

Course Description

This course is intended to introduce the student to basic life skills mathematical concepts and budgeting processes. It is designed for the student who is not majoring in science or mathematics. It will aid the student in the comprehension and performance of practical mathematical problems, utilization of computers for presentations, and utilize practical applications about which pastors and church leaders should be knowledgeable.

Student Objectives

At the conclusion of the course the student will:

1. Have a working comprehension and be able to perform the essential operations of mathematics including fractions, decimals, percentages, and measurements;
2. Develop a household budget, utilizing statistical guidelines and basic mathematical skills;
3. Comprehend the basic principles of church budgeting;
4. Be able to lead a church in planning financial support of ministers and church employees
5. Understand special tax rules for ministers.

Textbook

Gustafson, R. David and Peter D. Frisk, *Essential Mathematics with Geometry*. 3rd ed. Belmont, CA: Brooks/Cole, 2004.

Handouts and worksheets will be used to cover the church budget materials. These materials should be kept in a binder.

Materials

Textbook, 3-Ring binder with dividers, paper, pencils, eraser, colored pen or marker (not blue or black) and calculator.

Course Methodology

This course will consist of lectures, class/group discussions and activities, homework and projects. There will be nine hours of outside class assignments.

Course Requirements

1. ABSENCE POLICY. School policies concerning absences and tardiness will be strictly enforced. Any student missing more than 9 hours will automatically receive a grade of "F" for the course. Every three occasions of arriving late for class or leaving early from class will be counted as one absence. Roll will be taken at the beginning of each period. It is the responsibility of the student to contact the professor if he/she is tardy and the roll has already been taken.
2. HOMEWORK. Problems will be assigned from the section(s) taught in class. The homework will be discussed and corrected at the beginning of each class.
There will be nine hours of outside class assignments.
3. EXAMS. The objective specifically related to each chapter will be evaluated through a chapter test on the assigned day. All course objectives will be evaluated through a comprehensive final exam on the assigned day. Students are responsible for scheduling makeup exams. All makeup must be taken within one week of the time the student returns to class.
4. BUDGET PROJECT. Each student will record his/her daily personal (or family, if preferred) expenditures for 2 weeks. This record will be used to prepare a personal (or family) budget.
5. COURSE EVALUATION. The final grade for the course will consist of the following:

Homework /Projects	20%
Quiz	25%
Chapter Tests	30%
Final Exam	25%

Bibliography

- Gustafson, R. David and Peter D. Frisk, *Essential Mathematics with Geometry*. 3rd ed. Belmont, CA: Brooks/Cole, 2004.
- GuideStone Financial Resources, *Planning Financial Support, Ministers Tax Guide, Ministerial Tax Issues*

Additional Information

Professor's Office hours: Tuesday & Thursday 5:30-6:00, or by appointment.

Course Schedule

June 5	INTRODUCTION TO COURSE 1.1, 1.2
June 7	1.3, 1.4, 1.5
June 12	1.6, 1.7, Chapter 1 Review
June 14	Chapter 1 Test; Steps to Financial Freedom.
June 19	2.1, 2.2
June 21	2.3, 2.4, Chapter 2 Review
June 26	Chapter 2 Test; Household Budget Preparation.
June 28	3.1, 3.2
July 3	3.3, 3.4 Chapter 3 Review
July 5	Chapter 3 Test; Planning Financial Support of ministers and church employees.
July 10	4.1, 4.2
July 12	4.3, Chapter 4 Review
July 17	Chapter 4 Test; Finance/Budget Committee Policies/Church Budgets
July 19	5.1, 5.2
July 24	5.3, 5.4
July 26	Chapter 5 Test; Church Budgeting/Tax Issues & Financial Policies
July 31	Review for Final
Aug. 2	FINAL EXAM

Homework and Projects Nine hours of homework and projects will be assigned throughout the course.