

**EASTERN WYOMING COLLEGE**  
**Business Administration**

COURSE NAME .....	Personal Finance
COURSE NUMBER .....	BADM 1030
CREDIT .....	3 credits
SEMESTER .....	Fall 2013
LOCATION .....	online delivery
INSTRUCTOR .....	Jennifer Minks
OFFICE LOCATION .....	TEB 261
OFFICE HOURS .....	MF 1-2pm, TTh 9-10am, W 11-noon & by appointment
TELEPHONE NUMBER .....	532-8285 (Office)
EMAIL ADDRESS.....	jminks@ewcmail.wy.edu

**COURSE DESCRIPTION**

This is an introductory course in managing personal finances. Topics covered include financial planning, managing taxes, managing cash, use of credit, risk management and investments. Considerable emphasis is placed on insurance and the basics of investing.

**COURSE RATIONALE**

BADM 1030 is generally taken by students enrolled in vocational programs and working toward an Associate of Applied Science Degree. It is not intended for the student who plans to transfer to another school and complete a bachelor's degree.

**COURSE OBJECTIVES**

After successfully completing this course, the student should be able to:

- Understand the foundations of financial planning
  - Understand the financial planning process
  - Develop financial statements and plans
  - Prepare taxes
- Manage basic assets including cash and savings
- Manage insurance needs
  - Life insurance
  - Health insurance
  - Property insurance
- Manage investments
  - Planning
  - Stocks, bonds, mutual funds, real estate
- Retirement planning

## **REQUIRED TEXTBOOK/COURSE WEB SITE**

- PFIN2 by Gitman/Joehnk/Billingsley: 2<sup>nd</sup> edition, 4LTRPress/Cengage, ISBN 978-14-111- 82201-9
- CourseMate printed access card (Course Key: CM-9781111864064-0000178)

## **EXPECTED STUDENT OUTCOMES**

Eastern Wyoming College expects that its graduates will have an educational foundation that prepares them for a complex and rapidly changing world. The curriculums offered will allow the development of general education competencies necessary for participation in society as well as the development of specialized knowledge necessary within a given discipline. Every EWC graduate will have demonstrated competencies in these five general education areas.

- Communication Skills: Graduates will be able to understand and communicate ideas and information in written and spoken English that reveals a mastery of terminology appropriate to their disciplines.
- Analytical and Quantitative Reasoning: Graduates will be able to solve problems through critical thinking involving analytical and quantitative reasoning at a level appropriate to their disciplines.
- Technology Skills: Graduates will be able to demonstrate competence using technology appropriate to their disciplines.
- Social Awareness: Graduates will be able to demonstrate an awareness of the relationship between the individual and the world.
- Information Literacy: Graduates will be able to locate, evaluate, and use information effectively.

## **ADA ACCOMMODATIONS**

Eastern Wyoming College is committed to providing reasonable accommodations for qualified individuals with disabilities. If a student has a disability and desires a reasonable accommodation for such disability, the student should contact Mrs. Debra Ochsner (532-8238) as soon as possible so that arrangements may be made.

## **WITHDRAWAL POLICY**

Withdrawal from the course must be initiated by the student following procedures in the current EWC GENERAL CATALOG. A student withdrawn from a course on or before the school's official last day to drop classes will receive a grade of W (Withdrawal). A student who is withdrawn after the official last day to drop will receive a grade of F except in an emergency.

## GRADING CRITERIA

Your final grade will be a reflection of your performance in four areas, with percentages allocated *approximately* as follows:

	<u>Percentage</u>	<u>Points</u>
Quizzes (4)	20	100
Homework Assignments	20	100
Other Assignments	30	150
Goof-Proof Project	25	125
Final	5	25
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	100%	500

<b>Grading Scale (%)</b>	
A	90-100%
B	80-89
C	70-79
D	60-69
F	Below 60

## ATTENDANCE POLICY

A student at Eastern Wyoming College is expected to attend all sessions of each course in which the student is enrolled. Active participation in all scheduled learning activities is essential for the student to satisfactorily achieve the educational objectives of any course; therefore, an instructor is authorized to withdraw a student from a course whenever the student has failed to complete 2 consecutive units of the course and/or not checked into the course for a period of two full weeks.

## CLASS PREPARATION

- It is essential that you carefully read assigned chapters to gain maximum benefit from the class. Your success on the quizzes and final grade will depend upon this.
- **Homework and other assignments will not be accepted late.**
- All chapters have “Financial Planning Exercises” at the end. Not all will be assigned as homework, but it is highly recommended that you review all exercises.

## GOOF-PROOF PROJECT

This project provides an opportunity to gain a better understanding of personal finance in an area that interests the student. You will receive further information on this project later in the semester. The completed project is due **Monday, December 9<sup>th</sup> by 10 pm.**

## **ACADEMIC DISHONESTY POLICY**

Academic dishonesty is not tolerated. Dishonesty includes plagiarism, cheating and any conscious act by a student that gives him or her undue advantage over fellow students.

Plagiarism: Copying or using the ideas of another without giving proper credit through the use of quotation marks, footnotes, or other forms of reference.

Cheating: Making unauthorized use of answers to examinations, tests, quizzes, in-class work, or homework assignments, as well as copying from fellow students or submitting work that has been done by someone else. This includes submitting the same computer file under different student names—do your own.

Students shall complete all assigned course work individually unless otherwise indicated. Academic dishonesty of any kind shall result in a score of zero on the assignment or examination and may result in withdrawal from the course or a grade of F, as the instructor deems appropriate. In addition, the instructor may refer the student to the appropriate EWC official for further discipline.

<b>Tentative Course Schedule</b>	
Week 1 Aug 27	Introduction/ Orientation Chapter 1 Understanding the Financial Planning Process
Week 2 Sept 3	Chapter 2 Developing Your Financial Statements and Plans
Week 3 Sept 9	Chapter 3 Preparing Your Taxes Start Goof-Proof project
Week 4 Sept 16	Review <b>Quiz 1 – Chapters 1-3</b>
Week 5 Sept 23	Chapter 4 Managing Your Cash and Savings Chapter 5 Making Automobile and Housing Decisions
Week 6 Sept 30	Chapter 5 Chapter 6 Using Credit
Week 7 Oct 7	Review <b>Quiz 2 – Chapters 4-6</b>
Week 8 Oct 14	Chapter 8 Insuring Your Life <i>Fall Break Thursday and Friday</i>
Week 9 Oct 21	Chapter 9 Insuring Your Health Chapter 10 Protecting Your Property
Week 10 Oct 28	Review <b>Quiz 3 – Chapters 8-10</b>
Week 11 Nov 4	Chapter 11 Investment Planning
Week 12 Nov 11	Chapter 12 Investing in Stocks & Bonds
Week 13 Nov 18	Chapter 13 Investing in Mutual Funds, Exchange-Traded Funds, & Real Estate Review
Week 14 Nov 25	<b>Quiz 4 – Chapters 11-13</b> <i>Thanksgiving Break Wednesday, Thursday, and Friday</i>
Week 15 Dec 2	Chapter 14 Planning for Retirement Review
Week 16 Dec 9	<b>FINAL EXAM – Chapter 14 only</b>

## **HOMEWORK**

<b>Chapter</b>	<b>Financial Planning Exercises</b>	<b>Points</b>	<b>Assignment</b>	<b>Points</b>
1	2 – Worksheet 1.1	10		
2	None		Financial Statements	50
3	1	10	IRS website	15
4	None		Bank Reconciliation	25
5	2 – Worksheet 5.1, 5 – Worksheet 5.2	20		
6	None		Credit Report	20
8	1 – Worksheet 8.1	10		
9	1 – Worksheet 9.1	10		
10	None		Smart Sites	20
11	1 – Worksheet 11.1	10	Investor Education	20
12	5	10		
13	1, 2	10		
14	1	10		

## **DISCLAIMER**

The instructor reserves the right, acting within the policies and procedures of EWC, to make changes in the course schedule or activities. The instructor reserves the right to change the grading structure based on changes in the course schedule or activities. All changes will be announced in class.