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

**Three Credits / Meets T/R 8:30 to 9:50 am / MKH - 203**

**Linn-Benton Community College – Albany Campus - Fall 2018**

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| **Instructor: Chris Ruderman** | **Office Hours:** M: 1:00 -1:50 pm |
| **Office:** Albany campus | W: 12:00 – 12:50 pm F: after 1:30 pm by apt. |
| **Phone:** 541-917-4257 | **Email:** [rudermc@linnbenton.edu](mailto:rudermc@linnbenton.edu) |
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**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> Other course content is available on our Moodle page. 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.

**USING Excel & PowerPoint**

Excel & PowerPoint are commonly used programs in Personal Finance Management and many other fields. You will need to make use of these programs throughout the course as you develop your capstone project “Budget” and prepare Team Presentations on core themes. 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 2016 downloads, visit: [Office.com/GetOffice365](http://office.com/getoffice365)

You must have a version of Excel to use **or** be able to access Google Sheets as an Excel substitute. You are also free to make use of Presi, or any alternative presentation software you wish. The use of a laptop or tablet during group presentation preparation in class is highly encouraged.

**NOTE: Excel & PowerPoint are not taught in this course. It is your responsibility to access any necessary tutorials to develop your presentations 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.
* **PARTICIPATION**
* Commencing Wednesday 9/26/18, there is an absolute 1% grade reduction for each 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:

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| 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. Attendance is important because of the work time required to complete a) Team presentations on the 5 core themes, 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
* presentation preparations.

**STUDENT EVALUATION**

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| Item | % of  Final Grade | Notes |
| Individual Student  Research & Presentations | **18** | One brief presentation (3 – 5 minutes) on one of 6 main topics assigned by Instructor (12 points). Last day of class: Summary presentation (2-3 minutes) on your Investopedia Competition results. Share insights gained on your most valuable lesson(s) learned, and biggest mistake(s) made (6 points). |
| Team Presentations – on Assigned Questions | **50** | Main themes: Credit Scores, Retirement Income & Planning, Auto Budgets, Home Buying & Mortgages, and Insurance (5 total).  5 presentations x 10% each = 50% |
| Individual written report on your choice of personal finance topic (other than budget). | **15** | Part Reflective writing - Part financial reporting.  2-3 pages (500-word minimum, must include at least 1 graph). Submit hard copy in class, no emails! |
| Individual financial BUDGET assignments | **17** | Built over 3 submissions with final version graded. 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 | **100** |  |

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| **CLASS SCHEDULE AND TIMETABLE** | | | |
| **WEEK** | **DAY** | **DATE** | **TOPICS COVERED & ASSIGNMENTS** | |
| **1** | **Tuesday** | **25-Sep** | **Introductions & Course Orientation** | |
| **Thursday** | **27-Sep** | **BUDGETS: “Where does your money go?”** | |
| ***Budget #1 homework due 2:30 pm Tuesday 2 Oct*** | | |
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| **2** | **Tuesday** | **2-Oct** | **CREDIT: “Credit Scores and Credit Reports” - Student Research Presentations** | |
| **Thursday** | **4-Oct** | **Team presentation preparation continued, in class.** | |
| ***PPT for Assigned Quest’s for Credit due 2:30 pm Tue 9 Oct*** | | |
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| **3** | **Tuesday** | **9-Oct** | **CREDIT: Team presentation #1 on assigned questions** | |
| **Thursday** | **11-Oct** | **RETIREMENT INCOME & PLANNING: “Different retirement account types and 401K” - Student Research Presentations**  ***Investopedia Competition Introduction*** | |
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| **4** | **Tuesday** | **16-Oct** | **OTHER RETIREMENT INCOME SOURCES: “Alternative income sources” Social Security, annuities & employer pension plans - Student Research Presentations** | |
|  |  | ***PPT Assigned Questions on Retirement Plans due***  ***2:30 pm Tue 23 Oct*** | |
| **Thursday** | **18-Oct** | **INDEPENDENT STUDY (No class): Start of Investopedia**  **Competition. Research and execute your first purchase!** | |
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| **5** | **Tuesday** | **23-Oct** | **RETIREMENT INCOME & PLANNING: Team presentation #2 on assigned questions.** | |
| **Thursday** | **25-Oct** | **AUTO BUDGETS: “What does your auto cost you?”** | |
|  |  | **- Student Research Presentations** | |
| **REVIEW: Budget #2 requirements, due 2:30 pm 1 Nov** | | |
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| **6** | **Tuesday** | **30-Oct** | **Team presentation preparation continued, in class.**  ***PPT Assigned Questions -Auto Bud’s. due 2:30 Thu 1 Nov*** | |
| **Thursday** | **1-Nov** | **AUTO BUDGETS: Team presentation #3 on assigned questions.** | |
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| **7** | **Tuesday** | **6-Nov** | **HOME BUYING & MORTGAGES: “Buying your first house, building or property” - Student Research Presentations**  ***PPT Assigned Questions -Home Buying & Mortgages due 2:30 pm Thu 15 Nov.*** | |
| **Thursday** | **8-Nov** | **Team presentation preparation continued, in class.** | |
| ***Individual Written Report on Personal Financial Topic due 2:30 pm Tue 20 Nov*** | | |
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| **8** | **Tuesday** | **13-Nov** | **HOME BUYING & MORTGAGES: Team presentation #4 on assigned questions** | |
| **Thursday** | **15-Nov** | **HOME BUYING & MOR INSURANCE: “Why Why Why?” assigned questions - Student Research Presentations** | |
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| **9** | **Tuesday** | **20-Nov** | **Team presentation preparation continued, in class.** | |
|  |  | ***PPT Assigned Questions – Insurance due 2:30 pm 27 Nov*** | |
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| **Thursday** | **22-Nov** | **Thanksgiving Holiday – No class** | |
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| **10** | **Tuesday** | **27-Nov** | **INSURANCE: Team presentation #5 on assigned questions** | |
| **Thursday** | **29-Nov** | **INVESTOPEDIA COMPETITION WRAP UP: Student Research Presentations: 2-3 minute verbal reports on Investopedia Competition results: a) most valuable thing(s) you learned, and b) your biggest mistake(s).** | |
| **Tuesday** | **4-Dec** | **Budget #3 Homework due Tuesday 4 Dec by 3:00 pm** | |
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**INDIVIDUAL STUDENT RESEARCH & PRESENTATIONS: (One topic, assigned by instructor, 12 points, and Investopedia Competition summaries, 6 points)**

**Topic Intro Dates (6): Tue 2 Oct: Credit Scores; Thu 11 Oct: Retirement Income & Planning; Tue 16 Oct: Other Retirement Income Sources; Thu 25 Oct: Auto Budgets; Tue 6 Nov: Home Buying & Mortgages; Tue 20 Nov: Insurance**

**There are several options to earn participation points:**

**There is no assigned format for these introductory presentations, and no PowerPoint is required. Students are free to share lessons learned from personal experience on assigned topics, or share a related report from a recent “Business News” source.**

**Thu 29 Nov: 2-3 minute Student summaries on Investopedia Competition results.**

**TEAM PRESENTATION POWERPOINTS ON ASSIGNED QUESTIONS (5 presentations. x 10% ea. = 50%)**

**Due dates: 2:30 pm on: Tue 9 Oct (Credit Scores) – Tue 23 Oct (Retirement Planning) Thu 1 Nov (Auto Budgets) – Tue 13 Nov (Buying a Home & Mortgages) – Tue 27 Nov (Insurance)**

* You will be working in small 3-5 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.
  + Sequence of 5 Topics and due dates (total 5 x 10% = 50%): Credit Scores

(#1); Retirement Planning (#2); Auto Budgets (#3); Home Buying & Mortgages (#4); and Insurance (#5).

**INDIVIDUAL WRITTEN REPORT ON PERSONAL FINANCE TOPIC OF YOUR CHOICE (17%)**

**DUE 2:30 pm Tue 20 NOV**

* Individual work demonstrated in a comparative report on the personal finance topic of your choice, (But not on Personal Budgeting) including sample calculations, projections and at least one graph. You will 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 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: 2-3 pages @ 500 words. Submit hard copies in class, no emails accepted.**

**INDIVIDUAL FINANCIAL BUDGET ASSIGNMENT (3 components = 18%)**

**Budget 1- 2:30 pm Tue 2 Oct, PRINTED COPY (Hand in at start of class)**

**Budget 2 – 2:30 pm Thu 1 Nov,** **PRINTED COPY (Hand in at start of class)**

**Budget 3 – by 3:00 pm Tue 4 Dec, PRINTED COPY (Hand in early in class, or deliver to my office by the due date/time).**

* 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, and/or allocate discretionary funds for retirement plans, etc.)

* **Budgets 1 and 2** are not graded but will receive feedback. **Budget 3** cannot be submitted unless versions 1 and 2 are approved by deadlines.

**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**

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