-----|-----------------------------------------------------------------------------|--------------|---------|------|------|---------|------|--------------------|-------------|-----------|
|     | <b>Change to General Education Requirements for Undergraduates (System)</b> |              |         |      |      |         |      |                    |             |           |
| 27. | Change course outcomes of an included course                                | A            | A       | A    | A    | A       | A    | -                  | A           | I         |
| 28. | Add or drop a required course from the General Education Requirements       | A            | -       | A    | -    | A       | A    | A                  | A           | I         |
| 29. | Add or drop a course from a menu within the General Education Requirements  | A            | -       | A    | -    | A       | A    | -                  | A           | I         |
| 30. | Comprehensive revision of General Education Requirements                    | -            | -       | -    | -    | A       | A    | A                  | A           | I         |

### Notes

<sup>2</sup> Any change to a cross-listed course requires the signature of both department chairs or program directors overseeing the course to ensure that the courses stay in sync. This includes courses taught at other campuses (e.g. BIBL 101 and BIBO 101).

<sup>3</sup> For undergraduate majors, a minimum of 30 hours is required. These programs must have a minimum of 6 elective hours, unless the requirements of external accrediting bodies make it impossible. Master's programs must include a minimum of 30 hours, and doctoral programs must include a minimum of 30 hours beyond the master's.

<sup>4</sup> When a department/school or dean proposes closing a program, approval routing follows the typical process beginning with the department/school. An administrative proposal by the provost or senior vice president for academic affairs would follow the "provost-proposed" routing on the chart.

Updated 8/1/2023

**Department/School(s)**

*Kyle Thompson*

Chair Signature

04/08/2025  
Date

Chair/Program Director Signature

Date

**College Academic Council(s)**

*Arisoa Randrianasolo*

[Arisoa Randrianasolo \(Apr 8, 2025 21:34 CDT\)](#)

04/08/2025

Chair Signature

Date

Chair Signature

Date

**Dean(s)**

*Laura Phillips*

04/09/2025

Signature

Date

Signature

Date

**Teacher Education Council**

Signature

Date

**Campus Academic Council:  
Abilene Undergraduate or Abilene Graduate**

Signature

Date

**Provost**

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Signature

Date

**University General Education Council**

---

Signature

Date

**University Faculty**

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Abilene Faculty Senate Chair signature

Date

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Dallas Faculty Council Chair signature

Date

**Senior Vice President for Academic Affairs**

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Signature

Date

**President**

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Signature

Date

# Abilene New Course Application

You may delete the preceding instructional pages before submitting application.

|                                              |         |
|----------------------------------------------|---------|
| Course ID ( <i>Subject Code and Number</i> ) | FIN 120 |
|----------------------------------------------|---------|

## 1. Systems and Catalog Information Complete each item.

|    |                                                                            |                                                                               |
|----|----------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| A  | Course Developer                                                           | JODY JONES                                                                    |
| B  | Course Instructor                                                          | JODY JONES                                                                    |
| C  | Course Title                                                               | INTRODUCTION TO FINANCE                                                       |
| D  | Course Abbreviation for Banner<br>if title is more than 30 characters      |                                                                               |
| E  | College                                                                    | COBA - Business Administration ▾                                              |
| F  | Department or School                                                       | FINANCE                                                                       |
| G  | Number of Credit Hours                                                     | 1 ▾                                                                           |
| G1 | Number of Lecture Contact Hours                                            | 1 ▾                                                                           |
| G2 | Number of Lab Contact Hours                                                | 0 ▾                                                                           |
| H  | Is the course for a fixed or variable<br>number of credit hours?           | Fixed ▾<br>If variable, explain rationale:                                    |
| I  | Is the course repeatable for additional<br>credit?                         | No ▾                                                                          |
| J  | Maximum total number of credit hours<br>a student can earn for this course | 1                                                                             |
| K  | Course Schedule Type                                                       | Lecture (LEC) ▾<br>See Schedule Type definitions in the Reference<br>section. |
| L  | Number of Faculty Workload Hours                                           | 1 ▾                                                                           |
| M  | Grading Mode                                                               | Standard ▾                                                                    |
| N  | Maximum Enrollment                                                         |                                                                               |

|    |                                                                                                                                                            |                                                                                                                                                                                                                                                                                    |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| O  | <b>Catalog Description</b><br>(50 words or less)                                                                                                           | <b>Introduction to Finance</b> is designed to give students a glimpse into various careers and disciplines within the field of Finance. Students will explore different paths of study, career opportunities, and the relationship between their spiritual formation and vocation. |
| P  | List any prerequisites (course/s, test scores, class standing, major, etc.)                                                                                |                                                                                                                                                                                                                                                                                    |
| Q  | List any corequisites (these <i>must</i> be taken at the same time; note that a single requirement cannot be both a prerequisite <i>and</i> a corequisite) |                                                                                                                                                                                                                                                                                    |
| R  | If the course is cross-listed, specify the subject code and course number of the other course                                                              |                                                                                                                                                                                                                                                                                    |
| S  | Does this course require any additional student course fees?                                                                                               | <div>No ▾</div> If yes, attach a completed <a href="#">course fee form</a> .                                                                                                                                                                                                       |
| T1 | Will the course be offered in <b>fall</b> terms?                                                                                                           | <div>Yes, every year ▾</div>                                                                                                                                                                                                                                                       |
| T2 | Will the course be offered in <b>spring</b> terms?                                                                                                         | <div>No ▾</div>                                                                                                                                                                                                                                                                    |
| T3 | Will the course be offered in <b>summer</b> terms?                                                                                                         | <div>No ▾</div>                                                                                                                                                                                                                                                                    |
| U  | First semester this course will be offered under new Course ID. <i>May not be earlier than the coming fall semester.</i>                                   | FALL 2025                                                                                                                                                                                                                                                                          |
| V  | Is this course required for a program(s)?                                                                                                                  | <div>Yes ▾</div> If yes, submit a separate completed <a href="#">curriculum proposal</a> to change the program(s).                                                                                                                                                                 |

|   |                                                                                                                                                                                                        |                                    |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| W | Should the addition of this course be retroactively applied to the degree plan it supports? <i>This is rare, and rationale should explain compelling extenuating circumstances.</i>                    | No ▾<br>If yes, provide rationale: |
| X | Has this course been offered as a Special Topics course? <i>New courses are not required to be taught as Special Topics courses prior to approval.</i>                                                 | Yes ▾<br>SPRING 2025 AS FIN 140    |
| Y | List any courses in which the content overlaps the proposed course. (Course ID and Name). <i>Attach a statement from the instructor/dept chair of the existing course justifying the new offering.</i> |                                    |

## 2. Curriculum

### A. Effects of this course on any degree plans.

This course will add one credit hour to the finance major, lowering the elective hours by 1 credit hour.

### B. Justify the addition of this course to the current curriculum, explaining the gap it meets.

In the current curricular structure for the finance major, students often do not have an opportunity to take a course in their major until late in their sophomore year, if not their junior year. By this time, planning for internships and other co-curricular opportunities is almost too late. Finance is a wide-ranging field, and students will be more likely to succeed in their studies and their professional career planning if they are exposed early to the range of opportunities that await them.

## 3. Course Design

### A. Audience and Course Goal

#### 1. Describe the intended audience, including prerequisite skills.

This course is intended for students early in their academic careers who are studying or considering a major or career in the financial services industry. A sense of curiosity is the only prerequisite.

#### 2. State the overarching course goal(s) in performance terms.

Students will explore different paths of study and career opportunities within the field of finance, and they will reflect on the relationship between their spiritual formation and vocation.

#### B. Student Learning Outcomes and Measurements

|   | COBA Learning Outcome                                                      | Measurement                                  | Course LO                                                                                                                               |
|---|----------------------------------------------------------------------------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Reflective thinking (able to understand oneself in the context of society) | PERSONAL PLAN AND REFLECTION (FINAL PROJECT) | Students will explore how their skills and aptitudes might apply to their career and how they should fit into an academic plan of study |
| 2 |                                                                            |                                              |                                                                                                                                         |
| 3 |                                                                            |                                              |                                                                                                                                         |

#### C. Text and Resources

Give the full publication information of the textbook/s and other required resources and outside readings.

Required Text: *The Ultimate Career Guide for Business Majors*, Jamie Rizzo, CFA

## 4. Supporting Documentation

| Required of all applications |                                                                                                                                                                                                      |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                            | <a href="#">Approval Chart for Curriculum Changes</a>                                                                                                                                                |
| 2                            | <b>Syllabus</b> — <b>Attach</b> the syllabus for the course based upon the anticipated first-semester offering.                                                                                      |
| 4                            | <b>Library</b> — Submit new course application and syllabus to the Library dean's office. <b>Attach</b> the Library's memo.                                                                          |
| Attach if applicable         |                                                                                                                                                                                                      |
| 5                            | <b>Content Overlap</b> — Include one document for each course you listed in Section 1Y. <b>Attach</b> statement from instructor/dept chair of existing course justifying the new offering.           |
| 6                            | <b>Departmental Resources</b> — List the resources that support the course and are available only through the department, if applicable. <b>Attach</b> the list of the holdings and the location(s). |



|   |                                                                                                                                                                                                                                                                                                                                                |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7 | <p><b>Resources</b> — List resources (other than library or departmental resources) that are needed to support this course (computers, lab equipment, other technology, etc.).</p> <p><b>Attach</b> a complete list of all items and indicate possible sources or estimated cost of each. List the sources of any needed funds.</p>            |
| 8 | <p><b>Expenses</b> — List additional expenses needed to implement this course (full-time or part-time faculty, graduate or lab assistants, student employees, travel, special student costs, room renovation, storage facility, etc.). <b>Attach</b> a complete list of all items, the estimated cost of each and the source of the funds.</p> |
| 9 | <p><b>Justification</b> — <b>Attach</b> any documents to which you refer in Section 2B.</p>                                                                                                                                                                                                                                                    |

Updated 8/19/2024

## **FIN 120: Introduction to Finance (1 credit hour)**

### **Faculty and Facilitators**

|                   |                  |                  |
|-------------------|------------------|------------------|
| Jody L Jones, EdD | Student Worker 1 | Student Worker 2 |
| jxj16c@acu.edu    |                  |                  |
| 405.973.8467      |                  |                  |
| MBB 158           |                  |                  |

### **Description:**

**Introduction to Finance** is designed to give students a glimpse into various careers and disciplines within the field of Finance. Students will explore different paths of study, career opportunities, and the relationship between their spiritual formation and vocation.

This course is intended for students early in their academic careers who are studying or considering a major or career in the financial services industry.

Meeting Times: Wednesdays 2:00-3:50, Accelerated Session 1 (first 8 weeks of the semester)

Week 1: What is finance, who am I, where do I fit, and alphabet soup.

Labor Day: Personal Inventory

Week 2: Commercial Banking

Week 3: Corporate Finance & Accounting

Week 4: Real Estate & Insurance

Week 5: Investment Banking & Private Equity

Week 6: Wealth Management

Week 7: Law, Economics, Fintech, and Information Systems (IS)

Week 7: Reflection, planning, and giving back

Week 1: Romans 12/Solomon

Labor Day: Romans 12

Week 3: Matthew 22

Week 4: Nehemiah

Week 5: Luke 14

Week 6: Luke 18

Week 7: Matthew 25

Week 8: Romans 12

Official Prerequisite: Curiosity

Required Text: *The Ultimate Career Guide for Business Majors*, Jamie Rizzo, CFA

#### Contribution of Course to Overall Business Perspective:

By mastering the course content, students will be empowered to create a strategy for entering the financial services industry. They will explore various career paths in finance, helping them determine if this field aligns with their interests and goals. A solid understanding of the industry is crucial for success in any finance career a student chooses to pursue. This course will not only provide valuable insights into the finance sector but also encourage students to reflect on their strengths and how God will use them in their careers.

#### Unique Christian Perspective:

Discuss what it means to be a Christian working in finance and learn practical ways to use your faith as an asset in the workplace.

#### Learning Outcomes:

By the end of the course, students will have a clearer vision of their own career aspirations in finance, enhancing their professional networks, and gaining practical insights into navigating the job market.

#### Goals for Student Competency:

1. Know the joy of following a biblical approach to professional career development
  - a. Measurement - Class discussion and participation and reflection exams
2. Understand potential careers in the finance industry
  - a. Measurement - Class discussion and participation
3. Know the timeline for internships and job applications within different financial sectors
  - a. Measurement - Class discussion and participation
4. Prepare the tools for student success including:
  - a. Resumes
  - b. Social Presence (IE LinkedIn)
  - c. Understand the requirements and implications of professional exams

**Format of Class:** Classes will consist of lecture, discussion, and problem solving. Students will complete personality tests and have reflection assignments at the beginning and end of the course.

**Grading System:**

|                     |     |
|---------------------|-----|
| Attendance/Journals | 70% |
| Projects            |     |
| Resume              | 10% |
| Personal Inventory  | 10% |
| Development Plan    | 10% |

**Grading Policy:**

90.0-100% A

80.0-89.9% B

70.0-79.9% C

60.0-69.9% D

Below 60% F

**Course Policies:**

**Projects:**

There are 3 equally weighted projects in the course.

1. The first is a professional resume. Resumes will be reviewed by peers and professionals. (Week 2)
2. A personal inventory that includes students' academic aptitudes and interests. This is then compared with potential career paths and academic plans of study (Week 4).
3. A personal plan for graduation and 5 years post. This should include both academic as well as personal goals. It should include at least 3 sources. (Week 8)

**Journals:**

Students are required to submit a weekly reflection on the topic and guest speakers. Each journal entry should be at least 150 words and include reference to the text. Students with an unexcused absence will only receive 50% credit for that week's participation and journal.

**Late Work and Extra Credit:** Late work will not be accepted

**Attendance/Participation:** Attendance is required and a large percentage of a student's grade. However, active participation is expected. Students should be engaged with classmates, faculty, and speakers. Students who are distracted or distract others will be asked to leave and not receive credit for attendance.

If you are experiencing the symptoms of illness, please do not attend class or show up for a test. You can make these up later if you are acting in good faith. If you are facing challenges to your successful participation in the course due to physical or mental health issues, or anything else, please contact me so that we can jointly seek a resolution--the sooner, the better. If for an extended period of time a student becomes too ill to attend class, the student and professor will need to work with SOAR (Student Opportunities, Advocacy, and Resources) to develop a plan that ensures the student's academic, physical, and mental well-being.

**Depending on the situation, after a total of two (2) unexcused absences I may initiate the student's withdrawal from the course.**

Course Recordings: Zoom recordings and other course videos, if available, are not to be used outside of this course without the instructor's permission.

Instructor Availability: I strive to be as available to you as I can be. I'm here for you, and I want you to succeed! Feel free to come by my office (MBB 152) or set up some time to talk in person or via Zoom. If you need help, please ask for it! I'm happy to discuss more than just the class with you.

## Learning Outcomes

|   | COBA Learning Outcome                                                      | Measurement                                  | Course LO                                                                                                                               |
|---|----------------------------------------------------------------------------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Reflective thinking (able to understand oneself in the context of society) | PERSONAL PLAN AND REFLECTION (FINAL PROJECT) | Students will explore how their skills and aptitudes might apply to their career and how they should fit into an academic plan of study |
| 2 |                                                                            |                                              |                                                                                                                                         |
| 3 |                                                                            |                                              |                                                                                                                                         |
| 4 |                                                                            |                                              |                                                                                                                                         |
| 5 |                                                                            |                                              |                                                                                                                                         |

## University Policies

### ADA Compliance Policy:

Abilene Christian University is dedicated to removing barriers and opening access for students with disabilities in compliance with ADA and Section 504 of the Rehabilitation Act. The ACU website provides more information at <https://acu.edu/about/uap/overview-2/about-2/>.

Please contact me to discuss any approved accommodations that you require for this class.

**Title IX Policy:**

At ACU, we strive to comply with all applicable legal requirements prohibiting, preventing, and responding to sexual misconduct against any member of the ACU community. The full Title IX policy and process can be found at <https://acu.edu/human-resources/title-ix-and-sexual-misconduct-information/>.

**Academic Integrity Policy:**

Academic integrity is demonstrated by behavior that honors the learning environment, regardless of setting, context, location or modality. ACU's Academic Integrity Policy can be found at <https://acu.edu/office-of-the-provost/academic-policies/>.

# ABILENE CHRISTIAN UNIVERSITY

## LIBRARY

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### M E M O R A N D U M

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**DATE:** April 1, 2025  
**TO:** Dr. Jody Jones  
**FROM:** Mark McCallon, Associate Dean for Library Resources  
**RE:** Course Application for FIN 120 – Introduction to Finance

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After reviewing the course application and syllabus, the library can provide adequate support for the proposed course. Please contact your library liaison, Mark McCallon ([mccallonm@acu.edu](mailto:mccallonm@acu.edu)), to suggest specific resources that the library needs to purchase for future revisions to the course. Thank you for allowing us to review the course proposal.