

Fayetteville State University
School of Business and Economics
Department of Finance, Economics, Entrepreneurship and Marketing
FINC 330 (Personal Finance)
Spring 2011

FSU Policy on Electronic Mail: Fayetteville State University provides to each student, free of charge, an electronic mail account (username@uncfsu.edu) that is easily accessible via the Internet. The university has established FSU email as the primary mode of correspondence between university officials and enrolled students. Inquiries and requests from students pertaining to academic records, grades, bills, financial aid, and other matters of a confidential nature must be submitted via FSU email. Inquiries or requests from personal email accounts are not assured a response. The university maintains open-use computer laboratories throughout the campus that can be used to access electronic mail.

Rules and regulations governing the use of FSU email may be found at <http://www.uncfsu.edu/PDFs/EmailPolicyFinal.pdf>

II. Course Description

A study of problems of money management, with special attention to credit borrowing, saving and funds allocation among stocks, bonds, insurance, property, and mutual investment companies.

III. Disabled Student Services

In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ACA) of 1990, if you have a disability or think you have a disability to please contact the Center for Personal Development in the Spaulding Building, Room 155 (1st Floor); 910-672-1203.

IV. Required Text and Materials

1. Textbook

Kapoor, Jack R., Les R. Dlabay, and Robert J. Hughes., *Personal Finance*, 9th Edition, New York, NY: McGraw-Hill Irwin (2009)

V. Student Learning Outcomes

Upon completion of this course, students are expected to be able to:

- 1) Develop and clearly state financial goals;
- 2) Prepare personal financial budget;
- 3) Identify factors that influence personal financial decisions;
- 4) Relate career planning to financial goals;
- 5) Differentiate between different types of financial institutions;
- 6) Differentiate between various types of savings opportunities;
- 7) Compare the costs and benefits of alternate savings plan;
- 8) Identify the type of information that influences credit score;
- 9) Identify the steps individuals can take to avoid and correct credit mistakes;
- 10) Determine the cost of borrowing;
- 11) Identify sources of consumer protection information;
- 12) Evaluate alternate actions when faced with a credit problem;
- 13) Identify and evaluate appropriate factors in making consumer purchasing decisions;
- 14) Identify and evaluate alternate housing decisions;
- 15) Evaluate factors that determine insurance costs;

- 16) Determine appropriate types and level of insurance coverage;
- 17) Differentiate between various types of investments;
- 18) Explain how asset allocation across different types of securities are relate to an investment plan;
- 19) Explain the advantages and disadvantages of different types of investments;
- 20) Assess alternate investment opportunities.

VI. Course Requirements and Evaluation Criteria

Evaluation Criteria

Quizzes	60%
Class Project	35%
Class Participation	5%
Total	<u>100%</u>

Grading Scale

Scores	Grade	Meaning
90% to 100%	A	Exceptionally high
80% to 89%	B	Good
70% to 79%	C	Satisfactory
60% to 69%	D	Marginally passing
0% to 59%	F	Failing
	FN	Failing due to non-attendance. (Student registered, but <u>never</u> attended.)

Attendance Requirements

Students are expected to attend all classes (Refer to the Fayetteville State University Undergraduate Catalog). Only Fayetteville State University approved absences will be considered unless prior approval is obtained from the instructor. It is the responsibility of students who miss class to find out from their classmates what material was covered and to do the extra work necessary to keep up with the remainder of the class.

Quizzes (60% of course grade)

Students are required to take one quiz after each chapter throughout the semester that will allow them to demonstrate their knowledge and understanding of the material. The student's performance on these quizzes will also provide some feedback to both the student and the instructor. The quizzes comprise the major component of the course grade. Practice quizzes are posted under **Course Documents** on Blackboard to help students prepare for the graded quizzes. The questions will include multiple-choice theory and practical problems. A clear understanding of the material is required to do well on the quizzes. Students may have the opportunity to drop a quiz without it having any impact on their grade, since no make-up quizzes are scheduled.

The quizzes for course grade are posted under **Assignment** on Blackboard, so that students can take them at their convenience within the guidelines stated below and those provided for each quiz. Students will be given until 9:30 P.M. on the second day after the quiz first appears on Blackboard to take the quiz. For example, if Quiz 1 is posted on Monday, August 23rd, it will be available from 12:05 a.m. on that day until 9:30 p.m. on Wednesday, January 25th. The instructor reserves the right to change this policy if necessary. An announcement will be posted on Blackboard if a change is made. Multiple quizzes may be posted during any given calendar week; therefore students should check Blackboard regularly to take the quizzes.

Class Project (35% of course grade)

This project is intended to provide students with the opportunity to demonstrate their assimilation of the course material; to the extent where they can apply the knowledge gained in the course to develop a plan to enhance their personal financial situation. The final product should represent more than a document to secure a grade in the course; it is a working document to guide actions towards meeting your financial goals.

The work on this project is a part of the learning experience; therefore, students are urged to be thoughtful, realistic and practical about their expectations as they develop their ideas. Each student is expected to

develop a personal financial plan and prepare a monthly financial budget. While students may have short-term, medium-term and long-term goals; for this project each student must at least include their long-term goals, as this provides the opportunity to more fully incorporate the material covered in the course. Students must use information gained in the course to support a plan of action to attain their financial goal. This assignment provides students an opportunity to incorporate the knowledge they have gained from taking the personal finance course in their plan and in preparing the budget. Students should consistently work on the assignment throughout the period of time allotted and make as many revisions as they deem necessary to improve the final output. Students may discuss their ideas with their colleagues but must maintain independence in preparing the final report and budget they will submit for a grade. Constructive engagement is encouraged since it is an excellent means by which students can enrich their learning experience.

Each student must first document their personal situation then prepare a personal financial goal statement, which may be a general statement such as “My financial goal is to provide for my children’s education and retire comfortably.” However, such a statement must be followed by specific objectives which must be met in order to achieve those goals. Therefore, the statement must include sufficient details and specificity that can be measured and evaluated. A time horizon within which the goal is expected to be achieved must also be included. For example, to meet the two financial goals above, my objective is to accumulate \$100,000 in 20 years to cover my children’s college expenses and \$1,000,000, to provide for my retirement in 35 years. A first draft of the personal situation and financial goal statement must be turned in to the instructor by beginning of class on **Monday, January 24, 2011**. The instructor will review this first draft and return it with comments to students so that they can proceed with the remainder of the assignment.

Beyond the personal goal statement, students should identify at least six factors or principles covered in the course that they can apply in achieving their financial goal. Explain each of the principles and use examples if necessary to provide clarification of these principles. Next, explain specifically how the factors or principles identified above will be utilized or incorporated in the plan to achieve the stated personal financial goal.

The complete report is due at the beginning of class on **Monday, April 18, 2011**. In addition, students are also required to share the contents of the report with their classmates during a later class meeting.

All reports must include a narrative (includes sentences that describe and explain), be typed, double-spaced with 1-inch margins, and 12-point Times New Roman print. A cover sheet must include the student’s name, a title, the date, and the course title and section number.

The grade for the report will be based on the following seven items, not necessarily equally weighted, with items 4 and 5 carrying the most weight:

1. Information: the report includes goals and objectives, a budget, a plan to achieve the goals and objectives, at least six finance principles covered in the course, explanation, and statement of how the principles apply to the financial plan;
2. Complete and clear assessment of your situation (personal and financial), which will form the basis for realistic goals;
3. Clearly stated goals and measureable objectives;
4. Complete, accurate and realistic budget;
5. Well developed plan to match objectives (includes explanation, justification and accurate numbers to support the plan);
6. Six relevant principles identified, explanations accurate and complete, clear accurate explanation of relationship between principles and plan;
7. Overall presentation, including cover sheet, page numbers, and format of report.

THE COMPLETE PROJECT REPORT MUST ADDRESS ALL SEVEN ITEMS

Students should retain a copy of their final report to be used during their presentation. Presentations will be limited to five minutes.

Class Participation (5% of course grade)

Classroom participation is incorporated to encourage students to engage in academic discussion related to the material covered in this course. Students may contribute through the asking or answering of questions, and the sharing of relevant information reported in the financial press. When referencing information reported in the print press a copy of the article should be provided to the instructor. Sharing of the information contained in the project report along with class attendance will also be considered in making the assessment for class participation.

Homework

Successful completion of all homework problems is an important component of this course, which is essential to the successful completion of the course. Students should prepare and bring their homework to class. The instructor will randomly review homework throughout the semester and may provide extra credit. Since students will not know which assignments will earn the extra credit, they should always have their assignment ready at the beginning of each class.

Students should first attempt to do the problems by themselves then collaborate with their classmates before they check with the solutions provided by the instructor. Students, who need additional help with their homework problems after checking the solutions, should contact the instructor for further assistance during office hours or by making an appointment.

Make-up Policy

There are no scheduled make-up quizzes. However, the instructor may consider each request for a make-up, provided it is made in writing before the quiz is posted and is consistent with the university's policy for excused absences. The written request for a make-up quiz submitted by the student should clearly state the reason for the request and should be accompanied by the documentation required by the university to substantiate the claim. When approved, make-up quizzes may be off-line without multiple attempts and will be scheduled at a mutually agreeable time. Unexcused failure to take a quiz results in a zero score for that quiz.

Academic Integrity

Students are expected to adhere to ethical academic practices. Anyone participating (actively or passively) in the use or exchange of information during an exam, or engaged in unethical practices during the pursuit of this course will be subjected to the university's Dishonesty in Academic Affairs policy (Refer to the Fayetteville State University Undergraduate Catalog).

Request for Review

A student may request a review of a graded assignment or quiz in writing within 5 days after they are returned or the date the grade is made available to the student, whichever is earlier. The student must clearly state the specifics of the issue he/she would like the instructor to address. All requests for review must be in writing.

Web Enhancement

To assist students to be successful in this course, material will be posted on Blackboard throughout the semester to help students assimilate the material that is covered in the course. Supplemental reading materials may also be included. Please visit Blackboard on a regular basis to do practice quizzes, graded quizzes and to access additional course material that is posted.

Conduct of Class

Students will be evaluated on the basis of quizzes, a class project, and class participation. The instructor reserves the right to change the assigned chapters or parts of chapters and, thereby, the homework assignments and quiz schedule without it having any effect on the remainder of this syllabus; and reassign the weights for grading purposes. It is imperative that students preview the chapters before the class during which the material will be covered. Students are also required to read additional materials assigned during the semester. The additional readings are intended to supplement the material presented in class and in the textbook and also to promote in-class discussion.

Students are required to read current business publications including *The Wall Street Journal* and other financial publications (print or electronic). A number of TV stations, including CNBC and Bloomberg, provide programming with information you should find valuable in the conduct of your personal financial affairs.

The *Code of the University of North Carolina* (of which FSU is a constituent institution) and the *FSU Code of Student Conduct* affirm that all students have the right to receive instruction without interference from other students who disrupt classes.

FSU Core Curriculum Learning Outcome under Ethics and Civic Engagement (6.03): All students will “prepare themselves for responsible citizenship by fulfilling roles and responsibilities associated with membership in various organizations.” Each classroom is a mini-community. Students learn and demonstrate responsible citizenship by abiding by the rules of classroom behavior and respecting the rights all members of the class.

The FSU Policy on Disruptive Behavior (see FSU website for complete policy) identifies the following behaviors as disruptive:

1. Failure to respect the rights of other students to express their viewpoints by behaviors such as repeatedly interrupting others while they speak, using profanity and/or disrespectful names or labels for others, ridiculing others for their viewpoints, and other similar behaviors;
2. Excessive talking to other students while the faculty member or other students are presenting information or expressing their viewpoints.
3. Use of cell phones and other electronic devices (including calculators on cell phones and similar electronic devices)
4. Overt inattentiveness (sleeping, reading newspapers)
5. Eating in class (except as permitted by the faculty member)
6. Threats or statements that jeopardize the safety of the student and others
7. Failure to follow reasonable requests of faculty members
8. Entering class late or leaving class early on regular basis
9. Do not leave trash behind.

The instructor may take the following actions in response to disruptive behavior. Students should recognize that refusing to comply with reasonable requests from the faculty member is another incidence of disruptive behavior.

1. Direct student to cease disruptive behavior.
2. Direct student to change seating locations.
3. Require student to have individual conference with faculty member. At his meeting the faculty member will explain the consequences of continued disruptive behavior.
4. Dismiss class for the remainder of the period. (Must be reported to department chair.)
5. Lower the student’s final exam by a maximum of one-letter grade.
6. File a complaint with the Dean of Students for more severe disciplinary action.

Students who believe the faculty member has unfairly applied the policy to them may make an appeal with the faculty member’s department chair.

Students should not conduct private conversations while the class is in session.

University policy prohibits non-enrolled students from being present in the classroom.

VII. Academic Support Resources

Refer to Homework and Web Enhancement under **Course Requirements and Evaluation Criteria** and University College Learning Center.

VIII. Course Outline

Chapter 1	Personal Finance Basics and the Time Value of Money
Chapter 2	Financial Aspects of Career Planning
Chapter 3	Money Management Strategy: Financial Statements and Budgeting
Chapter 4	Planning Your Tax Strategy
Chapter 5	Financial Services: Savings Plans and Payment Accounts
Chapter 6	Introduction to Consumer Credit
Chapter 7	Choosing a Source of Credit: The Costs of Credit Alternatives
Chapter 8	Consumer Purchasing Strategies and Legal Protection
Chapter 9	The Housing Decision: Factors and Finances
Chapter 10	Property and Motor Vehicle Insurance
Chapter 11	Health, Disability, and Long-Term Care Insurance
Chapter 12	Life Insurance
Chapter 13	Investing Fundamentals
Chapter 14	Investing in Stocks
Chapter 15	Investing in Bonds
Chapter 16	Investing in Mutual Funds

Final Exam – May 2, 2011, 10:00 a.m. – 11:50 a.m.

IX. Teaching Strategies

The course includes class lectures, discussion of current issues related to personal finances, a project, readings from the financial press, assigned homework problems, and problems done in class.

X. Bibliography

Garman, E. Thomas and Raymond E. Forgue, *Personal Finance*, 10th Edition, Mason, OH: South-Western (2008).

Gitman, Lawrence J. and Michael D. Joehnk, *Personal Financial Planning*, 11th Edition, Mason, OH: South-Western (2008).

Appendix to Course Syllabus (FINC 330-01)

- 1) Friday, January 14 – Late registration ends
- 2) Friday, January 14 – Last day to submit health insurance waiver
- 3) Friday, Friday March 25 – Deadline for removing incomplete grades from previous semester.
- 4) Friday, March 25 – Deadline for withdrawing from class(es).
- 5) Friday, April 22 – Deadline for withdrawing from the university (all classes).
- 6) The mission statement of the School of Business and Economics (SBE) at Fayetteville State University (FSU) is:

The School of Business and Economics is dedicated to providing quality business education to a diverse student population. The School prepares students to meet the challenges of a changing environment and to compete in a global market. This is accomplished by supplementing the University's strong teaching emphasis with research and a curriculum that reflects the changing market conditions. The School also assists in regional economic transformation by promoting entrepreneurial and economic education.

Personal Information

Last Name _____ First Name _____

Name that you prefer to be called _____

Hometown _____ State _____

Phone Number: Day _____ Night _____

E-mail Address: _____

Hobbies and Interests _____

Countries Visited: _____

Campus Organizations or Extra Curricula Activities _____

Birth Date (optional) _____

Classification and Career Plans

Sophomore Junior Senior Irregular M.B.A. Other (specify)

Major or Area (Undergraduates only) _____

Career Aspirations (if known) _____

Other finance classes taken:

Course	Grade	Semester & Year Taken	University	Instructor

I _____ do affirm that I have successfully completed all of the prerequisites for the course listed above or obtained the necessary waiver from the Instructor. I also attest that I have read the course syllabus, fully understands and agrees with the requirements to attend class, read the assigned chapters before the class during which the material will be discussed, do all homework assignments and practice quizzes, work diligently throughout the semester to complete the class project, participate in class discussions, and accepts the quiz schedule, grading procedures, make-up policies, requests for review procedure, and all other requirements and conditions outlined in the course syllabus.

Signed _____ Date _____, 2011

NO STUDENT WILL BE ALLOWED TO REMAIN IN CLASS AFTER THE FIRST SEVEN DAYS OF THE ACADEMIC SEMESTER IF A COMPLETED AND SIGNED COPY OF THIS FORM HAS NOT BEEN RETURNED TO THE INSTRUCTOR.