

## PERSONAL FINANCE

COURSE CODE: FIN1011

### COURSE DESCRIPTION

This course provides students with a foundation upon which to develop life-long personal financial management skills. Topics include: The importance of personal finance; financial planning and the time-value of money; money management skills such as budgeting, balancing a checkbook, taxes, cash management, credit/debit cards, and major purchases (auto, home, education); insurance (property/liability, health, life); and investments (stocks, bonds, mutual funds, portfolio management, real estate, retirement planning). Credits: 3

### COURSE REQUIREMENTS

There are no prerequisites for this course.

### REQUIRED TEXTS AND COURSE MATERIALS

- Garman, E. T., & Fogue, R. E. (2018). *Personal Finance* (13th ed.). Boston, MA: Cengage. (Required Purchase)
- Notebook or other appropriate device for taking class notes
- The Professor will distribute relevant handouts as necessary

### COURSE OBJECTIVES

Students who successfully complete this course will be able to:

- Apply the key components of financial planning and goal setting using present and future value analysis
- Create a budget that leads to appropriate planning for income taxes
- Develop money management skills such as budgeting, balancing the checkbook, taxes, cash management, use of credit/debit cards, and major purchases (auto, home, education)
- Investigate fundamental insurance concepts and applications (property/liability, health, life)
- Classify the skills needed to evaluate investments (stocks, bonds, mutual funds, portfolio management, real estate, retirement planning) and after-tax investment analysis

### COURSE TOPICS

- **Financial Planning:** Understanding your finances as your plan for your career and choose a path to achieve your financial goals. (Learning Objective 1)
- **Financial Tools and Income Tax:** How to use the financial tools available to manage income and expenses to ensure appropriate taxation. (Learning Objective 2)
- **Money Management:** How to manage your taxes, checking account, credit cards, and other types of credit (Learning Objective 3)
- **Income and Asset Protection:** Managing insurance for your property and planning for future health expenses. (Learning Objective 4)
- **Investments:** Understanding stocks, bonds, mutual funds, and other long-term investments. (Learning Objective 5)

## TECHNICAL REQUIREMENTS AND SKILLS

These are the minimum technical recommendations for participating in online classes at Landmark College:

### *Technical Requirements*

A productivity suite such as Microsoft Office, Microsoft Office 365, Google Workspace (formerly G-Suite), or Open Office is recommended and may be required for some Landmark College Online courses. Students also need the ability to access Landmark College's online course content through a web browser running on a desktop or laptop computer with a webcam. An audio headset is recommended, but not required. All popular browsers are supported, but Landmark College recommends Chrome or Firefox.

Landmark College Online Dual Enrollment courses are optimally experienced through a full-featured web browser running on a desktop or laptop computer running Microsoft Windows or Apple Mac OS. Mobile phones and tablets may not be adequate or appropriate for completing certain aspects of your course work. However, when your laptop or desktop equipment is not available you can still access your courses through a mobile web browser such as Chrome or Safari. This allows you to keep up with your assignments, calendar, to-do list, and Inbox even when traveling. (The mobile app called "Canvas Student" is not compatible with our courses and should be avoided.)

If students access courses from school networks that use content filtering systems, which block access to public sites such as YouTube and Vimeo, students may have issues completing their assignments.

### *Skills for Success*

To succeed in an online class, you should have the ability to:

- Navigate the WWW, including downloading and reading files from web sites.
- Download and install software or plug-ins such as Adobe Reader.
- Use the Learning Management System (Canvas) and be able to upload videos, files, and other materials, as necessary. More about Canvas can be found in the Canvas Overview course located on your dashboard.
- Save files in commonly used word processing formats (.doc, .docx, .rtf).
- Copy and paste text and other items on a computer.
- Save and retrieve documents and files on your computer; and
- Locate information on the internet using search engines.

## COURSE ASSESSMENTS AND GRADING

Active class participation, written and electronic work, supportive constructive criticism, quizzes, tests, and demonstration of critical thought are criteria used to determine grades.

Homework	30%
Professional Participation	15%
Stock Market Game	10%
Quizzes	20%
<u>Final Project</u>	<u>25%</u>
	100%

**Homework (30%):** may involve case study analyses, written responses to questions about the readings/videos/lectures, completing math-based problems, research assignments, and short presentations.

**Professional Participation (15%):** Active participation in class online discussions is essential to your learning in this course and is subjectively assessed by the professor. Students are expected to have completed assigned class readings in advance of the class session. Participation scores will be reduced if you are tardy or absent. To earn full participation credit, you should:

- Actively engage, support, and listen to classmates
- Arrive fully prepared and on time for each class session.
- Play an active role in the discussion by offering on-topic comments and asking relevant questions
- Communicate respectfully with classmates and the professor
- Refrain from using electronic devices for non-class activities

**Stock Market Game (10%):** Creation and maintenance of a diversified portfolio in the MarketWatch Stock Market Game will be used to measure your understanding of stocks, bonds, mutual funds, ETFs, and other exchange-traded investments.

**Quizzes (20%):** Chapter-based assessments will be used to measure student understanding of the course concepts and vocabulary discussed during the week.

**Final Project (25%):** The final project will consist of a comprehensive plan in which you will demonstrate your understanding of course concepts and a present a specific action plan that may be implemented. This project will be delivered in either a PowerPoint (or similar visual) or MS Word format.

#### LANDMARK COLLEGE GRADING SCALE

Letter Grades will be assigned as follows:

A	100-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59 and below

#### HOMEWORK POLICY

Assignments are directly correlated to the learning taking place at the time. In addition, the course goals and objectives include a focus on maintaining an effective organization system to manage course materials, support assignment completion, and enhance participation in course discussions, quizzes, and tests. Therefore, established due dates will be strictly adhered to throughout the semester. If you find yourself challenged with an assignment, contact your instructor before the due date to discuss an Action Plan.

## ACCOMMODATIONS POLICY

"Given the unique mission of Landmark College, many academic accommodations that might be customary or required at traditional institutions would not be appropriate at Landmark, because they would alter the College's academic program."

If you need individual accommodations to meet course objectives, please make an appointment with your professor to discuss your needs within the two weeks of the semester.

To view the full accommodations policy for Landmark College please visit:

<https://www.landmark.edu/student-life/our-community/request-for-accommodations>.