



Instructor: Dr. Woodward
Office: Kelce Room 211f
Hours: Tu 9:30 – 11 a.m., 3:15- 5:00 p.m.
Friday 9-12 use email or cell phone 417-437-3896
Th 9:30 – 11 a.m., 3:15 – 5:00 p.m.
Phone: 620-235-4552 (Kelce 211 Faculty Suite Administrative Assistant – 620-235-4547)
E-mail: lrwoodward@pittstate.edu

Textbook

- 1. Text: Personal Financial Planning by Billingsley, Gitman, Joehnk: Cengage Publishing 15th Edition** (required)
- 2. Calculator:** Each student is required to have a financial calculator. The one that will be used in this class is Texas Instrument BAII Plus. You may use a different one if you already have one, but you will be responsible for knowing how to use your calculator. Bring your calculator to every class. You **MAY NOT** share calculators on quizzes or exams. You may not use the calculator function on other electronic devices during exams.

Catalog Course Description

An overview of issues facing individuals at various stages of preparing for a financially stable future. This includes, but is not limited to, personal financial statements and plans, personal taxes, major purchases, managing consumer credit, essentials of individual insurance coverage, investment choices, and retirement/estate planning

Prerequisites

- . Sophomore standing or one-year professional work experience or permission of instructor.

Course Objectives / Learning Outcomes

The objective of this course is to provide you with an overview of the discipline of Finance. At the end of this course, you should be able to:

1. Understand the benefits of financial planning.
Outcome: Define specific realistic personal goals and steps to achieve them.
2. Understand basic personal financial statements and their relationship to financial goals.
Outcome: Build realistic personal financial statements.
3. Understand how the US personal income tax code is designed.
Outcome: Be able to predict and compute personal income tax.
4. Learn methods to manage cash and cash equivalents.
Outcome: Be able to assess and select the proper financial instruments, accounts and institutions for managing personal cash.
5. Learn basics of home and auto purchases.
Outcome: Be able to compare lease vs buy of an automobile. Be able to determine home affordability and assess mortgage options.
6. Understand the benefits and costs to using various types of credit and how Fico is computed.
Outcome: Assess types of credit needs for a personal financial plan and manage credit score.
7. Understand how to assess benefits and costs of different consumer loans.
Outcome: Be able to choose the proper loan types that fit within their financial plan.

8. Learn the basics of life insurance .
Outcome: Be able to select the proper life insurance option for their financial plan.
9. Understand the current health insurance environment in the US.
Outcome: Be able to select the proper health insurance plan for their financial plan.
10. Be able to differentiate the different types of property insurance, co- insurance, etc.
Outcome: Be able to select the best property insurance for their financial plan
11. Understand the basics of how the stock market operates and the different types of investments most people use for retirement planning.
Outcome: Be able to determine the proper investment markets to use for their financial plan.
12. Understand the risks and benefits of the stock and bond market.
Outcome: Be able to set up personal investment accounts and select the proper investment vehicles for their financial plan.

Teaching Methods

traditional classroom lecture

CANVAS

Announcements, grades, syllabus, and handouts will be posted on CANVAS. Other information might also be disseminated through e-mail.

Attendance Policy

Class attendance is regarded as an obligation as well as a privilege, and students are expected to attend all classes punctually. Attendance will be taken at every class meeting. Excused absences are those that result from involvement with university business only. **All other absences are unexcused absences**, unless specifically excused by the instructor. A student should submit excuses for all absences **within 24 hours**. Each student is allowed two unexcused absences. Each additional unexcused absence will result in a deduction of 1% of the final grade, up to a maximum of 5%. Attending all classes is very essential to performing well in this class. You know when your classes meet. Do not schedule appointments at the time this class meets. These absences will not be excused. If absent, the student is responsible for the material covered in class. The professor will not privately go over materials covered in class.

Classroom Conduct

Professional behavior of all students is expected. This includes respecting other students as well as the teacher and any guest speakers who might visit this class. All cell phones and other electronic devices must be **turned OFF** during class unless permission to use them has been granted. Any **unauthorized** use of any electronic device (including your cell phone ringing or vibrating during class) is considered to be unprofessional behavior.

Academic Integrity

All Pitt State students are bound by the academic integrity policies of the university as described and outlined in the current Syllabus Supplement. Please familiarize yourself with these rules and guidelines. In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college's Student Code of Ethics as outlined below.

Students pledge to:

- Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.
- Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
- Refrain from class disturbances.
- Refrain from use of profane or vulgar language in a threatening or disruptive manner.
- Treat fellow students, staff, faculty, administrators, and property with respect.
- Refrain from giving or receiving inappropriate assistance.

- Prepare assignment and exams honestly, refraining from such unacceptable conduct as plagiarism or unacknowledged appropriation of another's work in any academic work.
- Obey the policies, regulations, and laws of the United States of America, the State of Kansas, The Kansas Board of Regents, Pittsburg State University, and the Gladys A. Kelce College of Business.
- If a student observes someone committing dishonesty in connection with academic work, the student is encouraged to report that dishonesty to the appropriate individual (ex, faculty member, or administrator).

Academic Misconduct Policy

Academic misconduct (cheating) by a student includes, but not limited to, plagiarism, giving or receiving any unauthorized aid on examinations/quizzes or in the preparation of any assignment; copying work from the internet; or knowingly misrepresenting the source of any academic work. Cheating on exams, quizzes or any other assignments is considered academic misconduct and is absolutely prohibited. No cheating of any kind will be tolerated. Anyone caught cheating will receive a grade of "F" for the **course**.

The full text of the Academic Misconduct Policy for the university can be found here:

<https://studentlife.pittstate.edu/code-of-student-rights-and-responsibilities.html>

E-mail Etiquette

Any e-mail sent to me should be treated as business letter. It should start with a formal greeting, such as "Dear Dr. ,Woodward" not "Hey," "Howdy," etc., or just no greeting of any kind. This is good practice for what is expected in the business world. Also, please include the class and section number you are in (e.g., FIN 306-01). The following is an example:

Dear Dr. Woodward:

I am in your FIN 306-01 class. Would you please let me know when Chapter 7 homework is due.

Thank you

Jane Doe

Students with Disabilities

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

Course Evaluation Methods

Exams: There will be four exams. Three midterm exams and a comprehensive final.. **Exams may not be made up.** The lowest score on the three midterm exams will be thrown out and the highest two will count for the course grade. Exception will be granted only if the absence on the day of the exam is an excused absence, and the student provides supporting document for the excuse. If you miss an exam, you will receive zero for that exam. All exams are properties of the instructor and, thus, will be retained by the instructor. However, you are welcome to look at your exams during office hours.

Proper behavior is expected at all times and especially during exams. Everything, including cell phones (turned off), electronic devices, sunglasses, and caps, should be placed in the front of the classroom before exams.

Quizzes: There will be several short quizzes. These quizzes may be unannounced and given any time during class, or given online outside of class. They will be on topics that have been discussed in class. **No make-up quizzes will be given**, except for excused absences resulting from involvement with university business only.

Graded Homework Problems: Graded homework problems are posted on CANVAS. The solutions to the homework problems are available on Canvas after the due date. Please check Canvas a day after the due date to see these solutions. You should use the solutions to check your answers and refer to them when you

have difficulty solving the problems. Graded homework problems will be collected only if indicated in the course outline. However, completing all assignments even if they are not to be collected will be very essential to performing well on exams and quizzes. All assignments are due at the **beginning** of class on the due date. Any assignment turned in after that are late and will have a penalty of 10% of the point value for each day (24-hour period from beginning of class) that they are late. If you have an excused absence for the day an assignment is due and cannot submit your homework before it is collected at the beginning of class, you should e-mail the assignment to the professor before class on the day it is due. It will be counted as late after that.

Grades:	Exam 1	25%
	Exam 2	25%
	Exam 3	25%
Best two of the three count for final grade.		50%
	Final Exam	25%
	Quizzes	5%
	Graded Homework Problems	10%
	Attendance	<u>10%</u>
		100%

The grading scale is as follows:

90 - 100% = A

80 - 89% = B

70 - 79% = C

60 - 69% = D

59% and below = F

Other Policies

Inclement Weather: This class will meet as scheduled in case of inclement weather unless the University cancels classes.

Note: No electronic device (except proper calculator) is allowed during class. I may alter this policy to include laptops for in class exercises on the internet and excel.

The professor reserves the right to amend and to reorganize this syllabus at any time. Fall 2022 FIN 210-01

Graded Homework Problems are posted on CANVAS. Due dates are noted on the assignment. If there is no due date for the Graded Homework Problems for a certain chapter/topic, it will not need to be turned in. The homework assignment for the first week is shown below in the syllabus. All other assignments and due dates will be found in Canvas.

<u>Date</u>	<u>Topic</u>	<u>Suggested End-of-Chapter Problems for Practice</u>
Aug. 23	Ch.1 Understanding the Financial Planning Process	
25	Ch. 1 Read Chapter 1 for class discussion questions 3,4,5, applying personal finance.	
Homework due on Aug. 30 : question 2 and Critical thinking case on page 41. Write a one page answer for the critical thinking case and fill out the worksheet 1.1. I will post this worksheet on Campus.		
30	Ch 2 Using Financial Statements and Budgets	
Sept. 1	Ch. 2	
6	Ch. 3 Preparing Your Taxes	
8	Ch. 4 Managing Basic Assets, time value of Money	
13	Ch. 4	
15	Exam 1 Chapters 1-4	
20	Ch. 5 Making Auto and Housing Decisions	
22	Ch 5	

	27	Ch. 6 Using Credit	
Oct.	4	Ch. 6	
	6	Ch 7 Using Consumer Loans	
	11	Ch. 7	
	18	Ch. 8 Managing Insurance	
	20	Chapter 8	
	25	Exam 2 over Chapters 5-8	
	27	Ch 9 Insuring Your Health	
Nov.	1	Ch 9 , Chapter 10 Protecting Your Property	
	3	Ch 10	
	8	Ch. 11 Investment Planning	1
10	Ch. 11		
	15	Exam 3 Chapters 9,10,11	
	17	Thanksgiving Break	
	29	Ch. 12 Investing in Stocks and Bonds	
Dec.	1	Ch 12	
	6	Ch. 13 Investing in Mutual Funds and Real Estate	
	8	Ch 13	
12-16		Finals Week	
	13?	?Tuesday 8 – 9:50 a.m. Comprehensive Final Exam?	

NOTE: Final Exam has to be taken only when scheduled. No early Final Exam will be given.

There will be no extra credit. **Do not ask!** Attendance and assignments carry enough weight (15%) to help greatly improve your grade for the course and there is no reason why you do not get full credit.