

## FINC 298: Personal Financial Planning

<b>Location:</b>	Evening
<b>Address:</b>	1001 Rogers Street Columbia, MO 65216
<b>Section:</b>	19FALL2/FINC/298/AEV
<b>Semester Credit Hours:</b>	3
<b>Class Day(s) and Time(s):</b>	Wednesday 5:30 PM - 9:30 PM from October 21, 2019 to December 14, 2019

### Syllabus Contents

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### Course Information

#### Catalog Description


Provides knowledge that helps non-business and business students effectively manage their personal financial affairs. Topics include personal financial statements, budgeting, tax planning, investing and savings, insurance, real estate and retirement planning.

#### Additional Notes

No class will be held on Wednesday, November 27 due to the Thanksgiving Day holiday. A mandatory makeup class will be held on Friday, November 22 at the regular scheduled time.

### Textbooks

As part of Truition<sup>SM</sup>, students will receive their course materials automatically as described below.

 Kapoor. (2018). *Focus On Personal Finance: An Active Approach to Help You Achieve Financial Literacy* (6th). McGraw-Hill. eText

#### Bookstore Information

Visit <https://www.ccis.edu/bookstore.aspx> for details.

#### eText Information

If a course uses an eText, (see textbook information above) the book will be available directly in Desire2Learn (D2L) seven

days before the session begins, if registered for courses prior to that date. Upon first login to VitalSource, students should use their CougarMail email address; alternate email addresses cannot be used. More information about how to use the VitalSource platform, including offline access to eTexts, can be found in D2L.

#### Physical Course Materials Information

Students enrolled in courses that require physical materials will receive these materials automatically at the shipping address on file with Columbia College. Delivery date of physical materials is dependent on registration date and shipping location. Please refer to confirmation emails sent from Columbia College for more details on shipping status.

**Returns:** Students who drop a class are responsible for returning any physical course materials that were shipped. To initiate a return, visit [Ingram Returns](#) to generate a pre-paid return label. Materials from dropped courses must be returned within 30-days of receipt. **Failure to return physical items from a dropped course will result in a charge to the student account for all unreturned items.**

**Note:** Students who opt-out of having their books provided as part of [Tuition<sup>SM</sup>](#) are responsible for purchasing their own course materials.

#### Technology Requirements

##### **THIS IS A TECHNOLOGY-ENRICHED COURSE WHICH COMBINES IN-SEAT INSTRUCTION WITH ONLINE LEARNING.**

Participation in this course will require the basic technology for all classes at Columbia College:

- A computer with reliable internet access
- A web browser
- Acrobat Reader
- Microsoft Office or another word processor such as Open Office

For more information, see [technical requirements](#).

#### Course Learning Outcomes

1. Explain the components of a financial plan and the basics of the U.S. Income tax system.
2. Explain strategies for managing cash and credit.
3. Demonstrate an understanding of the basic types of life, health, and property insurance.
4. Demonstrate an understanding of the fundamentals of investing including tax-advantaged investments
5. Demonstrate an understanding of retirement and estate planning.


#### Grading

##### Grading Scale


Grade	Points	Percent
A	900 - 1000	90-100%
B	800 - 899	80-89%
C	700 - 799	70-79%
D	600 - 699	60-69%
F	0 - 599	0-59%

##### Grade Weights

Assignment Category	Points	Percent
Online Learning Activity	150	15%
Homework assignments	350	35%
Midterm exam	200	20%
Paper	100	10%
Final exam	200	20%
<b>Total</b>	<b>1000</b>	<b>100%</b>

 Schedule of Due Dates

Week 1		
Assignment	Points	Due
Week 2		
Assignment	Points	Due
Discussion 1	25	Due Sunday, November 3 by 11:59 p.m.
The first homework assignment is due	70	Due in drop box by 11:59 p.m. on Tuesday, October 29
Week 3		
Assignment	Points	Due
Discussion 2	25	Due Sunday, November 10 by 11:59 p.m.
The second homework assignment is due	70	Due in drop box by 11:59 p.m. on Tuesday, November 5
Week 4		
Assignment	Points	Due
Discussion 3	25	Due Sunday, November 17 by 11:59 p.m.
Third homework assignment due	70	Due in drop box by 11:59 p.m. on Tuesday, November 12
Week 5		
Assignment	Points	Due
Discussion 4	25	Due Sunday, November 24 by 11:59 p.m.
Fourth homework assignment due	70	Due in drop box by 11:59 p.m. on Tuesday, November 19
Week 6		
Assignment	Points	Due
Discussion 5	25	Due Sunday, December 1 by 11:59 p.m.
Project paper due	100	Due in drop box by 11:59 p.m. on Wednesday, November 27
Fifth homework assignment due	70	Due in drop box by 11:59 p.m. on Tuesday, November 26
Week 7		
Assignment	Points	Due
Discussion 6	25	Due Sunday, December 8 by 11:59 p.m.
Week 8		
Assignment	Points	Due
<b>Total Points: 1000</b>		

 Assignment Overview

Online Component Summary and Expectations

In weeks 2-7, you are required to actively participate in one online discussion. Discussions will use a case study to explore topics covered each week. Your initial post should show insight and analysis on the topic and make clear connections to readings, research, and experiences. You must include at least one reference that is cited using MLA formatting. You must also respond to at least two other students. Responses must be substantive and initiate further discussion on the topic. A responsive post of "good post" or "I agree with you" will not receive credit. Response postings do not require supporting references.

## Assignments

There will be reading assignments each week. There is a paper due at the start of class in week 6.

There are five homework assignments each worth 70 points. The student is expected to show all work. Students who submit assignments with only the answer will not receive credit. Also, any student who submits the assignment late will not receive credit for that assignment. All assignments must be typed; handwritten assignments will not be accepted. All assignments are due the Tuesday at midnight before the next class.

There are also six discussion assignments each worth 25 points.

## Examinations

There are two examinations. The exams consist of 40 multiple choice questions. The exams are in weeks 4 and 8.

## Course Outline

Click on each week to view details about the activities scheduled for that week.

### Week 1: Financial Planning and Money Management

#### **In-class work**

We will do in class work to supplement the material in the first two chapters.

#### **Read chapters 1 and 2 before class**

We will discuss the common problems with developing and implementing a financial plan. We will learn the meaning of the time value of money and how to calculate the variables of money growth. We will learn why compounding is one of the most important concepts in finance. We will discuss money management plans - how to develop, structure and use for our benefit.

### Week 2: Discuss taxes and the features, benefits and costs of financial services

#### **Discussion 1**

#### **Discussion 1**

Explore these topics as they relate to the Continuing Case provided in the course:

1. Outlining financial decisions that one might encounter in life.
2. Planning for future events that have significant financial impact.
3. Developing short-term, intermediate, and long-term financial goals.

Evaluating financial situations and the impact of time value of money in planning or making decisions.

#### **Read chapters 3 and 4 before class**

We will discuss the various taxes, what they represent and discuss ways of working with different tax strategies to minimize our tax liability. We will also discuss financial services, why we choose certain products and services, and does convenience and location really matter in today's hi-tech society. The paper will be assigned this week.

#### **The first homework assignment is due**

All work must be shown to receive any credit. Homework submitted late or with only the answer will not receive credit.

#### **In class work**

We will do in class work to supplement the material in the class reading assignment

## Week 3: Learn the various sources of credit, their costs, advantages and disadvantages

### Discussion 2

#### Discussion 2

Explore these topics as they relate to the Continuing Case provided in the course:

1. Establishing an emergency fund.
2. Understanding money management activities.
3. Reducing the cost of credit.

Exploring sources of credit.

#### Read chapters 5 and 6 before class

We will look at and discuss ways to protect our credit and manage our debts. We will discuss the high costs of unpaid balances on credit cards. We will discuss bankruptcies and their affect on our credit and our ability to get credit. We will also discuss strategies for effective buying, what steps to take to resolve credit problems and review and discuss legal alternatives. We will also discuss the steps in purchasing a motor vehicle, and how we can walk into a dealer with a good idea of the monthly cost (principal and interest) on a loan.

#### The second homework assignment is due

All work must be shown to receive any credit. Homework submitted late or with only the answer will not receive credit.

#### In class work

We will do in class work to supplement the material in the class reading assignment.

## Week 4: Selecting and financing housing

### Discussion 3

#### Discussion 3

Explore these topics as they relate to the Continuing Case provided in the course:

1. Evaluating waiting periods and duration in disability insurance.
2. Evaluating health insurance coverage.
3. Determining adequate insurance coverage for a home.

Evaluating collision insurance coverage for a used car.

#### Read chapter 7 before class

We will discuss buying versus renting - the advantages and disadvantages of each. We will learn the process of qualifying for a loan, and the terms of the loan. We will also discuss the various types of home loans, and compare the types of mortgage companies. We will also look at the initial cost of a mortgage loan.

#### Third homework assignment due

All work must be shown to receive any credit. Homework submitted late or with only the answer will not receive credit.

#### Mid-term exam

Mid-term exam is 40 multiple choice questions each worth 5 points.

## Week 5: Discuss the needs for insurance, coverages provided and the costs

### Discussion 4

#### Discussion 4

Explore these topics as they relate to the Continuing Case provided in the course:

1. Evaluating life insurance coverage.
2. Identifying strengths and weaknesses in a financial situation.
3. Setting financial goals for the children's college education.
4. Outlining an investment portfolio (asset types, allocation, risk-return) for an individual or family financial situation with the expectation of earnings relative to the portfolio's risk.

#### Read chapters 8 and 9 before class

We will discuss the need for a risk management plan and look at the factors actuaries use to determine the cost of insurance. We will further discuss the importance of life and health insurance and some differences among the various plans.

#### **Fourth homework assignment due**

All work must be shown to receive any credit. Homework submitted late or with only the answer will not receive credit.

#### **In class work**

We will do in class work to supplement the material in the class reading assignment.

### **Week 6: Discuss life insurance contracts, investing concepts and bonds**

#### **Discussion 5**

#### **Discussion 5**

Explore these topics as they relate to the Continuing Case provided in the course:

1. Establishing and managing a portfolio of stocks and bonds.
2. Researching industries and specific stocks for investment.
3. Evaluating use of mutual funds to achieve investment goals.
4. Evaluating types of mutual funds for an investment portfolio.

#### **Read chapters 10 and 11 before class**

We will discuss the concept of risk and return, safety, income growth and liquidity of investments. We will discuss the various types of bonds, why price and interest rates move in opposite directions and discuss the tax implications of municipal bonds.

#### **Project paper due**

The paper will address each item in the case study. Students are required to recommend any asset changes and their reasons for recommending these changes. The papers will be graded on not only the changes and reasons therefore, but also on grammar, sentence structure, spelling, and priority of changes.

#### **Fifth homework assignment due**

All work must be shown to receive any credit. Homework submitted late or with only the answer will not receive credit.

#### **In class work**

We will do in class work to supplement the material in the class reading assignment.

### **Week 7: How to value stocks and the features of both common and preferred stocks**

#### **Discussion 6**

#### **Discussion 6**

Explore these topics as they relate to the Continuing Case provided in the course:

1. Preparing for retirement.
2. Prioritizing retirement plans for individuals in their fifties.
3. Evaluating types of estate planning activities and decisions.
4. Evaluating estate planning decisions.

#### **Read chapters 12 and 13 before class**

We will learn how stocks are traded and the importance of portfolio management. We will discuss the techniques used by seasoned traders, and the purpose of short term speculation. We will discuss the characteristics of mutual funds and how they used for retirement and/or other investment purposes. We will also learn why and how they are classified.

#### **In class work**

We will do in class work to supplement the material in the class reading assignment.

### **Week 8:**

#### **Final exam**

The final exam is 40 multiple choice questions each worth 5 points.

#### **Read chapter 14 before class**

We will learn how to analyze our wealth, what is considered wealth and how to plan our estate, or what we leave to our heirs. We will discuss the various types of retirement plans, how we will use our funds for retirement and how retirement fits into our financial plans. We will discuss the need for making our will, living will and health directives. We will review and discuss the various legal documents, rights of survivors and how the proceeds of death benefits of life insurance policies

are extremely beneficial to our heirs, and the tax benefits of death proceeds of life insurance policies.

## + Additional Resources

Online databases are available at [library.ccis.edu](http://library.ccis.edu). You may access them using your CougarTrack login and password when prompted.

### Technical Support

If you have problems accessing the course or posting your assignments, contact your instructor, the Columbia College Technology Solutions Center, or the D2L Helpdesk for assistance. If you have technical problems with the VitalSource eText reader, please contact VitalSource. Contact information is also available within the online course environment.

- Columbia College Technology Solutions Center: [CCHelpDesk@ccis.edu](mailto:CCHelpDesk@ccis.edu), 800-231-2391 ex. 4357
- D2L Helpdesk: [helpdesk@d2l.com](mailto:helpdesk@d2l.com), 877-325-7778
- VitalSource: [support@vitalsource.com](mailto:support@vitalsource.com), 1-855-200-4146

### Online Tutoring

Smarthinking is a free online tutoring service available to all Columbia College students. Smarthinking provides real-time online tutoring and homework help for Math, English, and Writing. Smarthinking also provides access to live tutorials in writing and math, as well as a full range of study resources, including writing manuals, sample problems, and study skills manuals. You can access the service from wherever you have a connection to the Internet. I encourage you to take advantage of this free service provided by the college.

Access Smarthinking through CougarTrack at [Students -> Academics -> Resources](#).

## ! Columbia College Policies and Procedures

The policies set forth in the [Policy Library](#) are the current official versions of College policies and supersede and replace any other existing or conflicting policies covering the same subject matter. For more information on policies applicable to students, see [Student Policies](#). For more information on policies applicable to the entire Columbia College community, see [College-Wide Policies](#).

Students are expected to read and abide by the College policies. Policies of particular interest to students include, but not limited to the following:

- Graduate Grading Policy
- Undergraduate Grading Policy
- Registration Policy and Procedures
- Withdrawal Policy
- Alcohol and Other Drugs Policy
- Family Educational Rights and Privacy Act (FERPA)

### Additional Policies:

#### Academic Integrity and Plagiarism

Academic integrity is a cumulative process that begins with the first college learning opportunity. Students are responsible for knowing and abiding by the [Academic Integrity Policy and Procedures](#) and may not use ignorance of either as an excuse for academic misconduct. Additionally, all required papers may be submitted for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers may be included in the Turnitin.com reference database for the purpose of detecting plagiarism. This service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

#### Disability Resources

If you have a disability that requires an accommodation, please speak with the instructor and consult the [Student Accessibility Resources](#) office. Student Accessibility Resources staff will determine appropriate accommodations and will work with your instructor to make sure these are available to you. To find additional information, see our [ADA and Section 504 Policy for Students](#).

Notice of Non-Discrimination and Equal Opportunity:

The College has a process through which students, faculty, staff and community members who have experienced or witnessed incidents of discrimination, harassment, or retaliation on the basis of protected status, can report their experiences to a College official. For more information, see our [Non-Discrimination and Equal Opportunity Policy and Complaint Resolution Procedure](#).

## Title IX and Sexual Misconduct

The College is committed to addressing the issues of discrimination, harassment and sexual misconduct in the educational and workplace landscape and will continue to modify policies, procedures and prevention efforts as needed. For more information, see the College's [Title IX and Sexual Misconduct Policy](#).

## Course Policies and Procedures:

### Attendance Policy

Columbia College students are expected to attend all classes and laboratory periods for which they are enrolled.

For classes with an online component, attendance for a week includes submitting any assigned online activity. Assigned activities are scheduled prior to the course commencing. Assigned activity due dates are subject to change based on actual course progression and will be adjusted as necessary. Attendance for the week is based upon the date work is submitted. A class week is defined as the period of time between Monday and Sunday (except for week 8, when the work and the course will end at 11:59 PM Central Time on Saturday.) The course and system deadlines are based on the Central Time Zone.

Students are directly responsible to instructors for class attendance and work missed during an absence for any cause. If absences jeopardize progress in a course, the College reserves the right to drop or withdraw students from classes. For additional information, see the Administrative Withdrawal for Non-Attendance heading in the [Withdrawal Policy](#).

### CougarMail

All students are provided a CougarMail account when they enroll in classes at Columbia College. You are responsible for monitoring email from that account for important messages from the College and from your instructor.

Students should use email for private messages to the instructor and other students. The class discussions are for public messages so the class members can each see what others have to say about any given topic and respond.

### Late Assignment Policy

All classes rely on participation and a commitment to your instructor and your classmates to regularly engage in the reading, discussion and writing assignments. You must keep up with the schedule of reading and writing to successfully complete the class.

No late assignments will be accepted without the prior approval of the instructor.

Acceptance of a late assignment is at the discretion of the instructor.

Make-up examinations may be authorized for students who miss regularly-scheduled examinations due to circumstances beyond their control. Make-up examinations must be administered as soon as possible after the regularly scheduled examination period and must be administered in a controlled environment.

### Student Conduct

All Columbia College students, whether enrolled in a land-based or online course, are responsible for behaving in a manner consistent with Columbia College's [Student Conduct Code](#) and [Acceptable Computing Use Policy](#). Students violating these policies or any other College policy will be referred to the office of Student Affairs and/or the office of Academic Affairs for possible disciplinary action. The Student Code of Conduct, the [Student Behavioral Misconduct Policy and Procedures](#), and the Acceptable Computing Use Policy can be found in the Policy Library at [ccis.edu/policies](http://ccis.edu/policies). The adjunct faculty member maintains the right to manage a positive learning environment all students must adhere to the conventions of online etiquette when enrolled in a course with an online component.