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

**Three Credits / Meets T/TH 8:30am to 9:50am / Virtual**

**Linn-Benton Community College – VIRTUAL - Fall 2020**

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| **Instructor: Mindy Bean** | **Office Hours :** T/Th 10am-11am |
| **Office:** MKH 213 | Or by appointment via Email |
| **Email: beanm@linnbenton.edu** | |
| **Class Zoom Link:** [**https://linnbenton.zoom.us/j/91720291824**](https://linnbenton.zoom.us/j/91720291824) | |

**OPEN EDUCATION RESOURCES**

For this class, we will use an electronic Personal Finance text made available by the Saylor Academy: <https://www.saylor.org/site/textbooks/Personal%20Finance.pdf> We will access many class materials from internet sources including extensive Google searches. Students will also collect their own online resource materials to share with the class. All sources must be cited in all assignments.

**USING Excel**

Excel is a commonly used program in Personal Finance Management and many other fields. You may need to make use of this program throughout the course as you develop your Budget. There are excellent tutorials selected from numerous tutorials for 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 2019 downloads, visit: [Office 365 website](https://www.microsoft.com/en-us/education/students/default.aspx)<--LINK

You must have a version of Excel to use **or** be able to access Google Sheets as an Excel substitute. The use of a laptop or tablet in class is encouraged.

**NOTE: Excel is not taught in this course. It is your responsibility to access any necessary tutorials to develop your presentations accordingly.**

**PREREQUISITE**

None. MTH 075 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 of 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.

**PARTICIPATION**

Starting Tuesday October 6, 2020, there is an absolute 1% grade reduction for each unexcused absence (an absent = no work done on Moodle for each week). Additionally, a sixth absence shall result in an automatic course grade of “F” for material non-participation. Participation based on not turning in assignments or not doing presentations each week

**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 (doing assignments online) is an essential element of your success in BA 218.  Attendance will be taken on a regular basis. Attendance is important because of the work time required to complete A) Group Discussion on the core themes, and B) any in-class time allocated to Individual and Group Projects for most of the course.  Every absence diminishes the ability to participate in discussion and gain insight from the class and can also diminish the quality of your Financial Plan Presentation.

**STUDENT EVALUATION**

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| --- | --- | --- |
| Item | % of  Final Grade | Notes |
| Individual Student  Research & Presentations | **30** | One brief presentation (5-10 minutes) on one of 6 main themes assigned first come first choice on Oct 6th (20 points).  Last day of class: Summary presentation (2-3 minutes). Share insights gained on your most valuable lesson(s) learned, and biggest mistake(s) made (10 points). |
| Group discussion on Assigned Questions | **50** | Main themes: Budget, Credit Scores, Retirement Income & Planning, Auto Budgets, Home Buying & Mortgages, and Insurance. 5 topics @10 pts each (not including the topic you present on) |
| Individual written report on your choice of personal finance topic (other than budget and the one you choose for your presentation) | **30** | Reflective Writing/Financial Reporting (No word minimum as long as you convey your point, must include at least 1 graph). |
| Individual financial BUDGET assignments | **50** | Built over 3 submissions with the final version graded. Version 1 and 2 with feedback and guidance. All submissions include reflective writing elements. |
| Final Exam | **40** | Reflection on covered course material and correct use of financial vocabulary |
| Total | **200** |  |

**EXTRA CREDIT**

Students will be given one extra credit opportunity. Review and reflect on a Personal Financial Development book of choice. **Let the instructor know what book you will be reviewing on Oct 6th during class. If you choose not to select a book, no other extra credit opportunities will be offered. Choose to either write or speak (3 to 5 minutes) a summary of the book and reflect on how you will apply it to your life using SMART goals due Tuesday, November 24th. Worth up to 40 points.** Proper spelling, grammar and punctuation as well as citing sources will be considered as part of the grade on this assignment.

**\*\*\*\*\*ALL WORK DUE AT 8:30AM PST ON DUE DATES LISTED BELOW\*\*\*\*\***

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| **CLASS SCHEDULE AND TIMETABLE** | | | |
| **WEEK** | **DAY** | **DATE** | **TOPICS COVERED & ASSIGNMENTS** | |
| **1** | **Tuesday** | **Sept-29** | **Introductions & Course Orientation**  **Budgeting overview** | |
| **Thursday** | **Oct-1** | **BUDGETS: Chapters 1 and 5**  **Extra Credit book selection due**  **Selection on Presentation topic due** | |
|  | | | |
| **2** | **Tuesday** | **Oct-6** | **BUDGET 1 HOMEWORK DUE**  **BUDGETS: Chapters 1 and 5** | |
| **Thursday** | **Oct-8** | ***Presentations from those who choose BUDGET for their group presentation topic.***  **CREDIT: Chapter 7** | |
|  | | | |
| **3** | **Tuesday** | **Oct-13** | **Continue CREDIT: Chapter 7** | |
| **Thursday** | **Oct-15** | ***Presentations from those who choose CREDIT for their group presentation topic.***  **RETIREMENT INCOME & PLANNING: Chapter 11** | |
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| **4** | **Tuesday** | **Oct-20** | **Continue RETIREMENT INCOME & PLANNING: Chapter 11** | |
| **Thursday** | **Oct-22** | ***Presentations from those who choose RETIREMENT for their group presentation topic.***  **OTHER RETIREMENT INCOME SOURCES: “Alternative income sources” Social Security, annuities & employer pension plans** | |
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| **5** | **Tuesday** | **Oct-27** | **AUTO BUDGETS: Chapter 8** | |
| **Thursday** | **Oct-29** | ***Presentations from those who choose AUTO BUDGETS for their group presentation topic.*** | |
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| **6** | **Tuesday** | **Nov-3** | **HOME BUYING AND MORTGAGES: Chapter 9** | |
| **Thursday** | **Nov-5** | **Continue HOME BUYING AND MORTGAGES: Chapter 9** | |
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| **7** | **Tuesday** | **Nov-10** | **BUDGET 2 HOMEWORK DUE**  ***Presentations from those who choose HOME BUYING AND MORTGAGES for their group presentation topic.*** | |
| **Thursday** | **Nov-12** | **INSURANCE: Chapter 10** | |
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| **8** | **Tuesday** | **Nov-17** | **Continue INSURANCE: Chapter 10** | |
|  | **Thursday** | **Nov-19** | **INDIVIDUAL WRITING PROJECT DUE**  **Continue INSURANCE: Chapter 10** | |
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| **9** | **Tuesday** | **Nov-24** | ***Presentations from those who choose INSURANCE for their group presentation topic.***  **EXTRA CREDIT PRESENTATION OR PAPER DUE**  **After presentations in class work day (Budget development and individual reflection presentation)** | |
| **Thursday** | **Nov-26** | **THANKSGIVING - No School** | |
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| **10** | **Tuesday** | **Dec-1** | **BUDGET 3 HOMEWORK DUE**  **PRESENTATION: 2-3 minute verbal report on a) most valuable thing(s) you learned from this class, b) your biggest mistake(s) so far and c) how you plan to move forward in your personal financial planning**  **Last day to turn in late work.** | |
| **Thursday** | **Dec-3** | **PRESENTATION: If anyone was not able to go last class**  **Study Day for Final Exam** | |
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| **Final will be on Tuesday, Dec 8th from 7:30am to 9:20am** | | | |
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**TEAM RESEARCH & PRESENTATIONS: (One topic, chosen on Tues Oct 6th, 20 points= 10%) You will work in teams to create a short (5-10 min) Powerpoint on questions provided the week prior. Be sure to proofread for proper spelling, grammar and punctuation and cite sources as these will be taken into account on your grade.**

**Presentation dates: Thurs Oct 8th (Budgets) - Thurs Oct 15th (Credit Scores) – Thurs Oct 22nd (Retirement Planning) - Thurs Oct 29th (Auto Budgets) – TUES Nov 10th (Buying a Home & Mortgages) – TUES Nov 24th (Insurance)**

**Individual Summary Presentation (10 points = 5%): Tues Dec 1st 2-3 minute verbal report on a) most valuable thing(s) you learned from this class, b) your biggest mistake(s) so far and c) how you plan to move forward in your personal financial planning. Students are free to share lessons learned from personal experience on assigned topics or share related reports from a recent “Business News” source.**

**GROUP DISCUSSION ON TOPICS (5 topics @ 10 pts each = 25%)**

**Discussion start dates: Thurs Oct 1st (Budgets) - Wed Oct 9th (Credit Scores) – Wed Oct 16th (Retirement Planning) - Mon Oct 28th (Auto Budgets) – Mon Nov 4th (Buying a Home & Mortgages) – Mon Nov 18th (Insurance)**

**INDIVIDUAL WRITTEN REPORT ON PERSONAL FINANCE TOPIC OF YOUR CHOICE (15%)**

**DUE 8:30am Tues Nov 19th**

* Individual work demonstrated in a comparative report on the personal finance topic of your choice, (excluding Personal Budgeting and the topic you present on) including sample calculations, projections and at least one graph. Explain how your topic relates to your goals. Emphasis is on reflective writing skills and financial analysis to support the topic. 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. Hand-written work will not be accepted. No minimum length required as long as you get your point across. Submit hard copies in class, by email or Moodle. Always correctly cite sources.**

**INDIVIDUAL FINANCIAL BUDGET ASSIGNMENT (3 components = 25%)**

**Budget 1- Tues Oct 6th, Upload or attach on Moodle or Email**

**Budget 2 – Tues Nov 10th, Upload or attach on Moodle or Email**

**Budget 3 – Tues Dec 1st, Upload or attach on Moodle or Email**

* 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. Content to be included for each submission are:
* **Budget 1** – basic categories of spending and income, strategies and reflection on your relationship with money Remember that student loans are not income. Please, include how you are paying for school.
* **Budget 2** – develop clear SMART goals (e.g. vacation, buy a home etc.) and design budget projections to achieve goals, avoid pitfalls and other known issues. Include at least one graph or chart projecting your savings for this SMART goal. Let me know why you think it is hard to stick to a budget.
* **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, and/or allocate discretionary funds for retirement plans, etc.) Include what you have learned in the class and how your perspective on money has changed and how you will apply it to your life moving forward.
* **Budgets 1 and 2** are not graded, but will receive feedback. **Budget 3** cannot be submitted unless versions 1 and 2 are submitted and approved. If versions 1 and 2 are submitted late or not at all, the final budget can be turned in, but the grade will reflect the late submissions. Part of the grade on this assignment will be based on proper spelling, grammar, punctuation and citing sources.

**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.

**LBCC COMPREHENSIVE STATEMENT OF NONDISCRIMINATION**

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. (for further information: <http://po.linnbenton.edu/BPsandARs/> ).

**BASIC NEEDS STATEMENT**

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Roadrunner Resource Center for support (resources@linnbenton.edu , or visit [www.linnbenton.edu/RRC](http://www.linnbenton.edu/RRC) under Student Support for Current Students). This office can help students get connected to resources to help. Furthermore, please notify the professor if you are comfortable in doing so. This will enable me to provide any resources that I may possess.

**VETERANS**

Veterans and active duty military personnel with special circumstances are welcome and encouraged to communicate these, in advance if possible, the instructor.