

Course Description/Objective:

Introduction to financial planning and money management. Emphasis is placed on practical personal financial management concepts and skills.

Course Content:

Goal setting, financial statements, budgeting and resource allocation, tax strategies, banking, cash and debt management, purchasing strategies, insurance planning and risk management, investing fundamentals, retirement and estate planning.

Course Materials:

Required: **Focus on Personal Finance** by Kapoor, Dlabay & Hughes, Any edition (See bottom of class web page)
Notebook, Calculator (or a spreadsheet), Dedication, Organization, Motivation, Hard work, *Self-discipline*

Attendance and Lateness:

Students taking on-line classes *must have self-discipline*. Reading the text, viewing the presentations, listening to the audio lectures, submitting assignments, and taking the exams **are all expected to be done on time**. If you have doubts, please consider taking one of the traditional face-to-face BUS-121 sections this fall. Procrastinators, you know who you are; we are looking forward to seeing you face-to-face at the main campus this fall. Summer classes move at twice the normal rate!

Grading:

The course grade will be based upon class participation, homework and assignments, short quizzes, exams and a comprehensive final examination. The required format and documentation will be defined by the instructor. All work will be graded and returned as quickly as possible. *Any work turned in after its due date will be automatically penalized at least ten percent unless prior consent of the instructor is obtained*. Any work which is deemed to be plagiarized will result in an automatic zero for that work and possible disciplinary action as outlined in the Student Handbook. It is great to work in teams but *do your own work!* Grades will be assigned as follows:

- A – 90% of all possible assignment, short quiz, exam, attendance, and participation points
- B – 80%
- C – 70%
- D – 60%
- F – less than 60%

Time Requirements:

The Southwestern College catalog indicates that for every one college unit, two hours should be set aside for homework. Therefore, you should plan to spend approximately six hours per week for homework. The actual time spent varies from individual to individual. The best rule of thumb is to set aside *one hour each day* for personal finance. Do not procrastinate and try to do all the reading and assignment work on Saturday afternoon before the big party that night! That is not learning!

Accommodations:

Southwestern College recommends that students with disabilities or specific learning needs contact their professors during the first two weeks of class to discuss academic accommodations. If a student believes that they may have a disability and would like more information, they are encouraged to contact Disability Support Services (DSS) at (619) 482-6512 (voice), (619) 207-4480 (video phone), or email at DSS@swccd.edu. Alternate forms of this syllabus and other course materials are available upon request.

Academic Success Center Referral

To further your success, reinforce concepts, and achieve the stated learning objectives for this course, I refer you to the Academic Success Center learning assistance services. Upon request for tutorial services, you will be automatically enrolled in NC 3, Supervised Tutoring, a free non-credit course that does not appear on your transcripts. Services are located in the ASC (420), the Writing Center (420D), the Reading Center (420), Math Center (426), the Library/LRC Interdisciplinary Tutoring Lab, MESA, specialized on-campus school tutoring labs, the HEC, and the SYEC. Online learning materials and Online Writing Lab (OWL) are available at www.swccd.edu/~asc.

Instructor Availability:

Office: 210F
Office hours: Not applicable – Call or send an e-mail!
Work phone: 619-421-6700 x5692
Home phone: 619-223-5264 (emergency – not after 8:30 p.m. please)
E-mail: fpaiano@swccd.edu (24-hour response, Mon-Fri)
Home page: www.WonderProfessor.com
Class web site: www.WonderProfessor.com/121sum17/121.html

You can always make an appointment with me!

Student Learning Objectives:

Student will create at least four written goals each including a measurable objective, a time frame, the actions needed to accomplish the goal, and the priority of the goal. Student will complete a cash flow statement (a.k.a. income statement) and a net worth statement (a.k.a. balance sheet) with either their own financial data or simulated data.

The following course schedule is subject to change as the course progresses. If you have any suggestions about the course material, please feel free to tell me personally or interject them into the classroom discussion. We will attempt to cover all this material but our emphasis is always placed on everyone understanding and using what is covered. However, I will make every attempt to satisfy those students who are anxious to move ahead on their own with extra assignments. ***If you get behind, please contact me as soon as possible.*** Remember you need to be working on BUS-123, Financial Planning & Money Management *every day!* We move twice as fast as the regular semester-length classes.

Wk	Dates	Topics	Chap	Exam
1	June 12 - 18	Introductions & Welcome; Getting Started Part 1: Planning Your Personal Finances Personal Financial Planning in Action Money Management Skills: Financial Statements & Budgeting	1 2	
2	June 19 - 25	Taxes in Your Financial Plan	3	#1*
3	June 26 - July 2	Part 2: Managing Your Personal Finances Savings and Payment Services Consumer Credit: Advantages, Disadvantages, Sources, and Costs	4 5	
4	July 3 - 9	Part 3: Making Your Purchasing Decisions Consumer Purchasing Strategies and Wise Buying of Motor Vehicles Selecting and Financing Housing	6 7	#2*
5	July 10 - 16	Part 4: Insuring Your Resources Home and Automobile Insurance Health and Disability Income Insurance Financial Planning with Life Insurance	8 9 10	
6	July 17 - 23	Part 5: Investing Your Financial Resources Investing Basics and Evaluating Bonds	11	#3*
7	July 24 - 30	Investing in Stocks Investing in Mutual Funds Investing in Real Estate and Other Investment Alternatives (<i>optional</i>)	12 13 lecture	
8	July 31 - August 5	Part 6: Controlling Your Financial Future Starting Early: Retirement Planning Estate Planning Review and Catch-up Final Exam: Week of July 31 st to August 5 th	14 14	Final*

* Always check www.WonderProfessor.com announcements or Canvas announcements for date of next exam.