

TRINE

UNIVERSITY

COURSE SYLLABUS

COURSE TITLE: Personal Finance

TERM & YEAR: refer to the course schedule

COURSE & SECTION NUMBER: FIN 353

TIME & PLACE: <https://moodle.trine.edu/>
refer to the course schedule

NUMBER OF CREDIT HOURS: 3

OFFICE LOCATION/HOURS:

OFFICE PHONE:

EMAIL:

COURSE DESCRIPTION: This course is an overview of financing decisions made by individuals for personal financial needs. The course will cover personal financial planning and goal setting, the time value of money, financial institutions, cash flow management and budgeting, controlling and managing debt and credit, major purchases decision-making, identity theft, personal taxes, life and property insurance decision-making, investment basics, foreclosure and bankruptcy, retirement planning, wealth building and career planning.

PREREQUISITES: MA 113

REQUIRED TEXT: Saylor Academy. (2012). Personal Finance v.1.0.
Retrieved from: https://saylordotorg.github.io/text_personal-finance/index.html. CC BY-NC-SA 3.0 license.

REFERENCES/OTHER MATERIALS: The following online resources and websites will be available in the Moodle course: • <https://www.youtube.com/>

- <https://www.thebalance.com/>
- <https://www.nerdwallet.com/>
- <https://irs.gov/>
- <https://www.msn.com/en-us/money/tools/>

LEARNING OUTCOMES: Upon completion of this course, the student should be able to:

1. Summarize why personal financial planning is so important, identify the steps to accomplish it, and recognize the principles to follow to make informed personal financial decisions.
2. Prepare a budget and reconcile financial accounts.
3. Demonstrate how to compute taxes and file tax forms.
4. Identify and follow steps to stay out of debt.
5. Identify and follow steps to safeguard against identity theft.
6. Distinguish among different types of financial institutions that provide cash management alternatives.
7. Evaluate insurance needs.
8. Establish investment goals with consideration given to risk management and the allocation of assets.

COURSE REQUIREMENTS: The following will be a requirement of completing this course. Specific assignment details and instructions are located in the Moodle course in each respective week...

Assignments: Written assignments should be submitted according to the course schedule in the Moodle course in each respective week using the assignment submit link. Please submit any templates as provided. This assignment will further emphasize the assigned readings, provide a practical application for discussion forums, and will aid in preparing for the exams. Assessment expectations include substantive thought and thorough completion. Detail is expected in answering all questions and minimum length requirements are noted in Moodle for writing assignments.

Discussion: Discussion forum postings should be completed according to the course schedule in each Moodle discussion forum in each respective week. This assignment will emulate a classroom discussion by providing peer analysis of current topics. Students are required to participate actively in the Moodle discussion forums, having read the assigned material and completed the written assignments on time. Thoughtful, detailed posts supported by the text and your own research and experiences is expected (i.e. simply stating “I agree” does not qualify; make sure your response explains *why* you agree or not). Posts should be free of spelling errors and grammatically correct. Students are encouraged to respond to the instructor and make posts of three to five or more sentences. Assessment expectations include at least one (1) initial posting and at least two (2) responses relevant to the material in each discussion forum to receive full credit; anything less will be downgraded accordingly.

Exams: Complete the exams in the Moodle course in weeks four and eight according to the course schedule. These assignments are given to ensure student accountability in respect to the material assigned. The exams are timed, comprised of multiple choice questions, and you must choose the best answer and one answer only. You may use your notes, but given the time frames available to complete the exams they are unlikely to be helpful if you do not know the material. Multiple attempts will not be allowed, the exams can only be taken once, and they cannot be resumed later once started; therefore, DO NOT open an exam until you are prepared to complete it.

MAKE-UP/LATE ASSIGNMENTS POLICY: Due to the pace of the course, if you must miss a deadline it is your responsibility to discuss it in advance by e-mailing the instructor before the assignment's deadline. Make-up/late assignments will not be allowed without prior approval and will result in a 20% reduction from your earned grade(s). No make-up will be allowed for discussion. (Make-up work submitted without prior approval, but reasonably soon after the deadline, *may* be accepted for a 50% reduction in points possible at the discretion of the instructor.)

GRADING/EVALUATION: Your grade will be based upon the total points that are earned as detailed below. Grades will be assigned according to the following schedule...

<u>Assignments</u>	<u>Points</u>	<u>Value</u>	<u>Grade</u>		<u>Percentage</u>
Mid-Term Exam	50	10%	A	-	90-100
Final Exam	50	10%	B+	-	86-89
Discussion (8x20)	160	32%	B	-	80-85
Assignments (8x30)	<u>240</u>	<u>48%</u>	C+	-	76-79
	500	100%	C	-	70-75
			D+	-	66-69
			D	-	60-65
			F	-	<60

Please refer to Moodle Grades for details.

OTHER POLICIES: The following policies apply to this course...

Participation/Expectations: Students are required to participate actively in the Moodle discussion forums (see Discussion under Course Requirements). The instructor will participate in the Moodle discussion forums as well. In doing so, additional examples, analysis, and commentary will be made by the instructor to provide an educational experience similar to that of a traditional class.

Netiquette: “Netiquette” or “network etiquette” defines appropriate communication in the online environment. In short, it governs the way that we interact with each other via this online platform. The University encourages students, faculty and staff to use common courtesy and respect in all forms of electronic communication to promote effective and positive interactions. Please refer to [Online Resources for Students](#) for details.

Communication/Expectations: It is the responsibility of the student to ask a question if a topic is not understood; it is the instructor's responsibility to further explain the topic until it is understood. E-mail is the primary method for communicating with the instructor. Unless notified otherwise, it is reasonable to expect an e-mail response within 24 hours, a Moodle Discussion Forum question answered within 48 hours, and assignments graded within 72 hours. See above for online office hours for the instructor. Further, the student can expect at least weekly announcements for additional guidance and feedback.

Academic Misconduct: The University prohibits all forms of academic misconduct. Academic misconduct refers to dishonesty in examinations (cheating), presenting the ideas or the writing of someone else as one's own (plagiarism) or knowingly furnishing false information to the University by forgery, alteration, or misuse of University documents, records, or identification. Academic dishonesty includes, but is not limited to, the following examples: permitting another student to plagiarize or cheat from one's own work, submitting an academic exercise (written work, printing, design, computer program) that has been prepared totally or in part by another, acquiring improper knowledge of the contents of an exam, using unauthorized material during an exam, submitting the same paper in two different courses without knowledge and consent of professors, or submitting a forged grade change slip or computer tampering. The faculty member has the authority to grant a failing grade in cases of academic misconduct as well as referring the case to Student Life.

Plagiarism: You are expected to submit your own work and to identify any portion of work that has been borrowed from others in any form. An ignorant act of plagiarism on final versions and minor projects, such as attributing or citing inadequately, will be considered a failure to master an essential course skill and will result in an F for that assignment. A deliberate act of plagiarism, such as having someone else do your work, or submitting someone else's work as your own (e.g., from the Internet, fraternity file, etc., including homework and in-class exercises), will at least result in an F for that assignment and could result in an F for the course.

eDevices: Use of electronic devices including smart watches and cell phones is prohibited during exams or quizzes unless directly allowed by the instructor.

Ketner School of Business Cell Phone and Technology in Class Policy (does NOT apply to online): The use of cell phones, tablets, laptops or any other electronic devices for personal or non-course related purposes is strictly prohibited. Students must notify the instructor before class if there is some type of emergency that requires you to check or access your device during class. In the event of unauthorized use, faculty have the right to ask students to leave class for the balance of that day's class and be counted as absent and/or ask the student to place the device on the instructor's desk to be collected at the end of the class period. Repeated violations can result in the lowering of the student's grade for the course. Students are encouraged to bring a calculator to classes that may require the use of a calculator and not rely on a cell phone or other device.

Other: Professionalism and respect for others are important characteristics in students and business professionals. It is important that we embrace these values as we build an exceptional learning community.

COURSE CALENDAR/SCHEDULE: Please refer to the Moodle course for assignments and due dates in the course schedule located in the Course Information tab. Activities and assignments can be found in the Moodle course in each respective week.

COURSE EVALUATION: The course evaluation survey is an important means of providing the instructor with feedback concerning their course. In order for this process to be successful, student response rate is essential. Students will be sent an online course evaluation survey link via their e-mail account near the end of the term.

TECHNICAL SUPPORT: If you have technical questions about [Moodle](#), computer usage, or e-mail, please contact the Help Desk and/or Trine University IT department.

- Help Desk phone number: 260.665.4275
- Help Desk e-mail: help@trine.edu
- IT department website: <https://services.trine.edu/support/home>

OTHER SUPPORT SERVICES: Trine University offers a wide range of services that are designed to help assure that every student is an academic success. Please visit the [Academic Success Center](#) (includes Disability Services, Tutoring Services, Math Help Sessions, and Writing Center), [Student Services](#), [Library](#) (includes Library Information and Library Technology), and [Disability Services](#) websites for more information. A student with a disability who plans to request academic adjustments needs to provide Trine University's Academic Support Services with documentation of his or her disability. Documentation needs to be current and from a professional source such as a school psychologist, educational diagnostician, a licensed private psychologist, or a medical doctor. If the condition being documented is not stable, the documentation should be less than three years old. The provision of documentation does not guarantee that the requested academic adjustments will be provided. Trine University reserves the right to select among equally effective and appropriate adjustments that will provide the student with a disability equal access to its programs. Documentation typically includes a diagnosis of the disability—including the instruments and scores used to determine the disability and the credentials of the person providing the diagnosis, an explanation of how the condition affects the student's ability to function in an academic setting, examples of academic adjustments that are recommended, and an explanation of how the disability relates to these adjustments. In addition to providing documentation of a disability, the student needs to request academic adjustments. Academic adjustments implemented depend on the disability of the student. Each circumstance is considered on an individual basis. It is important for the student with a disability to understand that academic adjustments will in no way lower or waive essential requirements of an academic program.

ADDITIONAL INFORMATION: This course syllabus is subject to change at the discretion of the instructor.

Course Mapping

Personal Finance (FIN 353)

Course Description: This course is an overview of financing decisions made by individuals for personal financial needs. The course will cover personal financial planning and goal setting, the time value of money, financial institutions, cash flow management and budgeting, controlling and managing debt and credit, major purchases decision-making, identity theft, personal taxes, life and property insurance decision-making, investment basics, foreclosure and bankruptcy, retirement planning, wealth building and career planning.

Learning Outcomes:

1. Summarize why personal financial planning is so important, identify the steps to accomplish it, and recognize the principles to follow to make informed personal financial decisions.
2. Prepare a budget and reconcile financial accounts.
3. Understand how to compute taxes and file tax forms.
4. Identify and follow steps to stay out of debt.
5. Identify and follow steps to safeguard against identity theft.
6. Distinguish among different types of financial institutions that provide cash management alternatives.
7. Evaluate and understand insurance needs.
8. Establish investment goals, understand risk management, and allocate assets in a proper manner.

Week One: Personal Finance (LO1)	
Learning Activities and Materials	Assessments
<p>Read:</p> <ol style="list-style-type: none">1. Chapter 1: Personal Financial Planning in Personal Finance from Open Textbook Library (LO1)2. Chapter 2: Basic Ideas of Finance in Personal Finance from Saylor Academy (LO1) <p>Review:</p> <ol style="list-style-type: none">1. Website article: Financial Planning Basics - Personal Finance 101 (LO1)2. Video: Personal Finance Is About Inspiration, Not Information - Dave Ramsey (LO1)3. Website article: The Difference Between Wants and Needs (LO1) <p>Video: The 3 Basic Money Skills You Need To Know - Dave Ramsey (LO1)</p>	<p>Discussion Forums:</p> <ol style="list-style-type: none">1. Introduction (located on Start Here page)2. Week 1 Discussion Forum: Financial planning case (LO1)3. Week 1 Discussion Forum Income and expenses (LO1) <p>Assignments:</p> <ol style="list-style-type: none">1. Written Assignment: Current life stage (LO1) <p>Written Assignment: Distinguish between wants and needs (LO1)</p>
Week Two: Taxes (LO3-6)	
Learning Activities and Materials	Assessments
<p>Read:</p> <ol style="list-style-type: none">1. Chapter 5: Financial Plans: Budgets in Personal Finance from Open Textbook Library (LO2)	<p>Discussion Forum:</p> <ol style="list-style-type: none">1. Week 2 Discussion Forum: Budgeting case (LO2) <p>Assignment:</p>

Review: <ol style="list-style-type: none"> 1. Website article: How to Make a Personal Budget in 6 Easy Steps (LO2) 2. Website tool: Free Budget Planner Worksheet (LO2) Video: You NEED A Written Budget - Dave Ramsey (LO2)	Written Assignment: Personal monthly budget (LO2)
Week Three: Taxes (LO3-6)	
Learning Activities and Materials	Assessments
Read: <ol style="list-style-type: none"> 1. Chapter 6: Taxes and Tax Planning in Personal Finance from Saylor Academy (LO3) 2. Chapter 7: Financial Management in Personal Finance from Saylor Academy (LO4, LO5, & LO6) Review: <ol style="list-style-type: none"> 1. Website article: Why You Need to Do Your Taxes Early (LO3) 2. Website tool: IRS Understanding Taxes Student Site (LO3) Video: How To Start Paying Off Debt - Dave Ramsey (LO4)	Discussion Forum: <ol style="list-style-type: none"> 1. Week 3 Discussion Forum: Credit card management case (LO4) Assignments: <ol style="list-style-type: none"> 1. Written Assignment: Tax strategies (LO3) Mid-Term Exam (LO1, LO2, LO3, LO4, LO5, & LO6)
Week Four: Consumer Strategies (LO4,7,8)	
Learning Activities and Materials	Assessments
Read: <ol style="list-style-type: none"> 1. Chapter 8: Consumer Strategies in Personal Finance from Open Textbook Library (LO4) 2. Chapter 9: Buying a Home in Personal Finance from Open Textbook Library (LO4) 3. Chapter 10: Personal Risk Management: Insurance in Personal Finance from Saylor Academy (LO7) 4. Chapter 11: Personal Risk Management: Retirement and Estate Planning in Personal Finance from Saylor Academy (LO8) Review: <ol style="list-style-type: none"> 1. Website article: Effective Strategies for Tackling Your Debt (LO4) 2. Video: Dave Ramsey's Steps To Buying A House (LO4) 3. Website article: What Are the 5 Parts of an Insurance Policy? (LO7) 4. Website article: Planning for Retirement: An Introduction (LO8) 5. Website tool: Retirement Planner (LO8) Video: How To Invest For Retirement - Dave Ramsey (LO8)	Discussion Forums: <ol style="list-style-type: none"> 1. Week 4 Discussion Forum: First-time homebuyer case (LO4) 2. Week 4 Discussion Forum: Homeowner's insurance policy case (LO7) Assignments: <ol style="list-style-type: none"> 1. Written Assignment: Analyze your debt (LO4) Written Assignment: Create your wills (LO8)
Week Five: Investing/Owning Stocks (LO8)	
Learning Activities and Materials	Assessments
Read: <ol style="list-style-type: none"> 1. Chapter 12: Investing in Personal Finance from Open Textbook Library (LO8) 	Discussion Forum: <ol style="list-style-type: none"> 1. Week 5 Discussion Forum: IPO investment case (LO8) Assignment:

<p>2. Chapter 15: Owning Stocks in <i>Personal Finance</i> from Open Textbook Library (LO8)</p> <p>Review:</p> <p>1. Website articles: How to Invest In Stocks (LO8)</p> <p>Video: The Trick To Investing In The Stock Market - Dave Ramsey (LO8)</p>	<p>Written Assignment: Individual investment policy (LO8)</p>
<p>Week Six: Bonds and Mutual Funds (LO8)</p>	
<p>Learning Activities and Materials</p> <p>Read:</p> <p>1. Chapter 16: Owning Bonds in <i>Personal Finance</i> from Saylor Academy (LO8)</p> <p>2. Chapter 17: Investing in Mutual Funds, Commodities, Real Estate, and Collectibles in <i>Personal Finance</i> from Saylor Academy (LO8)</p> <p>Review:</p> <p>1. Website article: Are Bonds Safe? How Bond Funds Can Lose Money (LO8)</p> <p>2. Video: What Type of Mutual Funds Should I Be Investing In? - Dave Ramsey (LO8)</p> <p>Video: Real Estate vs. Stock Market - Dave Ramsey (LO8)</p>	<p>Assessments</p> <p>Discussion Forum:</p> <p>1. Week 6 Discussion Forum: Real estate as an investment (LO8)</p> <p>Assignments:</p> <p>1. Written Assignment: Mutual fund investment (LO8)</p> <p>2. Final Exam (LO4, LO7, & LO8)</p>