Course Syllabus
Personal Finance – FIN110
Spring 2022

Instructor: Ms. Susie Cunningham
Email: scunningham@bsu.edu
Office: Elliott 007
Classrooms: BU215 & BU219

Office Hours:
Mondays: Noon – 1:00 p.m. (in Elliott 007)
4:00 – 5:00 p.m. (BU215)
7:00 p.m. – 9:00 p.m. (Via Zoom)

Tuesdays: Noon – 1:00 p.m. (in Elliott 007)
3:00 – 4:00 p.m. (in BU215)

Wednesdays: Noon – 1:00 p.m. (in Elliott 007)
4:00 – 5:00 p.m. (BU215)

Fridays: Noon – 2:00 p.m. (in Elliott 007)
4:00 – 5:00 p.m. (BU215)

Other times for Office Hours may be arranged by appointment.
Can also email me at any time.

Description:
This course is an introduction to personal finance. The fundamental principles of general business and related economic concepts are considered from the consumer’s point of view. General fundamental principles of business, consumer buying, use of credit, banking, insurance, investments, tax concepts, and budgeting will be introduced. (Dual credit may be earned for this course for FIN 110.)

Text: Introduction to Personal Finance, Grable and Palmer, Wiley, 2019

Course Methodology:
Course methodology will include hands-on activities, lectures, outside readings, outside speakers, classroom discussion, and homework projects. Students will perform calculations and prepare statements using the EXCEL computer software.

Student Evaluation:
There will be 3 tests, 7 homework assignments/group programming projects, and a major final analysis project.
Method of Grading:
Grades will be based on a point system.

<table>
<thead>
<tr>
<th></th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tests 1 – 3</td>
<td>150</td>
</tr>
<tr>
<td>Final Project</td>
<td>100</td>
</tr>
<tr>
<td>Homework Assignments</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>350</strong></td>
</tr>
</tbody>
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Accumulated totals are then distributed into letter grades as follows:

- **A** (93% - 100%)
- **A-** (90% - 92.9%)
- **B+** (87% - 89.9%)
- **B** (84% - 86.9%)
- **B-** (80% - 83.9%)
- **C+** (77% - 79.9%)
- **C** (73% - 76.9%)
- **C-** (70% - 72.9%)
- **D** (69% and below)

Classroom Policies:

**Homework Assignments**: Homework assignments must be turned in by the due date. Assignments may be turned in earlier than the due date. Any late homework will result in a reduced grade. (25% off for each day late.) Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday all count as days. A timeframe for a day constitutes from 12:01 a.m. – Midnight.

**Absence prior to due Date**: Missing class (excused or not) prior to a test, or other due dates for homework assignments does not exempt the student from preparing and taking the test and/or submitting the required homework assignment on the due date. Exceptions may be granted in advance of class time and must be discussed with the instructor.

**Tardiness**: Students arriving more than 5 minutes late to class are marked tardy. Students arriving 20+ minutes late will be marked absent. A student sleeping in class will be counted as an absence.

**Academic Dishonesty**: (Refer to the Indiana Academy Handbook.) In the event, a student turns in a homework assignment or test that was not originally written by the student, the homework or test will fall under the category of plagiarism. This will be considered a serious offense. Students will be allowed to ask for help from other students if they are working on a preannounce group project.

If a student does turn in homework assignment or project that was obtained from the Internet, the student must put in the internet source, otherwise this will be considered under the category of plagiarism.

Furthermore, if a student does a homework assignment for another student, the student “knowingly permitting one’s work to be submitted by another person as if it were the submitter’s original work” will also be penalized.

Penalties will be assessed in accordance to the Indiana Academy Handbook.

**Communication**:

The best way to communicate with me is through email at scunningham@bsu.edu. My phone dings when I receive an email and I can answer back via email through my phone. Generally, I do answer back almost immediately during work hours (unless I am teaching a course or on my way to class). I will always respond back within 24 hours. (This does include the weekends.) Generally, I am more available late at night. Office hours will be posted

**Diversity and Inclusion**:
Ball State University aspires to be a university that attracts and retains a diverse faculty, staff, and student body. We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse as expressed in our Beneficence Pledge and through university resources found at http://cms.bsu.edu/campuslife-multiculturalcenter.

Accommodations:

If you need course adaptations or accommodations because of a disability, please contact me as soon as possible. Ball State’s Disability Services office coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu.

Canvas Accessibility:

Canvas provides a user experience that is easy, simple, and intuitive. Special attention has been paid to making Canvas screen-readable. The Rich Content Editor encourages users to create accessible content pages (i.e. text formatting is accomplished using styles). Canvas is designed to allow limited customization of colors and schemes to be accessible for all users. The National Federation of the Blind granted Canvas the Gold Level Web Certification in 2010.

Find more information by visiting the Canvas Voluntary Product Accessibility Template (VPAT). https://community.canvaslms.com/t5/Accessibility/Accessibility-within-Canvas/ba-p/261501

Indiana Academy Mask Policy:

The Indiana Academy will follow Ball State University’s mask policy (see Section IV). Based on current CDC guidance recommending the wearing of face masks for all people—regardless of vaccination status—in public indoor settings in communities where the rate of coronavirus transmission is high or substantial, all employees, students, and campus visitors are required to wear a mask while inside any University building. This requirement is effective on August 9, 2022. Fully vaccinated people are not required to wear masks outdoors.

Individuals who are not fully vaccinated for COVID-19 are required to wear face masks while inside campus buildings and outside when physical distancing cannot be maintained.

If a student declines to wear a face mask as required, the student will be referred to the Director of Academic Affairs or the Director of Residential Affairs. If the situation occurs in a classroom or other academic setting, it is considered a classroom management issue, and the teacher will remind the student of the requirement and give the student a chance to comply with it prior to referring the matter to the Director of Academic Affairs or the Director of Residential Affairs. Wearing masks is crucial to preventing the spread of COVID-19 to others.

Class Participation: Unless instructed otherwise, students need to be working on items relating to the classroom homework/topic during the class time.

Indiana Academy Unexcused Absence Policy

It is the policy of the Indiana Academy that any absence from class is unexcused, except for illness, death in the family, college or school-related activities, and extenuating circumstances. When a student is absent from a class, the instructor reports the student absence to the Faculty Attendance Coordinator in the Office of Academic Affairs.
Unless the absence is excused by a school official, it is considered unexcused. The decision as to whether an absence is excused is not determined by the instructor.

The student is expected to attend every class. The student is allowed one unexcused absence without penalty. Each additional unexcused absence will be penalized as follows: Unexcused absence (1) = 1-point subtraction from final grade. Unexcused absence (2) = 3-point subtraction from final grade. Unexcused absence (3) = 5-point subtraction from final grade. (For example, if you have an 89 final average with (3) unexcused absences your final grade will be 84). Four (4) or more unexcused absences will lead to academic and residential consequences beyond the scope of this class determined by the Office of Academic Affairs (i.e., residential groundings, parent/principal conference, and/or detention).

Any minor assignment/test/project/presentation missed due to an unexcused absence will be handled according to the late work policy of this class. A student will be given an opportunity to retake any missed assignment/test/project/presentation worth more than 20% of the final grade but will be docked a full letter grade as a result.
Tentative Class Activity and Assignments

Personal Finance – FIN110

Classes will be on Mondays, Wednesdays, and Fridays

Foundations of Financial Planning:

**Week of January 3, 2022:**
An introduction to the foundations of financial planning will be presented. Students will learn the basic concepts of finances and an emphasis of why the students should study the area of finance, the impact of future financial decisions, and the overall importance of learning these basic concepts. A discussion will be presented on the impact of personal financial decisions and the present global economy.

Students will be introduced to the concept of developing a personal finance plan.
Introduction to balance sheet statements, income statements, and using a cash budget will be presented.

Complete reading assignment: Chapters #1&2
HW #1 (5 pts.) will be due on January 5, 2022. (Personal Goals for 5, 10, 15+ years)

**Week of January 10, 2022:**
Students will learn the building blocks of beginning their financial journey.
They will begin work on creating balance sheet statements, income statements, and creating a cash budget based on a given case study.

HW #2 (10 pts.) will be due on January 14, 2022. (Balance Sheet and Income Statement)

Complete reading assignment: Chapter #3

**Week of January 17, 2022:**
No classes on Martin Luther King, Jr. Day.
Students will be introduced to the basics of preparing taxes.

Complete reading assignment: Chapter #4

**Week of January 24, 2022:**
Continuation of the basics of preparing taxes for federal and state of Indiana.
Students will be work on homework of preparing basic taxes.

HW #3 (20 pts.) will due on January 26, 2022. (Preparing Taxes)

Will review class material over Chapters #1 – 4 – Friday, January 28, 2022

**Week of January 31, 2022:**

**Test #1 (Multiple choice and short answer/50 pts.) – January 31, 2022**
(Chapters #1 – 4)

**Managing Basic Assets:**
Students will be introduced to basics concept of using cash, a checking account/debit card and reconciling a statement, a savings account, a money market account, mutual funds, certificate of deposit, U.S. Treasury bills, and U.S. savings bonds. A class discussion will be presented on how safe is one’s money by using these asset tools.

Complete reading assignment: Chapter #5

**Weeks of February 7th and 14th, 2022:**
(Extended weekend is on Monday, February 7th.)
Students will be introduced to the concept of making large purchases such as a car and house.
Managing Credit:

Students will be introduced to the concept of when to use credit and how to manage credit. Students will also learn about the credit bureaus and how to read a credit report.

HW #4 (15 pts.) will due on February 18, 2022 (Recommendations for purchasing car, house, and loan options.)
Complete reading assignment: Chapter #6

Managing Insurance:

**Week of February 21, 2022:**
Students will be introduced to the basic concepts of insurance. Various insurance policies will be discussed. Students will learn the difference between whole life, term, universal life, and group life insurances.

Complete reading assignment: Chapter #9

**Week of February 28, 2022:**
Students will be introduced to the importance of health insurance coverage. Students will learn about individual and group health insurance policies, Medicaid and Medicare policies, and Workers’ Compensation Insurance.

HW #5 (15 pts.) will due on March 2, 2022. (Recommendations based on BSU Health options.)

**Week of March 7, 2022:**
Spring Break!

**Week of March 14, 2022:**
Students will be introduced to the basic principles of property insurance. Students will learn the importance of homeowners, renters, and car insurance.

HW #6 (15 pts.) will due on March 18, 2022. (Recommendations for various insurance options.)

**Week of March 21, 2022:**
Will review class material over Chapters #5, 6, & 9.
**Test #2 (Multiple choice and short answer/50 pts.) – March 23, 2022**

Students will be introduced to the basic principles of planning for retirement

Planning for Retirement:

**Week of March 28, 2022:**
Students will be introduced to the basic principles of planning for retirement, the importance of setting up a will and living will. Other topics to be discussed will include setting up a will vs a trust, calculating estate taxes, funeral expenses.

Complete reading assignment: Chapter #10

Managing Investments:

**Week of April 4, 2022:**
Students will be introduced to the basic principles of the securities market. Students will be asked to investigate/study historical trends. A class discussion on online trading and the effects will be presented.

Complete reading assignment: Chapter #7

**Week of April 11, 2022:**
(Extended weekend on Friday - Monday.)
Students will continue investigating other investments instruments, such as bonds and mutual funds.

Complete reading assignment:  Chapter #8

**Week of April 18, 2022:**
HW #7 (20 pts.) will be due on April 25, 2022. (Buying and selling stocks)
Will review class material over Chapters #7, 8, &10
Groups will start on their final major analysis project.

**Week of April 25, 2022:**
Test #3 (Multiple choice and short answer/50 pts.) – April 25, 2022
Groups will continue working on their final major analysis project.

**Week May 2, 2022:**
Final major analysis project (group project) for class will be presented during the last week of class. (100 pts.)
All projects are due by May 2, 2022!!