

FINC 140: Personal Finance

MISSION STATEMENT:

Friends University, a Christian University of Quaker heritage, equips students to honor God and serve others by integrating their intellectual, spiritual and professional lives.

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Instructor Information:

Name:

Cell:

Email:

Virtual Office hours:

Course Description

Comprehensive overview and development of a personal financial plan. Emphasis on maximizing financial independence while recognizing limitations of available resources. Dynamics of commitment and anticipation of the future stressed.

Credit Hours: 3 credits

Overview and Course Goals

OVERALL COURSE OBJECTIVE: This course is designed to assist you with the personal financial planning of your entire life. We start with the basics of budgeting and take it all the way through taxes, insurance, investing, etc. The goal of the course is a better understanding of how spending affects future decisions and how to plan for your finances for life.

FRIENDS UNIVERSITY OUTCOMES: All graduates of Friends University will demonstrate:

- the ability to read, write and speak appropriately and effectively
- the ability to use mathematical concepts to solve problems
- an appropriate level of field specific knowledge in accordance with standards established by professional organizations in their area of specialization

BUSINESS DIVISION OUTCOMES: Students of this division will demonstrate:

- General business administration knowledge in the areas of accounting, communications, economics, finance, information systems, law, management, and marketing.
- the ability to write and present financial information for a business plan or comprehensive case study;
- professional business skills and behavior

COURSE SPECIFIC OUTCOMES: Students completing this course will demonstrate the following by their exam, personal financial plan, written assignments and discussion board assignments:

1. Decision-making skills to manage cash, credit, taxes, various purchases, consumer rights and responsibilities
2. An understanding as to what personal financial management does and the environment and facts that effect changes
3. An understanding of the statements, activities and records that reflect and affect the budgeting process

- An understanding of the role of housing, the various insurances, and various investing options related to personal finances

Course Policies

POLICIES AND PROCEDURES:

- Attendance – Students are expected to be in class. “In Class” is defined as participating in discussion boards, completing assignments, etc. *Note that there are no specific points allocated to participation alone, you must complete the assignments on time to get points.*
- Issues involving academic performance in the course should be addressed with the instructor. Students are encouraged to not wait long in raising and addressing issues.
- I am the advisor for all accounting majors and am familiar with all areas of business advising. Please come to me and visit about career aspirations, future courses, etc.

PERSONAL CHEATING POLICY: I do not tolerate cheating of any kind. I will follow the honor code sanctions outlined in the link below. I work my hardest to help you to understand material and take personal offense to cheating. Don't do it! If you are caught cheating on an exam, you will be given a zero on that exam and you will not be allowed to use your final exam grade to replace that test score.

Course Materials

Grading Policy

A = 90 to 100%
 B = 80 to 89%
 C = 70 to 79%
 D = 60 to 69%
 F = Less than 60%

Course Structure and Grades

The assessment in this class is purely summative. Grades will be determined by the following general percentages.

Elements of Course Grade	Point Value	Description	Percent of Overall Grade
Discussion Boards	140	14 @ 10 points each	25%
Assignments	130	Personal Financial Planning Worksheets & homework	23%
Spending Diary	50	Tracking spending	9%
Quizzes	90	9 chapters @ 10 points each	16%
Final Exam	140	Comprehensive	25%
Course Integration Paper	10	5 minute reflection	2%
Total Points	560		100%

Detailed Grading Information:

Weekly Homework & Personal Financial Planning Worksheets:

You will be completing some of the worksheets at the end of each chapter along with additional assigned activities. Since this class is online, you will be completing the worksheets in excel. I will post each chapter's spreadsheets under the appropriate week.

Upload them each week. These will be due each week along with quizzes and discussion boards. They are due by Sunday at the end of the week by 11:55pm. You will submit these files through Moodle.

Quizzes:

There are quizzes over each chapter worth 10 points each. The quiz must be taken by the end of each week (i.e. the chapter 1 quiz is due before the scheduled class time for class #2). *Please refer to page 5 for due dates.* Each quiz has ten multiple choice questions with a 30 minute time limit, so it is **important to track your time as you go**. You may use notes, homework, the text, etc, but do keep track of time and don't get hung up on one question. The time, as it expires, will appear in the bottom left side of the screen. Quizzes are due each Sunday at the end of the week by 11:55pm.

Discussion Board Activities:

There is at least one discussion board activity for each chapter. These group activities are identified in the discussion board question under each learning objective. The posting (s) is 'due' prior by the end of the week (11:55pm on Sunday), similar to that of quizzes. All activities will use the discussion board in Moodle to answer questions. Each student must follow the directions for each individual question on the board. To go to the forum, click on the "communication" menu to the left and click on discussion board. ***Note: you cannot submit discussion boards late because you can't discuss once other students have moved on to another topic. Please keep up with these!***

Discussion Question responses must meet the following criteria:

Your initial discussion post and peer responses should be supported by course concepts, course readings, external readings, and professional experiences. As a result, each post should include more than simple agreement. Initial discussion posts are due by the Thursday after the start of the discussion and your responses are due no later than the last day of the unit (Sunday evening at midnight). Be sure to always use grammar that is appropriate for the classroom and take care to respect your peers and their points of view. Please also ensure that you APA citation standards in all posts.

SUBSTANTIVE POSTS

Substantive Posts (SP) are responses to other students' initial Discussion Questions (DQ) responses. The concept of the SP is to create proactive and encouraging involvement in discussion with classmates. The expectation is that students will draw upon professional experience, interpretation of the assigned readings, and other reference material to enrich the broader body of knowledge for the class.

Substantive Posts must meet the following criteria:

- Respond to classmates posts per week as assigned.
- Substantial word count (please don't just say "I agree" or "good point" or "yes, 2+2 does equal 4!!") ☺
- Responses should draw from the assigned readings, outside research, and/or professional experience
- Utilize references, as appropriate (optional)

Spending Diary:

You will do a spending diary for two full weeks during the semester. You will track every penny you spend and record it in a spreadsheet. From there, you will write a one page summary of what you learned through the process. This is worth 50 points.

Final Exam:

The final exam is comprehensive with a series of problems. It will be a timed, two-hour exam. The final exam is located under **week #8**.

COURSE INTEGRATION PAPER: Please reflect on the concepts of this course and reflect how your work/personal life serves as an integral link to what you have learned. This should be a concise and thoughtful reflection of how you can apply course concepts to your professional and/or personal life. This will be due at the end of week 8 as well.

Friends University Catalog Links

ADA STUDENT SERVICES

http://catalog.friends.edu/content.php?catoid=16&navoid=762#disa_serv

STUDENT CONDUCT

http://catalog.friends.edu/content.php?catoid=16&navoid=762#stud_cond_code

ACADEMIC HONESTY & HONOR CODE

http://catalog.friends.edu/content.php?catoid=16&navoid=762#acad_hono_code

STUDENT RESOURCES

Academic Resource Center

The Academic Resource Center (ARC) strives to promote the success of every Friends University student by providing individualized assistance and supplemental resources. The ARC provides a variety of help for students in the areas of writing, accounting, finance, and technology. Free assistance is available on a drop-in basis in Room 112 on the first floor of the Edmund Stanley Library. For more information please visit <https://www.friends.edu/academics/resources-support/academic-resource-center/>

Course Outline: subject to change

Week	Chapter	Assignments	Due Dates
One:	One: Personal Financial Planning in Action	PFP Sheet #3 Quiz Discussion Board	_____ at 11:55pm
	Two: Money Management Skills	PFP Sheet #7, 8 Quiz Discussion Board	_____ at 11:55pm
Two:	Three: Taxes in Your Financial Plan	PFP activity Quiz Discussion Board	_____ at 11:55pm
	Four: Financial Services (Banking)	PFP activity Quiz Discussion Board	_____ at 11:55pm
Three:	Five: Consumer Credit	Quiz Discussion Board	_____ at 11:55pm
Four:	Six: Consumer Purchasing Strategies: Cars	Quiz Discussion Board	_____ at 11:55pm
	Seven: Housing	PFP activity Quiz Discussion Board	_____ at 11:55pm
Five:	Eight: Home & Car Insurance	Car Insurance Activity Discussion Board	_____ at 11:55pm
	Nine: Health & Disability Insurance	Health Insurance Activity Discussion Board	_____ at 11:55pm
Six:	Ten: Life Insurance	Life Insurance Activity Quiz Discussion Board	_____ at 11:55pm
	Fourteen: Starting Early: Retirement Planning	Retirement Activity Quiz Discussion Board	_____ at 11:55pm
Seven:	Appendix A: Education Financing	Created Worksheet Discussion Board	_____ at 11:55pm
	Appendix B: Career Search Strategy	Created Worksheet Discussion Board	_____ at 11:55pm
Eight:	Final Exam Time		Due FRIDAY _____ at midnight!