



SYLLABUS

Course Title: BFN K110 Personal Finance

Date and Time: Fall – August 25, 2014 – December 19, 2014

Course Credit: 3 Semester hours

Instructor: Camilla Ross

Email: Cross@trcc.commnet.edu

Online Office Hours: Sunday from 7:00pm - 8:00pm

DESCRIPTION:

An overview of personal and family financial planning with an emphasis on financial record keeping, planning your spending, tax planning, consumer credit, making buying decisions, purchasing insurance, selecting investments, and retirement and estate planning.

LEARNING OBJECTIVES AND OUTCOMES

Students will learn Personal Financial Basics and the Time Value of Money Financial Services: Savings Plans and Payment Accounts Introduction to Consumer Credit Choosing a Source of Credit: The Cost of Credit Alternatives The Housing Decision: Factors and Finances Property and Motor Vehicle Insurance Health, Disability, and Long-Term Care Insurance Life Insurance Investing Fundamentals Investing in Stocks Investing in Bonds Investing in Mutual Funds Investing in Real Estate and Other Investment Alternatives.

COURSE REQUIREMENTS AND EVALUATION

A. Assigned readings will be given from the textbook. Material should be read before the online virtual meetings, which covers those topics. (Discussion Areas and Home work assignments).



B. This course is a combination of facilitated instruction, discussion, course work, and student participation that are designed to clarify and enhance the presented material. Much of the online class experience will involve interaction with your peers and instructor, but the exercises and problems are designed to have you work with your fellow classmates through discussion. If a student misses part or all of a class, the student is responsible for getting notes, additional problem work, and copies of materials distributed in class that day via the Blackboard. The subject of personal finance can be a fun but complex one, so understanding the concepts through participation and discussions are crucial to a successful financial career.

C. Exercises, problems, and short written interpretations will be given to reinforce assigned readings. Doing the homework is essential. Students will be required to keep a Journal of lessons learned for each week via the discussion area. This is part of your participation grade. All assignments have deadlines and are expected to be typed in Ms Word, for homework and Excel for Projects. ***(Yes, you can cut and paste your homework in the submission area) (BUT NOT your projects) They must be sent as an attachment.*** The only way to learn personal finance is to do it. Students are highly encouraged to solve additional problems and to check the answers with their professor. Solutions can be found on Blackboard Learn under the student resources section. To enhance your learning experience there is also a companion website (Connect Plus) in which to find the self - testing for each chapter. I encourage you to use this area often and they may be submitted to me for review and feedback.

D. Three Exams and a Final project will be given during the Fall semester.

The FINAL PROJECT is MANDATORY.

E. A Research Project will be part of this course. This project must be completed to fulfill the course requirements. The project will be done in **3 phases**.

a. Your Financial Planning Research Project Outline is due week four on Monday **September 27th, 2014** No Exceptions!

b. You will submit your first draft of your Project by October 26, 2014. **10 points will be deducted** if it is not received **October 25, 2014**. (NO EXCEPTIONS).

c. The final Project is due **DECEMBER 7th, 2014**. If it is not turned in you will receive a Zero for the project. No exceptions! **Computer problems are not a**



reason to be late. (Don't wait till the last minute and you won't have a problem)

F. Blackboard LEARN participation is an essential part of this course – please review the student orientation to BLACKBOARD LEARN and watch the How to Video on the My Comment Page.

COURSE GRADING POLICY:

Exam 1 = 100 Points

Exam 2 = 100 points

Exam 3 = 100 points

Project = 100 Points

P & A = 100 Points. (Participation and Attendance)

Total required course points 500 Points.

If all of the above course requirements are not completed, a grade of "F" will be assigned.

OVERALL GRADE GUIDELINES (+ and – grades will also be assigned):

A (500 points X .90) = 450 to 500 course points

B (500 points X .80) = 400 to 449 course points

C (500 points X .70) = 350 to 399 course points

D (500 points X .60) = 300 to 349 course points

F = 299 or less course points

Kudos Points may be given and can be applied to your exams or Projects.

Note: THE instructor strictly adheres to Exam Due Dates:

IF YOU ARE LATE TURNING IN AN EXAM YOU WILL RECEIVE A ZERO.

Computer Problems are not an excuse. There are computers on the campus and local libraries.

CLASS ROOM POLICIES:

MAKE UPS:

Unless prior arrangements are made there will be no make ups of Assignments, Exams or Projects.



ATTENDANCE: This course is designed such that students should get more from the online class participation, and activities than the textbook. Therefore, students must attend the online class on a regular basis. “Attend” means Constructive Contribution to the welfare of the class. The student is expected to attend the virtual classroom by logging in at least 3 out of the 7 days. This is measured by recording the date of each entry you make to the system – whether it be a response to one of the assignments, an extensive comment on the work of another, or a question to the group, or to the instructor. *(You can lose points for not attending class at least 3 times a week). The discussions are graded. (You need to give at least three constructive responses in the discussion area) A student may be dropped for poor attendance, after two consecutive weeks of absences are accumulated.

ADD/DROP POLICY: (subject to Change)

Students may add or drop a course, with full General Fund Tuition refund, through the 4th day before the first day college classes begin that semester. Students may add or drop a course, with 50% General Fund Tuition refund, for two weeks (fourteen days) from the first day of college classes that semester. Students may withdraw from classes, without academic penalty but with a W notation on their transcript, through the last day of classes (not exams) each semester. Students are strongly encouraged to discuss dropping classes with the instructor and/or Student Services Advisor. Students receiving financial aid should also discuss their decision with the Financial Aid Office. Students may pick-up and complete an ADD/DROP Form at the registrar’s office. (***Please check the updated Add drop policy for any changes***)

ACADEMIC INTEGRITY POLICY:

The absence of Academic Integrity leads to a lack of character. Failure to act with academic integrity severely limits a person's ability to succeed in the online classroom as well as the work environment. Further more, academic dishonesty erodes the legitimacy of every degree awarded by the College. Academic integrity is a must in this class. Present only your work and clearly cite all the sources of the material you use from other authors. Honesty counts. An incident of academic dishonesty occurs when a student commits any of the following acts:

CHEATING: intentionally using or attempting to use unauthorized materials, information, or study aids in any **academic exercise**. **The phrase “academic exercise” includes all forms of work submitted for credit or hours. Working on an exam together is also a violation!**

FABRICATION: Intentional or unauthorized falsification or invention of any information or citation in an academic exercise.

FACILITATING ACADEMIC DISHONESTY: intentionally or knowingly helping or attempting to help another to violate any provision of the institutional policy on academic dishonesty.

PLAGIARISM: The deliberate adoption or reproduction of ideas or works or statements of another person(s) as one's own, without acknowledgement. With that said, CHEATING WILL NOT BE TOLERATED. (For further information on Academic Standards, see your TRCC student handbook.

STUDENT/PROFESSOR: I have an open door (internet) policy. Please communicate to me any difficulties, problems or emergencies that arise. I will be as flexible as possible.

DISABILITIES STATEMENT: If you have a hidden or visible disability, which may require classroom or test-taking modifications, please see me as soon as possible. If you have not already done so, you may choose to notify and consult with Chris Scarborough, Disabled Student Counselor at the following number 892-5751.

COURES REVISIONS: This syllabus has been prepared as accurately as possible; however, it is subject to revision at my discretion. Each student is responsible for staying informed of all assignments, requirements, and revisions if any should occur.

DIGICATION:

As a student you will maintain an online learning portfolio using a college-designed template in Digication. Through this electronic tool you will have the opportunity to monitor your own growth in college-wide learning. It may even help you determine a major that is best suited to you. You will be able to keep and maintain your learning portfolio after graduation. A Three Rivers General Education Assessment Team will select and review random works to improve the college experience for all. If your work is selected and reviewed for assessment purposes, it will remain anonymous and private. Digication provides a "place" where you will connect your learning from the classroom, college, and life in general. Sometimes when you review all of the work you have done and think about it, you end up learning something different and perhaps unexpected. Please review your course outlines to determine what assignments to upload into the TRCC Digication template and please post your own choices, as well. Have fun in learning!

Please take notice of deadlines. They are there to keep you on track.



REQUIRED MATERIALS AND SUPPLEMENTARY READINGS:

Focus on Personal Finance: 4th Edition. Kapoor Dlabay Hughes. McGraw-Hill Irwin, 2013. (This should be a loose leaf).

Calculator and McGraw-Hill Connect Access Code

OTHER MATERIALS

SUPPLEMENTS	<i>Personal Financial Planner</i> included in <i>Personal Finance</i> , Ninth Edition. <i>Student Resource Manual for Personal Finance</i> , Kapoor, Dlabay, Hughes, McGraw-Hill/Irwin, 2013. (Not Required)											
SUPPLEMENTARY READINGS	(Readings from <i>The Wall Street Journal</i> , <i>Money</i> , <i>Kiplinger's Personal Finance Magazine</i> , and other personal finance and general business periodicals.)											
WEB SITES	For current information, use the following websites: <table><tr><td>www.mhhe.com/kdh</td><td>www.bankrate.com</td></tr><tr><td>www.money.com</td><td>www.moneycentral.msn.com</td></tr><tr><td>www.kiplinger.com</td><td>http://financialplan.about.com</td></tr><tr><td>www.finance.cch.com</td><td>www.finweb.com/financial-planning</td></tr><tr><td>www.cfp.net</td><td>www.aarp.org/money/financial_planning</td></tr></table>		www.mhhe.com/kdh	www.bankrate.com	www.money.com	www.moneycentral.msn.com	www.kiplinger.com	http://financialplan.about.com	www.finance.cch.com	www.finweb.com/financial-planning	www.cfp.net	www.aarp.org/money/financial_planning
www.mhhe.com/kdh	www.bankrate.com											
www.money.com	www.moneycentral.msn.com											
www.kiplinger.com	http://financialplan.about.com											
www.finance.cch.com	www.finweb.com/financial-planning											
www.cfp.net	www.aarp.org/money/financial_planning											

UNITS OF STUDY	1. Personal Financial planning in action.	7. Selecting and Financing Housing
	2. Money Management Skills	8. Home and Automobile Insurance
	3. Taxes in your Financial Plan	9 Health and Disability Income Insurance
	4. Savings and Payment Skills	10 Financial Planning and Life Insurance
	5. Consumer Credit: Advantages, Disadvantages, Sources and Costs	11. Investing Basics and Evaluating Bonds
	6. Consumer purchasing Strategies and wise buying of Motor Vehicles	12. Investing In Stocks
		13. Investing in Mutual Funds
		14. Retirement and Estate Planning



Focus on **Personal Finance** KAPOOR | DLABAY | HUGHES
AN ACTIVE APPROACH TO HELP YOU DEVELOP SUCCESSFUL FINANCIAL SKILLS **4e**