SYLLABUS

COURSE TITLE: Basic Finance – CPP- 444

LENGTH OF COURSE: 2 units, 22 hours (2 hours lecture/week)

COURSE DESCRIPTION: This course is designed to give students an overview of the concept of finance for the chiropractor. Topics in this category include but are not limited to budgeting, statistical management, wealth building, debt management, wages, and taxes and contracting.

PREREQUISITE: CPP-113, CPP-318, CPP-338, HC-413

COURSE OBJECTIVE: Through lectures, readings, class discussions, quizzes and an examination, this course will examine issues essential to scholarship in the theory and practice of financial sustainability.

COURSE OFFERED BY: Chiropractic Philosophy and Principles

REQUIRED TEXT: Rich Dad Poor Dad by Robert Kiyosaki

REFERENCED TEXT MATERIALS:

METHODS OF INSTRUCTION: Lectures, Practice Problems, Quizzes, Exam

Evaluation/Grading Criteria:

Quiz 1: Budgets and Statistics	15
Quiz 2: Savings and Wealth Building	15
Quiz 3: Wages, Write-offs, Taxes and Credit	15
Quiz 4: Student Loans and Debt	15
Final Exam	40
Total Points	100 Points

If a student wishes to review their exam, this opportunity is only available within the two weeks immediately after the examination was given.

Grading Procedure

A	Superior work	90 - 100%
B	Above average work	80 - 89%
C	Average work	70 - 79%
F	Failure - the student must repeat the entire course	

69% or below

INDEPENDENT STUDENT WORK / Take-Home Assignments

All assignments and exams must be the product of the individual student's original efforts for this class, unless otherwise stated by the instructor. Collaboration is prohibited.

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Grades and the Grading System Final Grades are available online through the CAMS student portal. If there are any questions on grading procedures, computation of grade point average, or the accuracy of the grade report, please contact the Registrar's Office or the Office of Academic Affairs. Grades will be reported and evaluation will be based on the Academic Policies, Procedures, & Services. Please refer to Evaluation Policy **(Policy ID: OAA.0007)**

In order to maintain **Satisfactory Academic Progress**, a student must maintain a 2.0 or better in each and every course. Any grade less than a C must be remedied by repeating the class. Please refer to Satisfactory Academic **Progress (Policy ID: OAA.0006)**

Attendance: Please refer to Attendance Policy **(Policy ID: OAA.0002)**

Conduct and Responsibilities: Please refer to the Personal Conduct, Responsibility and Academic Responsibility Policy **(Policy ID: OAA.0003)**

Make-up Exams: Please refer to Make-up Assessment Policy **(Policy ID: OAA.0001)**

Request for Special Testing: Please refer to Request for Special Testing **(Policy ID: OAA.0004)**

Accommodation for Students with Disabilities:

If you have approved accommodations, please make an appointment to meet with your instructor as soon as possible. If you believe you require an accommodation, but do not have an approved accommodation letter, please see the Academic Counselor Lori Pino in the Office of Academic Affairs. Contact info: **Lpino@lifewest.edu** or 510-780-4500 ext. 2061. Please refer to Service for Students with Disabilities Policy **(Policy ID: OAA.0005)**

Electronic Course Management:

Canvas is LCCW's Learning Management System (LMS). Canvas will be used throughout the quarter during this course. Lectures, reminders, and messages will be posted. In addition, documents such as the course syllabus and helpful information about the class project will be posted. Students are expected to check Canvas at least once a week in order to keep updated. The website address for Canvas is **https://lifewest.instructure.com/login/canvas** Please refer to the Educational Technologies Policy **(Policy ID: OAA.0009)**

Week 1: Welcome and Review: A review of the 7 Categories of Finance and a discussion on Personal/Lifestyle Finances and Budgeting

Week 2: Management by Statistics. Collections, New Patients, Total Office Visits, PVA and OVA are all discussed in the context of goal setting and management

Week 3: Associate Contracts and IC Deals: A look at all of the different considerations when assessing associate and independent contract deals with field practitioners. Discussions include compensation, commitment, non-compete and termination clauses

Week 4: Savings and Wealth Building: The savings and wealth building calculator will be introduced as well as discussion on basic investment vehicles such as IRA, 401K, stocks, bonds, mutual funds and others. Capitalization, interest rates, and accrual will all be considered under the context of wealth building and retirement

Week 5: Wages, Write-Offs and Taxes. A look at W2, 1099, Tax brackets and write-offs. How to navigate basic accounting.

Week 6: Student Loans I – A discussion on terminology and getting familiar with the landscape of student debt

Week 7: Student Loans II – Special guest Brenda Johnson comes in from the registrar's office to discuss the student's debt situation and introduce the different options of repayment

Week 8: Buying and Selling a Practice -

Week 9: Business Finance and Review for Final

Week 10: Final Exam

<u>Student Learning Outcomes (SLO):</u> At the completion of this course, a student should be able to:

1. Explain the 7 relevant types of budgets [PLO: 9]
2. Demonstrate their proficiency in practice management through statistics [PLO: 9]
3. Develop the tools necessary to forecast their personal and business finances [PLO: 9]

<u>Program Learning Outcomes (PLO):</u> Students graduating with a Doctor of Chiropractic degree will be proficient in the following:

1. **ASSESSMENT AND DIAGNOSIS:** An assessment and diagnosis requires developed clinical reasoning skills. Clinical reasoning consists of data gathering and interpretation, hypothesis generation and testing, and critical evaluation of diagnostic strategies. It is a dynamic process that occurs before, during, and after the collection of data through history, physical examination, imaging, laboratory tests and case-related clinical services.

2. **MANAGEMENT PLAN:** Management involves the development, implementation and documentation of a patient care plan for positively impacting a patient's health and well-being, including specific therapeutic goals and prognoses. It may include case follow-up, referral, and/or collaborative care.

3. **HEALTH PROMOTION AND DISEASE PREVENTION:** Health promotion and disease prevention requires an understanding and application of epidemiological principles regarding the nature and identification of health issues in diverse populations and recognizes the impact of biological, chemical, behavioral, structural, psychosocial and environmental factors on general health.

4. **COMMUNICATION AND RECORD KEEPING:** Effective communication includes oral, written and nonverbal skills with appropriate sensitivity, clarity and control for a wide range of healthcare related activities, to include patient care, professional communication, health education, and record keeping and reporting.

5. **PROFESSIONAL ETHICS AND JURISPRUDENCE:** Professionals comply with the law and exhibit ethical behavior.

6. **INFORMATION AND TECHNOLOGY LITERACY:** Information literacy is a set of abilities, including the use of technology, to locate, evaluate and integrate research and other types of evidence to manage patient care.

7. **CHIROPRACTIC ADJUSTMENT/MANIPULATION:** Doctors of chiropractic employ the adjustment/manipulation to address joint and neurophysiologic dysfunction. The adjustment/manipulation is a precise procedure requiring the discrimination and identification of dysfunction, interpretation and application of clinical knowledge; and, the use of cognitive and psychomotor skills.

8. **INTERPROFESSIONAL EDUCATION:** Students have the knowledge, skills and values necessary to function as part of an inter-professional team to provide patient-centered collaborative care. Inter-professional teamwork may be demonstrated in didactic, clinical or simulated learning environments.

9. **BUSINESS:** Assessing personal skills and attributes, developing leadership skills, leveraging talents and strengths that provide an achievable expectation for graduate success. Adopting a systems-based approach to business operations. Networking with practitioners in associated fields with chiropractic, alternative medicine and allopathic medicine. Experiencing and acquiring the hard business skills required to

open and operate an on-going business concern. Participating in practical, real time events that promote business building and quantifiable marketing research outcomes

10. PHILOSOPHY: Demonstrates an ability to incorporate a philosophically based Chiropractic paradigm in approach to patient care. Demonstrates an understanding of both traditional and contemporary Chiropractic philosophic concepts and principles. Demonstrates an understanding of the concepts of philosophy, science, and art in chiropractic principles and their importance to chiropractic practice.