

Course Information

Number:	FN125
Name:	Personal Finance
Description:	This course is designed to introduce students to important elements of personal finance, with a primary outcome being the development of a basic personal/family financial plan. Students will learn how to establish a monthly budget of income and expenses, establish good credit, be introduced to basic savings and investment strategies, and conduct efficient purchases utilizing cost/benefit and risk analysis. The management of personal loans, student loans, credit and debit card use, and checking accounts will also be covered in this course. Students will develop financial management skills that include application of effective tax strategies, successful negotiation of mortgage and automobile loans, management of equity lines, and the evaluation of insurance options including life, health, and disability. This course will also include some basic market investment strategies, including the choice to invest in stocks, mutual funds, bonds, government securities, and other investments that entail financial risk. Finally, students will be required to develop a retirement annuity plan.
Credit(s):	3
Offered (DAY schedule):	
Instructor Permission Required:	N
Pre-Requisite(s):	

Business majors are precluded from using this course to satisfy the General Education requirement.

Course Objectives

Upon completion of this course, students will be able to: Develop a balanced family budget that includes appropriate levels of savings and investment; Manage personal accounts such as checking, savings, IRA's and annuities; Identify and exhibit the strategies to maintain a good credit rating; Judge financial risk ;Plan for retirement ;Apply product purchase strategies;Acquire assets using down-payment and leverage techniques, including the purchase of home and auto ;Develop an loan/asset repayment plan; Purchase appropriate levels of insurance for home, auto, life and other; Be conversant in basic market investment



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SPRING 2017

Instructor: James A. Campbell, CPA, CGMA, CFE
E-mail: campbellj@thomas.edu
Phone 570-3676

Office Hours: AL 238
Mon - Friday: 1– 3
Or by appointment

Text: *Personal Financial Planning*, Gitman/Joehnk/Billingsley, Cengage Learning, 14th edition.

Course Description and Objectives: This course is an overview of personal and family financial planning with an emphasis on financial recordkeeping, planning your spending, limited tax planning, consumer credit, making buying decisions, purchasing insurance and selecting investments.

Grading/Evaluation:	3 Exams*	45%
	Chapter Assignments**	20%
	Final Project***	20%
	Final	15%

* Exams must be taken as scheduled. Missed exams will result in a grade of 0%.

Exam 1-Chapters 11-13

Exam 2-Chapters 2-7

Exam 3-Chapters 8-10

** Chapter Assignments: The exams are all predicated on the chapter assignments and understanding of the concepts in the text. Chapter assignments are required and will be submitted on a weekly basis. Assignments should be completed in word or excel and stapled prior to submission. Incomplete or missing assignments will be downgraded accordingly and will receive little or no credit. Assignments showing little or no effort will receive a grade of zero. Grading options include 0, 25, 50, 75, or 100. The assignment due dates are listed in the Course Schedule document. **After the conclusion of week two, late chapter assignments will receive a max grade of 50.**



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*** The Final Project may be considered for inclusion in your E-Portfolio. The final project will consist of two items. The first item will include a personal balance sheet, income and expense statement, and a detailed personal budget. Critical Thinking Cases on pages 81-84 should be completed. Once completed, students will be expected to prepare a personal budget customized to each student's situation that covers the next ten years of their lives. The first year will be detailed on a monthly basis. The remaining nine years will be on an annualized basis. Details on how to complete the project will be covered as the course progresses.

The second item consists of you borrowing \$50,000 to immediately invest in the stock market (NASDAQ or NYSE). Options to invest the money consist of purchasing individual stocks that are included in the Dow Jones Industrial Average. Investments will consist of a minimum of 4 stocks with a minimum purchase price of \$5,000 per investment. A minimum of \$49,500 of the entire \$50,000 must be invested. The project will consist of calculating unrealized gains, losses, and expenses on January 31, February 28, March 31, and April 25. On April 25, all investments will be sold and the realized gain or loss calculated. The student with the most money will not be required to take the final. An excel spreadsheet to assist with the project will be posted to Moodle and will be due on April 27.

Incorporation of E-Portfolio:

E-portfolios allow students an opportunity to store work that they feel demonstrates their proficiency in the four Thomas College "Core Competencies" (Communication, Leadership and Service, Analytical Reasoning and Community & Interpersonal Relations), as well affording students a platform to demonstrate proficiency in the stated objectives of their major.

Materials for your E-Portfolio can come from class projects, extra-curricular and work experiences. Because it's an electronic format a variety of file types can be stored in the portfolios. For this course, the final project needs to be placed in the E-Portfolio.

The E-Portfolios are set up on the Moodle server on the Thomas College system.



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Grade Ranges	A 94 – 100	A- 90 – 93	B+ 87 – 89
	B 83 – 86	B- 80 – 82	C+ 77 – 79
	C 73 – 76	C- 70 – 72	D+ 67 – 69
	D 63 – 66	D- 60 – 62	F below 60

L – Administrative Withdrawal W – Withdrew

Attendance: Students are expected to attend all classes, arrive on time, and bring their own text. Students missing more than five (5) classes will have their final grade reduced by one grade increment (example: from an A to an A-) for each absence beyond five classes. Students missing eight (8) classes will be dropped from the course. Once in class, students are expected to stay in class. If a student leaves during class, it will count as an absence. There are no excused or unexcused absences. Students are in class or they are not.

Please be alert the drop deadline is **March 15** for this semester. Students enrolled in this course after that date will no longer be able to drop the course with a grade of “W.” All students enrolled after that date will receive a grade for the course.

Class Room Decorum: The use of cell phones for conversation or texting will not be permitted in class. Please be considerate and turn off you cell phone before you come to class! It is expected that all students will be respectful of the instructor and others while attending class.

Academic Honesty: The following policy mirrors the student and faculty handbooks:

Any form of cheating will not be tolerated. If a student is caught cheating or plagiarizing, an appropriate punishment will be administered. An appropriate punishment, as suggested by the Faculty Affairs Committee at Thomas College, ranges from a failing grade on the specific project to failure of the course. The student will be informed by the faculty member, both orally and in writing, within two weeks after the faculty member has made the decision. A student who wishes to appeal the faculty member’s decision may do so by giving written notification to the chairperson of the Academic Affairs Committee within 72 hours of written



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notice by the faculty member. See the Thomas College Student Handbook for helpful guidelines to avoid plagiarism. For this course, cheating or plagiarizing will automatically result in failure of the assignment.

Disabilities: Students with disabilities, whether they have medical, physical, psychological or learning challenges, who require reasonable accommodations should contact the Student Affairs office, Lisa Desautels-Poliquin, Vice-President for more information.

This syllabus is a proposed plan for the semester and may need to be adjusted. The attached course schedule of class assignments and scheduled test dates is subject to change. Changes will be posted on Moodle and discussed online.



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The "Test Yourself" Questions are required to be included in the homework for each chapter.

Month	Day	Homework Assignments/Due Dates
January	10	Introduction
	12	Read Chapter 11, stock selections due
	17	Page 456, Exercise 1, 2, 3, 6, 7, 9, 10, 14
	19	Read Chapter 12
	24	Page 504, Exercise 2-4
	26	Read Chapter 13
	31	Page 550, Exercise 1, 3, 5, 7, Page 553 Case 13.1, update stock report
February	2	Exam 1
	7	Read Chapter 2
	9	Page 77, Exercise 1,3,4,5
	14	Read Chapter 3
	16	Page 118, Exercise 2-4
	28	Read Chapter 4, update stock report
March	2	Page 158 Exercise 3, 4, 5, 6, Page 161 Case 4.2
	7	Read Chapter 5
	9	Page 211 Exercise 1, 2, 4, 5, 6, 7, 9, 10, Page 213 Case 5.1
	14	Read Chapter 6
	16	Page 256 Exercise 1, 2, 6, 8, 9, 10, 12
	21	Read Chapter 7
	23	Page 297 Case 7.1 and 7.2
31	update stock report	
April	4	Exam 2
	6	Read Chapter 8
	11	Page 337 Exercise 1, 2, 3, 4, Page 338 Case 8.1
	13	Read Chapter 9
	18	Page 376, Exercise 1, 4
	21	Read Chapter 10
	25	Page 408, Exercise 2, 4, 5, 8, Page 410 Case 10.2, update stock report
27	Exam 3.....Final Projects Due	
May	1-5	Final Exam

FN125 Personal Finance –Tuesday & Thursday

Instructor: Jeannine Bosse

Office: Rm 102 (Student Financial Services)

Office Hours: By Appointment – I am on campus full-time

Email: sfsdir@thomas.edu

Phone: 859-1112

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Text: No text is required for this course, however students are required to register for \$ALT at www.saltmoney.org/thomas. This financial literacy tool will be used to complete weekly end of session quizzes and other homework assignments.

Grading

Class Participation	10%
Final Presentation	30%
Homework	30%
Mini Papers	30%

Class Participation – grading for class participation is based on attendance in class, active participation in-class, and bringing assigned work to class on the due date. Cell phone use will not be allowed during class sessions unless specified by the instructor during the use of SALT.

Final Presentation – students will be required to present a final project done as a group or individually which reflects their understanding of all course content and the ability to share the information with others. Final projects will be graded based on the 3-5page written explanation of the project along with the final presentation.

Homework – This will consist of short assignments focused on reinforcing key elements of the course. Most homework assignments will be completed through Moodle.

***Late homework will not be accepted in the course. All assignments must be passed in by their due date.**

Mini-Papers - Some homework assignments will include 1-3 page(s) reflection papers on articles related to the current topic. These will be graded as such:

100 points = full understanding of subject and application to self

90 points = understands the subject but is not able to fully understand the importance to self

80 points = has somewhat of an understanding of the subject but may need more information

70 points = does not understand the subject and didn't make an attempt to apply to self

0 points = did not attempt to understand the subject and/or did not apply the article content to self

Grading Scale:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = below 60%

Academic Honesty

This section is a reflection of the College policy as found in the Thomas College Course Catalog and Student Handbook:

“Students are expected to do assigned work themselves, to write papers in their own words (extensive quoting suggests a failure to master the material), and to cite sources appropriately and accurately. Taking credit for work not one’s own is a serious offense.”

For more information on Academic Honesty policies see the Thomas College Student Handbook or the Thomas College Course Catalog.

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Syllabus is subject to change as the discretion of the instructor

Class	Date	Topic	Reading
1	Jan. 10	Introduction	
2	Jan. 12	Educational Planning	\$ALT Course
3	Jan. 17	Fundamentals (Speaker)	
4	Jan 19	Fundamentals Cont.	\$ALT Course
5	Jan. 24	Budgeting	
6	Jan. 26	Budgeting Cont.	\$ALT Course
7	Jan. 31	Money Management (Speaker)	
8	Feb. 2	Money Management Cont.	\$ALT Course
9	Feb. 7	Credit & Debt Management	
10	Feb. 9	Credit & Debt Management Cont.	\$ALT Course
11	Feb. 14	Internships, Incomes, & Careers (Speaker)	
12	Feb. 16	Internships, Incomes & Careers	\$ALT Course
13	Feb. 21	Vacation	
14	Feb 23	Vacation	
15	Feb 28	Employment (Speaker)	
16	Mar. 2	Employment Cont.	\$ALT Course
17	Mar. 7	Student Loans & Financial Aid	
18	Mar. 9	Student Loans & Financial Aid Cont.	\$ALT Course
19	Mar. 14	Student Loan Repayment	
20	Mar. 16	Student Loan Repayment Cont.	\$ALT Course

21	Mar. 21	Risk Management (Speaker)	
22	Mar. 23	Risk Management Cont.	\$ALT Course
23	Mar. 28	Vacation	
24	Mar. 30	Vacation	
25	Apr. 4	Saving & Investing (Speaker)	
26	Apr. 6	Saving & Investing Cont.	\$ALT Course
27	Apr. 11	Car/Real Estate/Mortgage Loans	
28	Apr. 13	Personal Loans	
29	Apr. 18	Taxes	
31	Apr. 20	Taxes Cont.	\$ALT Course
32	Apr. 25	Presentations	
33	Apr. 27	Presentations	
34	TBD	Final	