

## BA 218: PERSONAL FINANCIAL PLANNING (CRN 23714)

Three Credits / Meets T/R 10:00 a.m. to 11:20 a.m. / Santiam Hall, Room 209  
Linn-Benton Community College – Albany Campus - Fall 2016

<b>Instructor: Zen Parry</b>	<b>Office Hours:</b> Tuesday, Thursday
<b>Office:</b> Albany campus	Text, Online and by appointment
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### OPEN EDUCATION RESOURCES

For this class, there is no assigned textbook and all course content will be available on our Moodle page. We will access many class materials from internet sources including extensive Google searches. We will also build our own resource of materials found online to share with the class. One site to start with is this:

<http://search.ebscohost.com/login.aspx?authtype=custuid&custid=ns134741&profile=lirc>

This resource is paid for by the State of Oregon and is available to all residents. You log in with the name of your county as username. Password is: oregon

### USING EXCEL

Using Excel is a core requirement to develop your capstone project “Budget”. The Excel tutorial integrated into this course was selected from numerous tutorials for its clarity, quality, ease of use, and accessibility. The Goodwill Community Foundation (GCF) developed their Excel tutorial (as well as several others) and has made them publicly available for no charge. Anyone can access and view GCF tutorials at any time with no prior account established or registration necessary. <http://www.gcflearnfree.org/>

For free Office 2016 downloads, visit: [Office.com/GetOffice365](http://Office.com/GetOffice365)

An orientation of this element will be provided during the first day of class. You must have a version of Excel to use or be able to access Google Sheets as a version of Excel. Also check on the LBCC campus for available free versions of Microsoft Office 365.

**NOTE: Excel is not taught in this course. It is your responsibility to access tutorials and other available resources to develop your project accordingly.**

### PREREQUISITE

None. MTH 060 recommended

### COURSE DESCRIPTION

This course introduces essential concepts and skills required to effectively manage

money. Students will learn how to budget money, how to save or borrow money, how to interpret a credit score, and how to interpret and analyze other financial choices. In doing so, students will develop a range of mathematical skills that will allow them to model and solve problems applicable to personal finance.

### **COURSE OBJECTIVES**

Students will:

- Demonstrate an understanding the fundamentals of the financial planning process and associated vocabulary (e.g. credit scores, credit, bankruptcy).
- Develop budgets and calculate cash flows to meet current needs and future financial goals, and be able to increase or decrease expenditures by percentages in order to balance a personal budget.
- Solve problems involving interest rates and the time value of money (e.g. credit card debt, renting versus buying a home) and create and interpret associated graphs.
- Describe the social factors and consequences of financial events such as bankruptcy and poor retirement planning.
- Describe basic retirement vehicles such as social security, IRAs, Roth IRAs, and 401(k)s. Calculate saving rates and the associated returns to these vehicles.
- Evaluate the insurance choices available to consumers and use basic probability to explain the theory of actuarially fair insurance.

### **ATTENDANCE**

Commencing Week 3, there is an absolute 1% grade reduction for each unexplained absence. Additionally, a sixth absence shall result in an automatic course grade of “F” for material non-participation.

### **GRADING**

This class is graded “A” through “F”. Letter grades will be assigned according to the following table:

A	100 – 90%	B	89 – 80%
C	79 – 70%	D	69 – 60%
F Below 60%			

**Note:** Punctual, regular attendance is an essential element of your success in BA 218. Attendance will be taken on a regular basis and recorded in Moodle. Attendance is important because of the work time requires to complete a) an ongoing Group Financial Plan Project and b) an Individual Financial Plan Budget

for most of the course. Every absence diminishes the quality of the final presentations, and will also diminish the quality of your group's Financial Plan Presentation. Each student is expected to assume responsibility for his or her fair share of the Group Financial Plan Projects. Each student will complete an anonymous evaluation of his or her group peers contributions to various projects during Week 10. Since your peer evaluations count for 8% of your final grade for the Group Financial Plan Project, regular attendance and contributions are an imperative element of your success. **Students who will not be able to successfully complete this course should withdraw prior to the end of the seventh (7<sup>th</sup>) week of the term to avoid receiving a failing grade.**

**STUDENT EVALUATION**

Item	% of Final Grade	Notes
Participation in class	<b>10</b>	Sharing testimonials relating to syllabus topics (up to 3%), contributions to syllabus topics demonstrating initiative (7 opportunities available as Student Topic Presentations 1% each), sharing of resources (1%) and "tips" to support topics (2%), and presenting news items posted to forum (up to 3%)
Team Presentations – Assigned Questions	<b>20</b>	Syllabus (4 topics) + Debate event (1) 5 opportunities x 4% each = 20%
Individual written report on financial topics	<b>20</b>	Part Reflective writing - Part financial planning
Group Financial Plan Project	<b>30</b>	Financial Plan Summary = 8%, Group Presentation = 8%, Peer Evaluations = 8%. Teams organized Week 4
Individual financial BUDGET assignments	<b>20</b>	Built over 3 submissions with <u>final version graded</u> . This activity is guided by Moodle and 'Activity Completion' metrics. Version 1 and 2 with feedback and guidance. All submissions include reflective writing elements
Total	<b>100</b>	

## CLASS SCHEDULE AND TIMETABLE

WEEK	DAY	DATE	TOPICS COVERED & ASSIGNMENTS
1	Tuesday	27-Sep	Introductions & Course Orientation
	Thursday	29-Sep	BUDGETS: "Where does your money go?" <i>Budget #1 homework due 11:55pm Monday 3 Oct</i>
2	Tuesday	4-Oct	CREDIT: "Credit Scores and Credit Reports" & Student Topic Presentation A
	Thursday	6-Oct	CREDIT: "Credit Predators" <i>PPT Assigned Questions for Credit due 11:55pm Monday 10 Oct</i>
3	Tuesday	11-Oct	CREDIT: Team presentation #1 on assigned questions
	Thursday	13-Oct	RETIREMENT ACCOUNTS & 401K: "Different retirement account types and 401K" & Student Topic Presentation B
4	Tuesday	18-Oct	OTHER RETIREMENT INCOME SOURCES: "Alternative income sources" & Student Topic Presentation C <i>PPT Assigned Questions for Retirement Plans due 11:55pm Wednesday 19 Oct</i>
	Thursday	20-Oct	PLANNING FOR RETIREMENT: Team presentations #2 on assigned questions selected retirement plans <i>Teams (4 total) selected 4-5 members for Group Financial Plan</i>
5	Tuesday	25-Oct	AUTO BUDGETS: "What does your auto cost you?" & Student Topic Presentation D
	Thursday	27-Oct	REVIEW: Credit, Retirement, Alternative income sources, Auto costs, Budget #2 requirements <i>PPT Assigned Questions Auto Budgets due 11:55pm Mon 31 Oct</i> <i>Budget #2 due 11:55pm Mon 31 Oct</i>
6	Tuesday	1-Nov	AUTO BUDGETS: Team presentations #3 on auto budgets
	Thursday	3-Nov	MORTGAGES: "Buying your first house, building or property" & Student Topic Presentation E <i>PPT Assigned Questions Mortgages due 11:55pm Mon 7 Nov</i>
7	Tuesday	8-Nov	MORTGAGES: Team presentation #4 on mortgages
	Thursday	10-Nov	DEBT: "Debate – Paying off Student Debt of Saving for Retirement"

	Friday	11-Nov	College Closed for Veterans' Day Holiday
8	Tuesday	15-Nov	<b>BUDGETS ADVANCED: Individual (one-on-one) reviews for Budgets to prepare for final submissions</b>
	Thursday	17-Nov	<b>INSURANCE: "Why Why Why?" &amp; Student Topic Presentation F</b>
9	Tuesday	22-Nov	<b>INVESTING FOR THE FUTURE: "What does it take" &amp; Student Topic Presentation G</b>
	Thursday	24-Nov	<b>REVIEW: Syllabus topics to date; continue Group Financial Plan</b>
	<i>Printed copy of Group Financial Plan and Presentation due Thursday 24 Nov 3pm</i>		
	Friday	25-Nov	College Closed for Thanksgiving Holiday Break
10	Tuesday	29-Nov	<b>PRESENTATIONS: Group Financial Plan Assignments (2 teams)</b>
	Thursday	1-Dec	<b>PRESENTATIONS: Group Financial Plan Assignments (2 teams)</b>
	Thursday	8-Dec	<b>Budget #3 Homework due 11:55pm Thursday 8 Dec</b>

**PARTICIPATION IN CLASS & STUDENT TOPIC PRESENTATIONS (7 opportunities available to contribute towards 10%)**

**Ongoing Participation – Testimonials And Hints And Tips In Class**

**Ongoing News Articles – Posted To Forums**

**Student Topic Presentations (7) – Tue 4 Oct (A-Credit); Thu 13 Oct (B-Retirement); Tue 18 Oct (C-Other Sources); Tue 25 Oct (D-Auto); Thu 3 Nov (E-Mortgages); Thu 17 Nov (F-Insurance); Tue 22 Nov (G-Investing)**

- **"Participation in class"** is assessed by your willingness to take part in class discussions (contributing your perspectives from case study handouts; weighted from 0 – 3% of your final grade). **Offering a newsworthy item and posting to the course forum** is the opportunity to earn 1% out for each offering of the 10% total available for this category. **There is an absolute 1% grade reduction for each absence after Week 3. Additionally, a sixth absence shall result in an automatic course grade of "F" for material non-participation.**
- **"News Articles"** can be posted to our forums (some as whole class exercise with comments on at minimum 5 other classmates, some as topic specific forums in week blocks on Moodle, with minimum 5 other classmates comments). When presenting news article, provide your analysis and opinion as to why the news articles is relevant and engages discussion (don't just read the article!)

- **“Student Topic Presentations”** are ‘volunteer’ opportunities and interest driven with your expertise. If no volunteers, then a student will be assigned the task. The purpose of the opportunity is to give students an opportunity to develop professional quality presentation skills and demonstrate their learning and knowledge on that topic. Guidelines for the presentation will be provided. These experiences count towards your ‘Participation’ score.
  - Sequence of 7 Topics: Credit Score (A); Retirement Accounts and 401K (B); Other retirement income sources (C); Auto Budgets (D); Mortgages (E), Insurance (F); Investing for the Future (G)

**ASSIGNED QUESTION PRESENTATIONS PPTs (4) & DEBATE (1) (5 opps. x 4% ea. = 20%)**  
**Due 11:55pm On: Mon 10 Oct (Credit) – Wed 19 Oct (Retirement) – Mon 31 Oct (Auto)**  
**– Mon 7 Nov (Mortgages). Debate: Thu 10 Nov**

- You will be working in small 2-3 person teams to research and present on specific questions per topic/theme. These presentations are designed to improve your presentation skills and demonstrate your teamwork including collaboration, research and knowledge on a specific question. Your grades are calculated from Peer Evaluations during your presentation. This grading includes the Debate topic assigned during the course, with designated teams and roles to conduct the event.
  - Sequence of 4 Topics and due dates (total 4 x 4% = 16%): Credit Score (#1); Retirement Plans (#2); Auto Budgets (#3); Mortgages (#4)
  - Debate Topic (all involved = 4%): “Paying off Student Loans or Saving for Retirement”

**INDIVIDUAL WRITTEN REPORT ON FINANCIAL TOPICS (20%)**

**DUE 11:55pm MON 14 NOV**

- Individual work demonstrated in a single topic report on Mortgages including calculations, projections and interpretation of graphs and, explanation of the budget strategies decided upon to reach your goals. Guidelines for the paper will be provided, and will include an emphasis on reflective writing skills and financial analysis to support your topic. Academic standards required for this report as APA Style. Part of the grade on this assignment will be based on proper spelling, grammar, and punctuation. **Written assignments must be typed or word-processed, and double-spaced using a 12 pt. font (maximum). Margins should be no greater than 1”. Hand-written work will not be accepted. Minimum length of your paper: 1-2 pages.**

**GROUP FINANCIAL PLAN PROJECT (3 components x 8% ea. = 24%)**

**DUE 3pm THURSDAY 24 NOV - PRINT COPY & PPT**

**WEEK 10 - IN CLASS PRESENTATIONS**

- In the fourth week of the term, students in the class will be organized into groups of 4-5 students each for a total of 4 teams. Each group will **develop a financial plan** for a scenario (usually fictitious) and present the financial plan to

the class during Week 10 of the term. Group financial plan project work will account for 24% of each student's final grade for the course. Template for the Financial Plan will be provided. **A printed copy of each group's business plan is due on Thursday of Week 9 (before the Thanksgiving break).**

- Utilizing your newly acquired Excel skills from your Budget homework and tutorials, you will incorporate a minimum of at least one chart, and at least one graph into your financial plan. Completion of each main part of the template will closely follow your Instructor's presentation of related topics in class; before the associated portions of group work begins. Your group's Financial Plan Summary Report (hard copy) is worth 8% of each student's final grade.
- Each group's **financial plan presentation** will be made at the end of the term (Week 10) and should range from a minimum of 27 minutes to a maximum of 30 minutes. **All students in each group** will actively participate in the presentation. The members of the class will assess each presentation. Of the 24% available, up to 8% will be awarded to each group by the rest of the class in accordance with a list of presentation criteria. Within each group, up to 8% will be awarded to each group member via **peer evaluations** prepared by the members of each respective group. Peer evaluations will be prepared and submitted to the Instructor anonymously immediately following your financial plan presentation. The authorship of all peer evaluations will remain confidential

#### **INDIVIDUAL FINANCIAL BUDGET ASSIGNMENT**

**Budget 1- 11:55pm Mon 3 Oct**

**Budget 2 – 11:55pm Mon 31 Oct**

**Budget 3 – 11:55pm Thu 8 Dec**

- This assignment is built during the semester, commencing with basic information for Budget 1, developed goals for Budget 2 then a final detailed plan including syllabus topics for Budget 3. Examples of content for each submission are:
  - **Budget 1** – basic categories of spending and income, strategies and reflection on your relationship with money
  - **Budget 2** – develop clear goals (e.g. vacation, buy a home etc.) and design budget projections to achieve goals, avoid pitfalls and other known issues
  - **Budget 3** – advanced level of budgeting to include details on 'big ticket items' such as paying down student debt, planning for retirement, achieving short term goals, calculations, projections, strategies and analysis of decisions made in earlier submissions (e.g. should you refinance your house now, allocating discretionary funds for retirement plans, etc.)
  - **Budgets 1 and 2** are not graded but will receive feedback and one-on-one discussion. **Budget 3** cannot be submitted unless versions 1 and 2 are recorded by deadline.

#### **SPECIAL ACCOMMODATIONS:**

You should meet with your instructor during the first week of class if:

- You have a documented disability and need accommodations,
- Your instructor needs to know medical information about you, or
- You need special arrangements in the event of an emergency.

If you have not accessed services and think you may need them, please contact the LBCC Center for Accessibility Resources office at 541-917-4789.

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