COURSE TITLE: Personal Finance
COURSE NO.: BUSI 210
SECTION NO.: 2071
Niles rm. 129 Thursday evening: 6pm-9:10pm

CREDITS/CONTACTS:
Credit Hours: 3
Lecture hours/weekly: 3
Laboratory hours/weekly: 0
A-T hours/week: 0

INSTRUCTOR: Jeff Hungerford
Office Hours: By appointment
E-mail: jhungerford01@swmich.edu

PREREQUISITE: Minimum grade of C in READ 100 or satisfactory test score.

COURSE DESCRIPTION: Personal finance is the study of the process known as financial planning. Students will learn practical steps to take to evaluate where they are financially today, how to set and meet financial goals, and how to control their finances as opposed to having finances control them. Topics covered include the use of financial services, purchasing insurance, automobiles, homes and other major items, taxation, and planning for the future including career choices, family choices, and retirement. The course is designed to transfer into Ferris State as a Business elective.


NOTICE: The information in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. The instructor, however, reserves the right, acting within the policies and procedures of Southwestern Michigan College, to make changes in course content or instructional techniques.

HONESTY POLICY: Cheating or plagiarizing will absolutely not be tolerated at Southwestern Michigan College. Any student found cheating or plagiarizing material in any manner may be assigned a failing semester/session grade in this course. A second such incident while at SMC could result in the suspension or expulsion from the institution. A student found in violation of this section of the syllabus will not be allowed to drop this course. Additional detail regarding cheating and/or plagiarism may be found elsewhere in this syllabus.

PROFESSIONALISM POLICY: Students will be asked to present themselves in a positive and professional manner inside the classroom. The entire department will be requiring this of students in order to begin to prepare them for the workplace. Students should think of their classes like a job and instructors as their employer.

[TARDY] - Students will not be allowed in class after the start of class. It will be up to the instructors to allow them into class at a break.
[ATTIRE] – Students should refrain from wearing revealing or tight clothing, hats, or other attire that would not be allowed in a normal professional business setting.
CELL PHONES & PAGERS – All cell phones should be turned off or put on manner mode before entering the classroom. Absolutely no calls should be taken during class time.

VOCABULARY – Students should refrain from swearing or using unprofessional language in the classroom. Also, a professional vocabulary should be adopted and used in class as they progress in their college careers.

WEAPONS – No weapons should be brought to class.

OVERALL PROFESSIONALISM – Students should begin to adapt an overall professional demeanor and attitude.

METHOD OF INSTRUCTION: Personal Finance will require active participation by students in learning to apply principles of personal finance within collaborative peer groups in the classroom. Lecture, discussion, written assignments, quizzes and tests will be integral parts of instruction.

ONLINE RESOURCES:

- www.mhhe.com/kdh
- www.bankrate.com
- www.money.com
- www.moneycentral.msn.com
- www.kiplinger.com
- http://financialplan.about.com
- www.finance.cch.com
- www.finweb.com/financial-planning
- www.fool.com
- www.cfp.net
- www.mymoney.gov
- www.ftc.gov
- www.aarp.org/money/financial_planning
- www.consumeraction.gov

COURSE OUTCOMES: At the completion of this course, students will:

1. Students will learn the basic six steps in the financial planning process and why they should be followed in consecutive order.
2. Students will gain an appreciation of current events influencing their personal finances by reading about and reporting to the class on such events.
3. Students will learn how to work in groups by working on class projects involving the material covered in class.
4. Students will demonstrate a practical application of the theory learned in class by creating an individual financial plan.

EVALUATION: Upon completion of the course, the student will demonstrate achievement of the course outcomes by obtaining a minimum final grade of 70% as measured by the following assessment criteria.

EVALUATION METHOD: Point distribution of the final grade:

- Tests: 200
- Quizzes (10 of 12): 150
- Class Engagement: 100
- Financial Diary: 100
- Worksheets: 150
- Homework - Online: 200
- Final Exam: 100

Total: 1000

GRADING SCALE: The following grading scale is in effect for this course:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Points</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>93.4 – 100%</td>
<td>934-100</td>
<td>A</td>
</tr>
</tbody>
</table>

2
90 – 93.3%  900-933  A-
86.8 – 89.9%  868-899  B+
83.4 – 86.7%  834-876  B
80 – 83.3%  800-833  B-
76.8 – 79.9%  768-799  C+
73.4 – 76.7%  734-767  C
70 – 73.3%  700-733  C-
66.8 – 69.9%  668-699  D+
63.4 – 66.7%  634-668  D
60 – 63.3%  600-633  D-
0 – 59.9%  Less than 599  F

TESTS/QUIZZES:  Students are expected to take all scheduled quizzes and examinations with the class. Only those students who talk with the instructor and receive permission from the instructor PRIOR to the scheduled exam may be allowed to take a make up exam; however, this is at the sole discretion of the instructor, and only extreme emergencies will be considered. In accordance with College policy, the cumulative final exam must be taken with the rest of the class at the scheduled place and time, except for those students with special needs. **NOTE: If you are more than 20 minutes late to class on test day, you will not be permitted to take the test.**

NOTICE:  Representative student work will be used as a part of SMC’s on-going curriculum assessment program.

CLASS ENGAGEMENT:  Because the class meetings are collaborative learning opportunities, punctual attendance and active participation are integral aspects of the course. As is the case in business, unexcused absences, as well as punctuality, are major factors in the work ethic aspect of evaluation in this course. You may use email as a means of turning in assignments, should unpredictable circumstances prevent you from handing in the assignment personally. (I will utilize the date and time stamp from the email as a means of making sure that the assignment was turned in prior to class.) If you need to contact the instructor regarding an absence, be sure it is prior to the beginning of class.

PROJECTS:  Students will be covering very relevant data on day-to-day personal financial decisions. Students will be asked to prepare a personal financial diary and budget and fill in worksheets with personal information.

HOMEWORK:  Students will be asked to do online homework that will enhance the weekly information in the course. Much of this homework will be based on the student’s personal information, which will be kept confidential. However, since this is a “personal” finance class, the instructor feels that the homework will be critical in developing the skill set necessary to enable the student’s to perform the task in their “real lives.” Homework will not be accepted late.

EXTRA CREDIT:  You can earn extra credit by reporting to the class on a current event or topic happening in the world of personal finance. This will ensure that you are kept up to date on what is happening with personal finance topics on a regular basis. You should select an article not more than 30 days old from any periodical or website. It should relate to one of the following personal finance topics:

- Financial Planning
- Budgeting
- Taxes
- Savings Plans
- Checking Accounts
- Consumer Credit
- Insurance
- Investments
- Retirement Planning
- Estate Planning
- Housing and Mortgages

You will write a short report on the article using the format supplied via Moodle. You will be given up to 10 points for each article

OTHER COURSE
EXPECTATIONS: Students are expected to have read the assigned material and completed any written assignments prior to the class meetings as outlined in the Course Assignments. Each student is responsible for material and assignments in classes missed due to absence. Therefore, it is suggested that the appropriate lecture notes and handouts be secured from another student who attended the class.

Canceled class: On occasion, classes may be canceled due to inclement weather, instructor illness, or some other reason. In such cases, the assigned work for that class will be due for the next regularly scheduled class meeting. Please check your SMC Wired email for updates on class cancellations.

Student counseling: Students who are experiencing difficulty with the course of specific concepts introduced in the course should meet as soon as possible with the instructor by appointment. Tutoring is also available.

ACCEPTABLE USE OF PERSONAL COMMUNICATION TECHNOLOGY: All phones, iPods, Black Berries, palm pilots, pagers, laptops and other technological devices including devices capable of taking photographs must be turned off or placed on vibrate mode and may not be brought out during class. If you are expecting or receiving an urgent call, you are required to leave the classroom before answering. Violation of this policy will result in your removal from the classroom for the class period. Multiple violations of this policy will be referred to the appropriate dean for disciplinary action. Further details or ramifications of violations may be found elsewhere in this syllabus. The instructor has the right to modify this policy to meet the needs of your course.
# Personal Finance 210
## Schedule of Activities

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Chapter</th>
<th>Assignment</th>
</tr>
</thead>
</table>
| 11   | Sep 8  | Chapter 1 – Understanding The Financial Planning Process  
Quiz #1 | Read Chapter 1  
Homework Online – Ch. 1  
Worksheet 1.1 |
| 2    | Sep 15 | Chapter #2 – Developing Your Financial Statements and Plans  
Quiz #2 | Read Chapter 2  
Homework Online – Ch. 1  
Worksheets 2.1 – 2.4 |
| 3    | Sep 22 | Chapter #3 – Preparing Your Taxes  
Quiz #3 | Read Chapter 3  
Homework Online – Ch. 3  
Worksheets 3.1 – 3.2 |
| 4    | Sep 29 | Chapter #4 – Managing Your Cash and Savings  
Quiz #4 | Read Chapter 4  
Homework Online – Ch. 4  
Worksheet 4.1 |
| 5    | Oct 6  | Examination #1 – Chapters 1-4  
Chapter #5 – Making Automobile and Housing Decisions  
Quiz #5 | Read Chapter 5 |
| 6    | Oct 13 | Chapters #6&7 – Using Credit and Consumer Loans  
Quiz #6 | Homework Online – Ch. 5  
Worksheets 5.1 – 5.4  
Read Chapters 6 & 7 |
| 7    | Oct 20 | Chapter 8 – Insuring Your Life  
Quiz #7 | Homework Online – Chs. 6&7  
Worksheets 6.1, 7.1, 7.2  
Read Chapter 8 |
| 8    | Oct 27 | Examination #2 – Chapters 5-8 | Homework Online – Ch. 8  
Worksheet 8.1 |
| 9    | Nov 3  | Chapter #9 – Insuring Your Health  
Quiz #8 | Read Chapter 9  
Homework Online – Ch. 9  
Worksheets 9.1-9.2 |
| 10   | Nov 10 | Chapter #10 – Protecting Your Property  
Quiz #9 | Read Chapter 10  
Homework Online – Ch. 10 |
| 11   | Nov 17 | Chapter #11 – Investment Planning  
Quiz #10 | Read Chapter 11  
Homework Online – Ch. 11  
Worksheets 11.1-11.2 |
| 12   | Nov 24 | Thanksgiving! | Read Chapter 12  
Homework Online – Ch. 12 |
| 13   | Dec 1  | Chapter #12 – Investing in Stocks and Bonds  
Chapter 13 – Investing in Mutual Funds and Real Estate  
Quiz #11 | Read Chapter 13  
Homework Online – Ch. 13 |
| 14   | Dec 8  | Chapters #14 & 15 – Planning for Retirement and Estate Planning  
Quiz #12 | Read Chapters 14&15  
Homework Online – Chs. 14&15  
Worksheets 14.1, 15.1, 15.2 |
| 15 Dec 15 | Final Examination |