

PERSONAL FINANCE (DRAFT)

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).

REQUIRED TEXTS AND COURSE MATERIALS

Garman, E. T., & Forgue, 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 & GOALS

Students who successfully complete this course will be able to:

1. Apply the key components of financial planning and goal setting using present and future value analysis
2. Create a budget that leads to appropriate planning for income taxes
3. Develop money management skills such as budgeting, balancing the checkbook, taxes, cash management, use of credit/debit cards, and major purchases (auto, home, education)
4. Investigate fundamental insurance concepts and applications (property/liability, health, life)
5. 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)

COURSE GRADING

Assessment

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

EXPLANATION OF COURSE ASSESSMENTS AND GRADING CRITERIA

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%): 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

Grade Range	Points	Definition
A 93-100	4.0	Excellent; distinguished achievement in all phases
A- 90-92	3.7	
B+ 87-89	3.3	Very good; high level of achievement in some phases
B 83-86	3.0	
B- 80-82	2.7	
C+ 77-79	2.3	Good; basic understanding of subject has been demonstrated
C 73-76	2.0	
C- 70-72	1.7	
D+ 67-69	1.3	Fair; minimal performance
D 63-66	1.0	
D- 60-62	0.7	
F 59 or below	0.0	

HOMEWORK POLICY

Homework is assigned on a regular basis and must be submitted for grading. Any homework not handed in when assigned is problematic because homework is assigned specifically with a project or goal in mind, i.e. what we are working on in class or in the text at the time. It is to the student's benefit to hand in what they have done at the time for at least a partial grade. Completion of the assignment after the fact will result in a decreased grade. Always remember that some points are better than none. **Never hesitate to hand in work.**

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](https://www.landmark.edu/student-life/our-community/request-for-accommodations).

TECHNICAL REQUIREMENTS AND SKILLS

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

Technical Requirements

To participate effectively, you must have:

- Access to the Internet, preferably via computer and broadband internet access (cable modem, DSL, or other high-speed service).
- An activated Landmark College account.
- A school email account checked regularly.
- A modern web browser: the most recent release (or two prior releases) of Firefox, Chrome, Safari, or Internet Explorer. Note that Canvas does not work well on Internet Explorer.
- Up-to-date Flash and Java plug-ins.
- Permissions/ability to install additional plug-ins or class software as needed; and It is also highly recommended that you:
- Have up-to-date anti-virus software installed and active.

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.