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**SYLLABUS**

**BA 218 – PERSONAL FINANCE PLANNING**

**FALL QUARTER 2023**

**CRN 23714**

Class Meetings at the Albany Campus, McKenzie Hall Room 118:

Mondays & Wednesdays 10:00am-11:20am

Instructor: Mark Kaenel Email:  [kaenelm@linnbenton.edu](mailto:kaenelm@linnbenton.edu)

**Office Hours:** Wednesdays 12:00-1:00pm in South Santiam Hall (SSH) Room 208. Virtual meetings via Zoom are available upon request.

**Communication:** You may send me an email anytime, and I will respond within 24 hours excluding weekends (i.e., if you send me an email on a Friday do not expect a response until Monday). **Please include BA 218 on the subject line whenever you email me about this class.**

Required Materials:

Text: Personal Finance, Seventh Edition, by Jeff Madura

Pearson MyLab Finance (MyLab) Course Website from Pearson Publishing**:** Access code is included with the text when purchased through the bookstore. It may also be purchased from Pearson. Access code is required because students must perform homework assignments and take exams in MyLab. Instructions to register with Pearson MyLab Finance are posted in Moodle.

**Software:** You will do the term project on an Excel spreadsheet, and I will be posting items in Moodle using Microsoft Office 365 applications, so you will need to be able to at least use Microsoft Word, Excel, and PowerPoint. As an LBCC student you are entitled to a free copy of this software. **Please refer to Technology Services & Resources under the Student Resources section on page 5 of this syllabus for instructions on obtaining this software.**

**Calculator**: You will need a calculator for this course. A financial calculator which can compute Time Value of Money (TVM) operations will be very helpful in this course but is not required. The most common financial calculators are: Texas Instruments (TI) BA II Plus; Hewlett-Packard (HP) 10BII; Casio FC-200V. **There is also a financial calculator in MyLab which will be used during in-class instruction.**

**Laptop Computer:** You may bring to class and use a laptop computer or similar device. Laptops are available for check-out from the Library.

**Paper and Writing Instrument:** Needed for in-class chapter quizzes. You will turn in chapter quizzes with your responses on a piece of paper. You may take notes in class either on paper or using an electronic device.

**Attendance:** Attending class is mandatory. The class sessions will not be recorded. If you miss a class session you will be expected to keep up with the material as well as the homework schedule. I expect that every class meeting is your priority for the scheduled days and times. However, should you have a scheduling conflict that will absolutely cause you to miss a class meeting I expect you to notify me ahead of time. **If you are unable to attend class due to illness, I expect you to contact me on the date any class is missed notifying me of such.** Hardship cases that may cause missed class sessions, quizzes, or homework will be addressed on a case-by-case basis, and it is your responsibility to initiate that discussion.

**Class Conduct:** As noted in my welcome letter to students I do expect students to act professionally and behave accordingly in class. **I have zero tolerance for unprofessional or unruly behavior.** I expect that you treat each class like you are in a business meeting, which means showing up on time, being prepared for each class, paying attention to me and your fellow students, and staying off your cell phones. You may use electronic devices to take notes during class, to do calculations during lectures, and to do calculations during in-class exercises. All electronic devices must be shut down while taking in-class quizzes, and at any time that I ask you to turn off your device if I determine it is impeding learning during class.

**Prerequisites:**

None.

**Course Description:**

Introduces essential concepts and skills required to effectively manage money. You 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. You will develop a range of mathematical skills that will allow them to model and solve problems applicable to personal finance.  This course is a Lower Division Transfer (LDT) Course.

**Course Outcomes:**

Upon successful completion of this course, students will be able to:

* Demonstrate an understanding the fundamentals of the financial planning process and associated vocabulary.
* Develop budgets and calculate cash flows to meet current needs and future financial goals.
* Solve problems involving interest rates and time value of money for borrowing purposes and determining the basic valuation of securities.
* 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, and calculate saving rates and the associated returns to these vehicles.
* Evaluate the insurance choices available to consumers.

**Students who are unable to successfully complete the course should withdraw within LBCC’s withdrawal window, by week seven. Last day to withdraw is November 12.**

**Grading:**

Final course grades will be determined based on the following point system:

|  |  |
| --- | --- |
| ITEM | Points |
| Chapter Quizzes – 5 points per quiz (Chapters 7 & 8 combined) | 70 |
| Chapter Homework – 12 points per chapter (15 chapters) | 180 |
| Building a Financial Plan Term Project – 5 points per chapter | 75 |
| Mid-Term Exam | 155 |
| Final Exam | 145 |
| TOTAL | **625** |

A (90 - 100%)      B (80 < 90%)        C (70 < 80%)        D (60 < 70%)        F (< 60%)

**I do not use the grading system in Moodle and the grades shown in MyLab are unofficial.** As you complete each homework assignment and exam in MyLab you will know your score on each. I will post the scores from in-class chapter quizzes shortly after the end of each class period where a quiz is given, and I will post scores from the weekly term project submission within a few days of their due dates. This will allow you to keep track of your overall grade in the class. I keep a spreadsheet of points earned on each item. If you are ever unsure of where you stand with regard to your class grade, please contact me.

**Chapter Reading:**

Each assigned chapter must be read prior to the start of instruction on the chapter in accordance with the schedule herein.

I highly recommend that you work the Dynamic Study Module after reading each chapter. This will self-test your knowledge and comprehension of the chapter. It will also help me determine if there are areas that require further instruction.

**Homework:**

There is a homework assignment for each of the 15 chapters that will cover in this class consisting of exercises and problems found in the textbook/MyLab, **which are to be completed online in MyLab**. Go directly to the Pearson site. **You do not access Pearson MyLab through Moodle.**

Homework for each chapter will be made available immediately after the first class period of instruction has been completed on the chapter. Partial credit is granted for exercises/problems with multiple parts. You will have two opportunities to successfully complete each part of each homework exercise/problem. **Homework is due by 11:00pm each Sunday in accordance with the schedule herein and will also be graded then.**

**Late homework will not be accepted and you will not have access to any homework due each Sunday after 11:00pm.**

**Chapter Quizzes:**

There is a 5-question quiz for each chapter (with the exception of chapters 7 & 8, which will be a single 5-question combine quiz) that will be administered in-class on the first date of the class lecture of each chapter at the start of class. The purpose of the quizzes is to ensure you have read and have an understanding of the basic concepts of the chapters ahead of instruction of each chapter. This makes instruction and in-class exercises and participation more valuable resulting in a deeper understanding of the chapter material. Again, quiz scores will be posted in MyLab shortly after the end of each class period where a quiz is given.

**Term Project:**

Throughout the course you will complete a project called Building Your Own Financial Plan. The project is in the form of an Excel file containing a series of worksheets. There is one worksheet for each chapter of the Pearson text. Each worksheet is an exercise where you apply the concepts within each chapter to your personal financial situation and/or goals. The due dates for each chapter exercise follows the same schedule as the homework schedule (i.e., the term project exercise for Chapter 1 will have the same due date as the homework for Chapter 1, and so on). You will submit each term project exercise via Moodle in the form of a PDF file (I will show you how to convert an Excel worksheet to a PDF file and how to submit via Moodle on day 1 of the class).

**As with the homework, late submission of the term project exercises will not be accepted.**

**Examinations:**

TheMid-Term and Final exams are done online in MyLab. Exams will be taken in the classroom on the dates per the schedule herein. You will need to bring an appropriate electronic device (i.e., laptop) to class on the dates of exams in order to take the exams. As noted earlier, laptop computers are available for check-out at the Library. Plan ahead if you need to check-out a laptop.

Exams will be proctored by me in the classroom, which may require that seating be reconfigured from the normal class session configuration. You are not permitted to use any resource other than MyLab, Excel, or approved notes while taking exams. If you are observed using a website or other resource other than those permitted during an exam, that constitutes cheating under LBCC’s Academic Integrity policy (see next section), and you will be assessed a score of zero on the exam.

**DISCLOSURES**

**Veterans & Military:**

Veterans and active-duty military personnel (including reservists) with special circumstances are encouraged to communicate these, in advance if possible, to the instructor.

**LBCC Comprehensive Statement of Nondiscrimination:**

Linn-Benton Community College (LBCC) prohibits unlawful harassment as well as any form of unlawful discrimination based on race, ethnicity, religion, national origin, sex or sexual content, gender, marital status, disability, veteran’s status, age, sexual orientation, or any other status protected by federal, state or local law. For further information see Board Policy P1015 in our [Board Policies and Administrative Rules](http://linnbenton.edu/42145BA0-3DCC-11E3-AA36782BCB47BBE7). To report an issue, go to <https://www.linnbenton.edu/about-lbcc/departments-and-contacts/report-an-issue/index.php>, or contact the EO/Title IX Coordinator in the LBCC Human Resources Office at (541) 917-4425.

**Statement of Inclusion:**

To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact with values, opinions, and/or beliefs different than their own in safe, positive and nurturing learning environments. LBCC is committed to producing culturally literate individuals capable of interacting, collaborating and problem-solving in an ever-changing community and diverse workforce.

[Equal Opportunity and Non-Discrimination Policy](https://www.linnbenton.edu/about-lbcc/administration/policies/equal-opportunity.php)

**Academic Integrity:**

Students at LBCC are expected to behave honestly. Acts of academic dishonesty, including plagiarism or cheating, are serious offenses. Students must follow College policies regarding academic integrity as articulated in the Students Rights and Responsibilities Handbook. You will receive an F in the course if you are found to have committed or be involved in any act of academic dishonesty.

**Title IX Reporting Policy:**

If you or another student are the victim of any form of sexual misconduct (including dating/domestic violence, stalking, sexual harassment), or any form of gender discrimination, LBCC can assist you. You can [report](https://www.linnbenton.edu/about-lbcc/departments-and-contacts/report-an-issue/index.php) a violation of our sexual misconduct policy directly to our Title IX Coordinator.  You may also report the issue to a faculty member, who is required to notify the Coordinator, or you may make an appointment to speak confidentially to our Advising and Career Center by calling 541-917-4780.

**Syllabus:**

LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through Accessibility Resources and would like to use your accommodations in this class, please contact me as soon as possible to discuss your needs. If you believe you may need accommodations but are not yet registered with Accessibility Resources, please visit their website at [Accessibility Resources Website](https://www.linnbenton.edu/student-services/accessibility/index.php) for steps on how to apply for services or call (541) 917-4789.

**STUDENT RESOURCES**

**Accessibility Resources:**

LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through LBCC’s Accessibility Resources department and would like to use your accommodations in this class, please contact your instructor as soon as possible to discuss your needs. If you think you may be eligible for accommodations but are not yet registered with the department, please visit the [Accessibility Resources Website](https://www.linnbenton.edu/student-services/accessibility/index.php) for steps on how to apply for services or call (541) 917-4789.

**Roadrunner Resources:**

The Roadrunner Resource Center is here to help remove barriers that might prevent you from staying in school. The Center connects you to community resources to assist and/or provide funding for food insecurity, transportation issues, housing, and other needs. Go to the [Roadrunner Resources](https://tracking.vocus.io/link?id=3180ed7d-c050-4c22-b827-6ee2236a4ea5&url=https%3A%2F%2Fwww.linnbenton.edu%2Fstudent-services%2Fother-resources%2Froadrunner-resource-center.php) website or call (541) 917-4877.

**Personal Health & Well-Being Services:**

LBCC advisors support your life balance to achieve your goals and overcome obstacles. Counseling and mental health support is available through LBCC’s Advising Center. For a comprehensive list of services and contacts go to <https://www.linnbenton.edu/student-services/advising/well-being.php>. You may also contact the center via email at [onlineac@linnbenton.edu](mailto:onlineac@linnbenton.edu), or call (541) 917-4780. **If you are having a mental health crisis, call LBCC’s Crisis Counseling Service at (541) 917-4666. Crisis Counselors are available 24 hours a day, 7 days a week. If you are contemplating or are having thoughts suicide, call the National Suicide Prevention Lifeline at 988.**

**Technology Services & Resources:**

TheStudent Help Desk at the LBCC Libraryassists students with most computer software-related issues and other technology problems or questions, from login problems related to LBCC’s online systems to questions about course-related instructional software. You may also check out a laptop computer to use during the term. For a comprehensive list of available services and resources, go to <https://www.linnbenton.edu/student-services/library-tutoring-testing/library/help-desk.php>. You may also contact the help desk at [**student.helpdesk@linnbenton.edu**](mailto:student.helpdesk@linnbenton.edu), text (541) 704-7001, or call (541) 917-4630. To obtain your free Microsoft Office 365 software go to the library weblink and select the [**Microsoft Office 365**](https://libhelp.linnbenton.edu/subjects/guide.php?subject=shd#tab-3) link. **NOTE: LBCC Extended Learning is offering Excel I & II classes during the spring term.**

**Tutoring:**

Tutoring is available via TutorTrac through The Learning Center at LBCC. Go to <https://www.linnbenton.edu/student-services/library-tutoring-testing/learning-center/tutoring/index.php> or email The Learning Center at [**learningcenterinfo@linnbenton.edu**](mailto:learningcenterinfo@linnbenton.edu).

**Learner Support:**

The following are resources dedicated to help students succeed. All of the following are available remotely. Please reach out if you are struggling in any of your classes:

* [Writing Support](https://www.linnbenton.edu/student-services/library-tutoring-testing/learning-center/writing-support/index.php)
* [Math Support](https://www.linnbenton.edu/student-services/library-tutoring-testing/learning-center/math-support.php)
* [Academic Coaching](https://www.linnbenton.edu/student-services/library-tutoring-testing/learning-center/academic-coaching/index.php)
* [First Resort](https://www.linnbenton.edu/student-services/first-resort.php)
* [Student Help Desk](https://www.linnbenton.edu/student-services/library-tutoring-testing/library/help-desk.php)
* [Advising Center and Counseling Services](https://www.linnbenton.edu/student-services/advising/index.php)
* [Library Services](https://library.linnbenton.edu/home)
* [International Student Office](https://www.linnbenton.edu/tuition-and-admission/incoming-international/index.php)

**Public Safety/Emergency Resources:**

In an emergency, **call 911**. Also, call [LBCC Public Safety and Loss Prevention Office](https://www.linnbenton.edu/about-lbcc/college-services/safety/safety-and-well-being.php) at [541-926-6855](about:blank) and [541-917-4440](about:blank).

From any LBCC phone, you may alternatively dial extension 411 or 4440. LBCC has a [public safety app](http://lbccpublicsafety.mobapp.at/landing/Desktop) available for free. We encourage people to download it to their cell phones. Public Safety also is the home for LBCC's Lost & Found. They provide escorts for safety when needed. Visit them to learn more.

**Keys to Success in BA 218**

* Read each assigned chapter before the lecture on it.
* Work through the example problems throughout the chapters. This practice will deepen your understanding of the subject matter and help with completing the homework.
* Complete the Dynamic Study Module for each chapter after you read it. This will test your understanding of the material and prepare you for the chapter quiz.
* Check your email and Moodle daily. Check assignment due dates daily.
* Begin the homework assignments ahead of the due dates.
* Write out the homework assignments on paper before entering your answers into MyLab.
* **Utilize all of the tools in MyLab**. It contains a plethora of study modules, tutorials, videos, and self-assessment tests.
* **DO NOT FALL BEHIND.** Ask questions if a concept or process is still not clear after checking resources in MyLab.

**The #1 key to succeed in this class is to do all of the work:** Read each chapter ahead its class date of instruction, complete the assigned homework on time, and complete each term project exercise on time.

**The #2 key to success is to attend every class session, be engaged, ask questions, and work the in-class exercises.**

**The #3 key to success is to be disciplined with self-assessment.** I strongly encourage you to complete the Dynamic Study Module after you read each chapter to test your understanding. This is an exercise called “retrieval practice,” which is a proven method of memory retention.

**INSTRUCTION SCHEDULE**

**BA 218 – PERSONAL FINANCE PLANNING CRN 23714\_ Fall 2023**

|  |  |  |
| --- | --- | --- |
| **WEEK** | **DATE /**  **CLASS #** | **CHAPTERS / ACTIVITIES** |
| Week 1 | Sep 25  (Day 1) | Welcome / Housekeeping / Review Syllabus |
|  | Sep 27  (Day 2) | Chapter 1: Overview of a Financial Plan  Chapter 1 homework released at end of class  **Chapter 1 homework and financial plan worksheet due Sunday October 1 by 11:00pm** |
| Week 2 | Oct 2  (Day 3) | Chapter 2: Planning With Personal Financial Statements  Chapter 2 homework released at end of class |
|  | Oct 4  (Day 4) | Chapter 3: Applying Time Value Concepts  **Chapter 2 homework due Sunday October 8 by 11:00pm** |
| Week 3 | Oct 9  (Day 5) | Chapter 3 Continue and Finish  Chapter 3 homework released at end of class  **Chapter 3 homework due Sunday October 15 by 11:00pm** |
|  | Oct 11  (Day 6) | Chapter 5: Banking and Interest Rates  Chapter 5 homework released at end of class  **Chapter 5 homework due Sunday October 15 by 11:00pm** |
| Week 4 | Oct 16  (Day 7) | Chapter 6: Managing Your Money  Chapter 6 homework released at end of class  **Chapter 6 homework due Sunday October 22 by 11:00pm** |
|  | Oct 18  (Day 8) | Chapter 14: Investment Fundamentals  Chapter 14 homework released at end of class  **Chapter 14 homework due Sunday October 22 by 11:00pm** |

|  |  |  |
| --- | --- | --- |
| Week 5 | Oct 23  (Day 9) | Chapter 15: Investing in Stocks  Chapter 15 homework released at end of class  **Chapter 15 homework due Sunday October 29 by 11:00pm** |
|  | Oct 25  (Day 10) | Chapter 16: Investing in Bonds  Chapter 16 homework released at end of class  **Chapter 16 homework due Sunday October 29 by 11:00pm** |
| Week 6 | Oct 30  (Day 11) | Guest Speaker, Brady Finkenaur, Wells Fargo Advisors, Corvallis  Mid-Term Exam Review |
|  | Nov 1  (Day 12) | Mid-Term Exam |
| Week 7 | Nov 6  (Day 13) | Chapter 7: Assessing and Securing Your Credit  Chapter 8: Managing Your Credit  Chapter 7 homework released at end of class  Chapter 8 homework released at end of class  **Chapter 7 & Chapter 8 homework due Sunday November 12 by 11:00pm** |
|  | Nov 8  (Day 14) | Chapter 9: Personal Loans  Chapter 9 homework released at end of class  **Chapter 9 homework due Sunday November 12 by 11:00pm** |
| Week 8 | Nov 13  (Day 15) | Chapter 10: Purchasing and Financing a Home  Chapter 10 homework released at end of class  **Chapter 10 homework due Sunday November 19 by 11:00pm** |
|  | Nov 15  (Day 16) | Chapter 19: Retirement Planning  Chapter 19 homework released at end of class  **Chapter 19 homework due Sunday November 19 by 11:00pm** |

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| --- | --- | --- |
| Week 9 | Nov 20  (Day 17) | Guest Speaker: Guest Speaker: Mica Habarad, Financial Advisor, Edward Jones Investments, Corvallis |
|  | Nov 22  (Day 18) | Chapter 11: Auto and Homeowner’s Insurance  Chapter 11 homework released at end of class  **Chapter 11 homework due Sunday November 26 by 11:00pm** |
| Week 10 | Nov 27  (Day 19) | Chapter 13: Life Insurance  **Chapter 13 homework released at end of class** |
|  | Nov 29  (Day 20) | Final Exam Review / Awards / Wrap-Up  **Chapter 13 homework due Sunday December 3 by 11:00pm** |
| Finals Week | Dec 4 | **Final Exam: 8:00am – 9:50am** |

**HOMEWORK & FINANCIAL PLAN WORKSHEET SCHEDULE RECAP**

|  |  |  |
| --- | --- | --- |
| **Chapter** | **Date Released (at end of class)** | **Due Date (Sunday by 11:00pm)** |
| 1 | September 27 | October 1 |
| 2 | October 2 | October 8 |
| 3 | October 9 | October 15 |
| 5 | October 11 | October 15 |
| 6 | October 16 | October 22 |
| 14 | October 18 | October 22 |
| 15 | October 23 | October 29 |
| 16 | October 25 | October 29 |
| 7 | November 6 | November 12 |
| 8 | November 6 | November 12 |
| 9 | November 8 | November 12 |
| 10 | November 13 | November 19 |
| 19 | November 15 | November 19 |
| 11 | November 22 | November 26 |
| 13 | November 27 | December 3 |