COURSE TITLE & NUMBER: BU241, Personal Finance - 3 credit hours

CLASS MEETING TIME & LOCATION: A: 12:30 pm - 1:50 pm, Tuesday/Thursday, Cremer 415
   B: 2:00 pm – 3:20 pm, Tuesday/Thursday, Cremer 415
   C: 9:30 am – 10:50 am, Tuesday/Thursday, Cremer 516

PREREQUISITE: None

HELPFUL SKILLS: The following skills/knowledge will make this class a little easier:
   1. Ability to use Excel at a basic level (including formulas)
   2. Life Goals: part of this course will require you to write down your short-term and long-term life goals. These are critical to help you plan and understand your financial needs as you move forward in life.
   3. Ability to do valid internet research. Some of your assignments will require you to complete and report on these results.

INSTRUCTOR: Dr. Michael Lane, Cremer 411
   Telephone: 620 341-5363 (office)
   E-mail: mlane@emporia.edu
   Office Hours: Wednesdays, 10:30 AM – Noon; Tuesdays and Thursdays 10:50 – 11:50 A.M.; 3:20 – 4:50 P.M. and by appointment


SCHOOL OF BUSINESS MISSION: The School of Business prepares a diverse student body for successful careers by offering high-quality professional business programs in a student-centered learning environment. As a teaching institution enriched by management practice-related and pedagogical scholarship and service, the School primarily serves undergraduate students while offering strategically-focused graduate programs.

INFORMATION & ASSIGNMENTS: Information and assignments for this course can be found on our course management system called “Blackboard.” You can access Blackboard from Buzz-IN. You should check Blackboard at least twice each week before classes as there may be handouts uploaded for you.

COURSE DESCRIPTION: This course is a general education course and is concerned with the important personal financial choices that individuals must make regardless of their chosen path in life. Areas of study include personal financial planning and managing, purchasing, insuring, investing, protecting, and controlling financial resources.

COURSE GOALS: The primary goal of this course is to enhance your understanding of personal finance. Upon completing of the course, the student should be able to:
   1) Understand how personal financial choices influence individual and family lives.
   2) Prepare a budget or financial plan consistent with short-term and long-term financial goals.
   3) Complete a simple 1040 form and understand basic tax issues that affect the amount of tax that you pay.
   4) Select appropriate bank services to meet your needs.
5) Understand the fundamentals of borrowing and how to obtain and use credit.
6) Analyze your housing needs and determine whether it would be best to rent or own your own home.
7) Understand the financial impact of owning an automobile.
8) Analyze your insurance needs and determine the kinds of insurance needed to cover your risks.
9) Evaluate (at a basic level) and compare stocks, bonds, and mutual funds as types of investments.
10) Analyze issues involved in preparing for changes throughout one’s life (marriage, children, divorce, retirement, unemployment).

COURSE EVALUATION:
All assignments will be due on the due date. Late assignments will be penalized at 20% per day (including weekends.)

All graded elements will be assigned points. Points will vary depending on the complexity and length of the assignments, exam, etc. In most instances, grading will be completed by utilizing a rubric each student will be given at the time the assignment is announced. Final grades will be determined using the following scale:

<table>
<thead>
<tr>
<th>Grading Scale:</th>
<th>90-100% = A</th>
<th>80-89% = B</th>
<th>70-79% = C</th>
<th>60-69% = D</th>
<th>Below 60% = F</th>
</tr>
</thead>
</table>

Your grade will be determined by the percent of points accumulated from the following:
- Exams (2 exams and a final) 350 39%
- Quizzes (5 best of 6) 100 11%
- Chapter Problems 100 11%
- Assignments and Projects 250 28%
- Attendance/Participation 90 10%
- Syllabus Quiz 10 1%

900 100%

Makeup of regular scheduled exams will be allowed (time set by your instructor) only if the instructor is notified in advance of a student's absence and then only if the absence is considered excused. If you are unable to notify the instructor in advance, then notify the instructor as soon as possible.

ATTENDANCE POLICY:
Attendance Requirements: Regular class attendance is crucial to the development of a student's knowledge and skills. Student evaluation is based upon both active class participation and upon completed projects, thus student evaluation will be affected by class attendance.

Students are expected to conduct themselves in a manner that produces the best learning environment for all. Electronic devices must be turned off. If needed for “on call or emergency contact” situations, they should be set to vibrate so that they will not interrupt the class. During exams and quizzes, any electronic devices that need to remain on will be left with the instructor.

WITHDRAWAL POLICY:
The instructor may initiate a withdrawal for excessive student absences. Students who decide to withdraw and receive an automatic "W" must complete the formal withdrawal procedure by Wednesday March 28, 2012. After that date, a student may not withdraw from the class nor may the instructor assign a "W". Students
admitted to the School of Business must have a minimum GPA of 2.35 to graduate and also a minimum GPA of 2.35 in the School of Business Core Curriculum courses.

**ACADEMIC DISHONESTY:**
At Emporia State University, academic dishonesty is a basis for disciplinary action. Academic dishonesty includes but is not limited to activities such as cheating and plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the source or sources.) The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question and may refer the case to other academic personnel for further action. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university. Cheating and plagiarism will not be tolerated. You are encouraged to share your knowledge and experience with your fellow students; however, the final product of exams and assessments are meant to be individual efforts and those that are not may be punished by failure (score of zero) on that assignment and referral to the appropriate University offices.

**DISABLED STUDENT POLICY:**
Please contact the instructor immediately if (1) you have or think you have a disability or medical condition which may affect your performance, attendance, or grades in this class and for which you wish to discuss accommodations of class related activities or schedules, (2) you may require medical attention during class, or (3) you may need special emergency evacuation preparations of procedures. Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, the Office of Disability Services, and the professor will be strictly confidential. Contact the Office of Disability Services and Non-Traditional Student Programs at Room 211 S. Morse Hall, 620/341-6637 Voice, 620/341-6646 TTY, or via e-mail disabser@emporia.edu. Accommodations are provided on an individualized, as-needed basis after needs and circumstances have been evaluated.

**Tentative Discussion Schedule**
**Personal Finance**  
**Spring 2012**

**NOTE:** Unforeseen circumstances and/or instructor discretion may cause changes in the following sequence and content.

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>January 12</td>
<td>Course Overview, Syllabus, Expectations</td>
</tr>
<tr>
<td>January 17</td>
<td>Chapter 2 “Financial Planning Overview”</td>
</tr>
<tr>
<td>January 19</td>
<td>Chapter 2 “Financial Planning Overview”</td>
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<tr>
<td>January 24</td>
<td>Chapter 1 “The Value of Money”</td>
</tr>
<tr>
<td>January 26</td>
<td>Chapter 1 “The Value of Money”</td>
</tr>
<tr>
<td>January 31</td>
<td>Chapter 5 “Spending Wisely”</td>
</tr>
<tr>
<td>February 2</td>
<td>Chapter 5 “Spending Wisely”</td>
</tr>
<tr>
<td>February 7</td>
<td>Chapter 4 “Manage Your Credit”</td>
</tr>
<tr>
<td>February 9</td>
<td>Chapter 4 “Manage Your Credit”</td>
</tr>
</tbody>
</table>
February 14  Chapter 3 “Housing”
February 16  Chapter 3 “Housing”
February 21  **Exam – Chapters 1 – 5 (100 Points)**
February 23  Chapter 11 “Investing”
February 28  Chapter 11 “Investing”
March 1  Chapter 12 “Stocks and Bonds”
March 6  Chapter 12 “Stocks and Bonds”
March 8  Chapter 13 “Mutual Funds”
March 13  Chapter 13 “Mutual Funds”
March 15  **Exam – Chapters 11 – 13 & 16 (100 Points)**
March 19 – 25  **Spring Break – Be Safe and Enjoy!**
March 27  Chapter 14 “Real Estate”
March 29  Chapter 14 “Real Estate”
April 3  Chapter 16 “Estate Planning”
April 5  Chapter 7 “Property & Casualty Insurance”
April 10  Chapter 7 “Property & Casualty Insurance”
April 12  Chapter 8 “Health and disability Insurance”
April 17  Chapter 8 “Health and disability Insurance”
April 19  Chapter 9 “Life Insurance”
April 24  Chapter 9 “Life Insurance”
April 26  Chapter 15 “Retirement Planning”
May 1  Chapter 15 “Retirement Planning”
May 3  Chapter 15 “Retirement Planning”

**Review for Final – To Be Scheduled**

**Final Exam (150 points)**

A: May 9 – 8:00 – 9:50 A.M.
B: May 8 – 3:10 – 5:00 P.M.
C: May 9 – 10:10 – 12:00 Noon