**BA 218:  PERSONAL FINANCIAL PLANNING (CRN 33909)**

**Three Credits / Meets T/Th 2:30 to 3:50 pm / RCH 202**

**Linn-Benton Community College – Albany Campus - Winter 2019**

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| **Instructor: Ashley Hogan** | **Office Hours (via Zoom):** M 2-4pm |
| **Office:** Albany campus | Or by appointment |
| **Phone:** 541-917-4834 | **Email:** [hogana@linnbenton.edu](mailto:hogana@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> 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**

Excel is a commonly used program in Personal Finance Management and many other fields. You will 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 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. 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 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 Thursday January 10, 2019, 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) Group Discussion on the core themes, and B) any in-class time allocated to Individual 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 (3 – 5 minutes) on one of 6 main themes assigned first come first choice on Jan 10th (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 plus 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). Submit hard copy in class, no emails |
| Individual financial BUDGET assignments | **50** | Built over 3 submissions with 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 instructor know what book you will be reviewing on Jan 10 during class. Choose to either write a reflection or speak about it in class (3-5 minutes) due Tue Mar 12. Worth 40 points maximum.**

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| **CLASS SCHEDULE AND TIMETABLE** | | | |
| **WEEK** | **DAY** | **DATE** | **TOPICS COVERED & ASSIGNMENTS** | |
| **1** | **Tuesday** | **Jan-8** | **Introductions & Course Orientation** | |
| **Thursday** | **Jan-10** | **BUDGETS: Chapters 1 and 5**  **Extra Credit book selection due**  **Selection on Presentation topic due**  **Selection on Writing topic due** | |
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| **2** | **Tuesday** | **Jan-15** | **BUDGET 1 HOMEWORK DUE @ 230pm**  **BUDGETS: Chapters 1 and 5** | |
| **Thursday** | **Jan-17** | **Presentations from those who choose BUDGET for individual research and class discussion**  **CREDIT: Chapter 7** | |
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| **3** | **Tuesday** | **Jan-22** | **Continue CREDIT: Chapter 7** | |
| **Thursday** | **Jan-24** | **Presentations from those who choose CREDIT for individual research and class discussion**  **RETIREMENT INCOME & PLANNING: Chapter 11** | |
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| **4** | **Tuesday** | **Jan-29** | **Continue RETIREMENT INCOME & PLANNING: Chapter 11** | |
| **Thursday** | **Jan-31** | **Presentations from those who choose RETIREMENT for individual research and class discussion**  **OTHER RETIREMENT INCOME SOURCES: “Alternative income sources” Social Security, annuities & employer pension plans** | |
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| **5** | **Tuesday** | **Feb-5** | **AUTO BUDGETS: Chapter 8** | |
| **Thursday** | **Feb-7** | **Presentations from those who choose AUTO BUDGETS for individual research and class discussion** | |
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| **6** | **Tuesday** | **Feb-12** | **In class work day (Budget development and individual writing assignment)** | |
| **Thursday** | **Feb-14** | **HOME BUYING AND MORTGAGES: Chapter 9** | |
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| **7** | **Tuesday** | **Feb-19** | **Continue HOME BUYING AND MORTGAGES: Chapter 9** | |
| **Thursday** | **Feb-21** | **BUDGET 2 HOMEWORK DUE @ 230pm**  **Presentations from those who choose HOME BUYING AND MORTGAGES for individual research and class discussion** | |
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| **8** | **Tuesday** | **Feb-26** | **INSURANCE: Chapter 10** | |
|  | **Thursday** | **Feb-28** | **Continue INSURANCE: Chapter 10** | |
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| **9** | **Tuesday** | **Mar-5** | **INDIVIDUAL WRITING PROJECT DUE @230pm**  **Presentations from those who choose INSURANCE for individual research and class discussion** | |
| **Thursday** | **Mar-7** | **Guest speaker on insurance** | |
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| **10** | **Tuesday** | **Mar-12** | **EXTRA CREDIT PRESENTATION OR PAPER DUE @230pm**  **In class work day (Budget development and individual reflection presentation)** | |
| **Thursday** | **Mar-14** | **BUDGET 3 HOMEWORK DUE @ 230pm**  **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** | |
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| **Final will be on Tuesday, Mar 19th from 4:30 to 6:20pm** | | | |
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**INDIVIDUAL STUDENT RESEARCH & PRESENTATIONS: (One topic, chosen on Thur Jan 10, 20 points and Summary Presentation, 10 points = 15%)**

**Presentation dates: Thur Jan 17 (Budgets) - Thur Jan 24 (Credit Scores) – Thur Jan 31 (Retirement Planning) - Thur Feb 7 (Auto Budgets) – Thur Feb 21 (Buying a Home & Mortgages) – Tue Mar 5 (Insurance)**

**Summary Presentation: Thur Mar 14 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 ASSIGNED QUESTIONS (5 topics @ 10 pts each = 25%)**

**Discussion dates: Thur Jan 17 (Budgets) - Thur Jan 24 (Credit Scores) – Thur Jan 31 (Retirement Planning) - Thur Feb 7 (Auto Budgets) – Thur Feb 21 (Buying a Home & Mortgages) – Tue Mar 5 (Insurance)**

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

**DUE 2:30 pm Tue Mar 5**

* 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, no emails accepted.**

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

**Budget 1- Tue Jan 15 @ 230pm, PRINTED COPY**

**Budget 2 – Thur Feb 21 @ 230pm, PRINTED COPY**

**Budget 3 – Thur Mar 14 @230pm, PRINTED COPY**

* 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 SMART 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 submitted and approved. If versions 1 and 2 are submitted late, the final budget can be turned in, but grade will reflect the late submissions

**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/> ).