A. Course: 37:575:250:01 Finance for Personal and Professional Success

Instructor: Mary Evans

Email ID: mevans@work.rutgers.edu

NOTE: For Emergencies No Phone calls/ text messages...please email me or you can let me know in class. In the subject of your email, please include your name, the course and the section. Please check your Rutgers email or Sakai online in cause of any class cancellations.

Office Hours: Prior to class by appointment, and immediately after classes

Pre-Requisite: None

Course Description: Overview of core financial concepts and techniques useful both at work and in personal life; interest, credit, insurance, investments, present value; and net worth

Relationship to SAS Learning Objectives:

- Goal x (Apply effective and efficient mathematical or other formal processes to reason and to solve problems.) Specifically the focus is on the mathematics underlying the process of investment, and borrowing/ saving money. The student will learn to apply concepts from algebra necessary to specify and solve equations related to loans, savings, mortgage, credit and insurance using compound interest.
- Goal w (Formulate, evaluate, and communicate conclusions and inferences from quantitative information)

Other Learning Objectives:

- Familiarize students with core concepts of interest, present value, risk, diversification, and insurance,
- Improve student skills in using spreadsheets and other tools in common use for analyzing financial information, and
- Introduce students to major types of financial instruments including stocks, bonds, mutual funds, and to investments in real estate.

Assessment of Learning Objectives: Project assessments will be used to evaluate these objectives.

Text - Required: Madura, J., **Personal Finance**, Pearson-Addison/Wesley, **4e**, **2011**, ISBN 978-0-13-611700-1. Purchase of the CD is NOT critical to the course. The text is needed by the <u>first week of class</u>. I am unsure if the international version is equivalent (i.e., has the same homework, etc.) A copy, with the CD, is on reserve at the Chang Library.

Text – **Recommended (Optional)**: Dworsky, L. N., **Understanding the Mathematics of Personal Finance**, Wiley, 2009, ISBN 978-0-470-49780-7.

Required: Statistical software in Excel 2003 (or higher) and the text CD are included in the course, which is required for homework, related cases, and team assignments. Reading assignments must be completed prior to each lecture. Communication Devices: No communication devices (cell phones, palm pilots, beepers, pagers, etc.) can be used in the classroom.

Academic Integrity: All students are responsible for locating, reading, and abiding by the University Policy on Academic Integrity for Undergraduate and Graduate Students. The policy is available on-line at http://cat.rutgers.edu/integrity/policy.html

Recommendations: Requests for recommendations must be made in writing after completion of the course.

Communication:

1. NETID Needed

Rutgers uses the Sakai system. In order to use this system, you must have a NETID and PW. A NETID is an account on one of the main systems at Rutgers (Pegasus, Eden, Andromeda or RCI).

- If you have a NETID, you can currently ensure that you will be able to login to the system.
- If you do not have a NETID, please use the following page to attain one: http://netid.rutgers.edu/
- **If you have any problems**, please contact your local RUCS Help Desk. You can reach them at help@nbcs.rutgers.edu or 732-445-Help

2. Sakai

To facilitate class learning, please access and print course documents needed for class from the course management system known as Sakai. Course documents are posted in folders under Resources.

Quick Start for Sakai:

https://sakai.rutgers.edu/access/content/public/quickmember.html

Sakai website:

http://sakai.rutgers.edu/portal

If you do not see this course listed, then the site in likely in the "More" dropdown box to the right of your tabs. You can rearrange the order of your sites or hide sites from previous semesters by using the Preference tool in My Workspace and clicking on the "Customize Tabs" action button.

Student E-Mail and Phone Numbers:

a. A student can forward mail from his/her Eden/Pegasus address to a preferred e-mail address. Go to http://www.eden.rutgers.edu/tools.php and click on forwarding. Enter your NetID and PW. Then fill in your preferred e-mail address.

<u>Cautions</u>: Hotmail has problems with e-mails with attachments. Also, some corporations spam e-mails with attachments.

- If you have any problems, please contact your local RUCS helpdesk at help@nbcs.rutgers.edu
- b. Students, also, have the responsibility to then inform the professor of any changes to their phone numbers (day and evening). Please use "37:575:250:01" in the Subject section to avoid being spammed. *Please sign your full name in all e-mail correspondence.*
- c. Please check your e-mail regularly, especially on the day of class, to learn if there are any changes in the class schedule, class requirements, or for other general announcements.

Study Groups: Forming study groups will facilitate learning by keeping you focused, involved, and current in the course. In this type of course, Student who have formed study groups tend to do better then students who work alone. They have a better understanding of the material, can talk it over and catch mistakes that each person makes. I highly encourage you to form your own study group.

Classroom Etiquette: Common courtesy is expected at all times.

Parking Impacts: Special events may impact parking.

University/Campus Closings: 732-932-INFO (New Brunswick); http://campusstatus.rutgers.edu

Special Needs – Rutgers, the State University of New Jersey abides by the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments (ADAA) of 2008, and Sections 504 and 508 which mandate reasonable accommodations be provided for qualified students with disabilities and accessibility of online information. If you have a disability and may require some type of instructional accommodation, please contact me early in the semester so that I can provide or facilitate in providing accommodations you may need. If you have not already done so, you will need to register with the Office of Disability Services, the designated office on campus to provide services for students with disabilities. The Office of Disability Services is located in the Kreeger Learning Center, 151 College Ave, 732-932-2848. I look forward to talking with you soon to learn how I may be helpful in enhancing your academic success in this course.

Assessments: This class is hands-on and features assessment of projects and assignments, rather than a lecture course that uses exams to assess learning. Course assessment is calculated as a weighted average of the following projects.

Grading: Assessment:

Posting of Grades, http://www.acs.rutgers.edu/grades

Assessment Policy:

Letter	Scores Based on Course
Grade	Components
Α	90-100
B+	85-89
В	80-84
C+	75-79
С	70-74
D	60-69
F	< 60

Note: The thresholds for final letter grades will be re-scaled if a conventional standard seems unreasonable.

1) In class quizzes = 10%

- There will be a short 10 minute quiz given every 3 weeks in the middle of class, usually after a break.
- Quizzes will be taken from class material that has been covered.

2) Assignments and Projects= 50%

- All homework assignments are to be handed in via Sakai, using the
 <u>Assignments tab</u>. <u>Do not put it in the Drop box, it will not be accepted and I</u>
 will not look for it there.
- If the assignment is late or past the closing date, please email it directly to me.
 Hardcopies can be handed in but must be handed IN CLASS by the due date.
- Penalty: 10% for every assignment is submitted late, with a <u>max of one</u> <u>week</u>. Submissions must be complete; no partial assignments can be submitted.
- There will be various projects assigned, some of which may be group presentations, online trivia, etc...
- Cheating or copying from another student's answers will result in a ZERO for both involved.
- Working or studying together does not constitute as cheating as long as all
 work is original and not duplicated, where assignments indicate. All names of

group members or who you worked with <u>must</u> be added to the assignment and a note explaining the division of work or how the task was performed.

 Uploading or downloading course answers/materials/etc... or someone else's work from previous semesters is Plagiarism and considered cheating. Resulting in a Zero.

3) Participation and Attendance =10%

NOTE: Active participation is critical. This is PERSONAL finance; it involves a person being present and actively involved in the discussions.

- Cell phones, Texting, blogging, Twitter, Tumblr, Flickr, Facebook, Google+, etc... are not permitted. All devices must be turned off at the beginning of class. In case of emergency, please leave the room to make or take a call.
- A 5 minute presentation will be made each week by a group of students on a topic relating to Finance.
- Participation in exercises and discussions are highly valued.

NOTE: There will be many in class assignments and group exercises. Group assignments are to be done in class and handed in, with *all work shown or <u>no</u> credit will be given (e.g. formulas used or rational explanation...In other words, what did you do to get that answer?).* Group assignment answers can be the same. You <u>must include your group member's names on your paper or points will be taken off for the entire group.</u>

4) Guest speaker summary and assignment= 10%

There will be approximately 5 to 7 guest speakers, throughout the semester. Your attention is crucial. You will have a chance to ask questions and network. No cell phones, laptops or texting. It is considered extremely rude.

Note: A summary is due for each guest speaker. It must demonstrate listening skills and what you learned from them. (e.g. what did you learn from the guest speaker that you did not know before? Who are they, what do they do? What was interesting or not? Did it help you in anyway? What might you also want to know?) It can be <u>2</u> <u>paragraphs maximum</u>. Summary must be handed in that same day of speaker's appearance.

5) Personal Financial Plan= 10%

Students are expected to develop their own Personal Financial Plan throughout the semester. This will be ongoing and highly individual to each person.

Assignments Overview

NOTE: All Assignments and their related documents can be found under the *Assignment Tabs* **in Sakai.**

Assignment			
#	Components (Note: Please go to Sakai, under Resources, for the Assignments for the Excel document delineating the specifics of these assignments.)	Target Due Date	Weight (%)
Assignment 1	 Selected Homework Problems, Chapters 3, 4, & 5 Case Studies, Part 1 Out of Pocket chart Personal Financial PlanYour budget, balance sheet, income statement sheet, Financial plan 	February 14	, (
Assignment 2	 Web Project Pareto project Selected Homework Problems, Chapters 6, 7, & 9 Case Studies, Part 2 Personal Financial Plan 		
		March 6	
Assignment 3	 Web Projects, Review Question, and Selected Homework Problems, Chapters 14 and 16 Case Studies, Part 3 Personal Financial Plan 	April 3	
Assignment 4	1) Web Projects 2) and Selected Homework Problems, Chapters 17 and 19 3) Case Studies, Part 4 4) Personal Financial Plan Stock Market Project (Teams of 3-4) (See Excel Worksheet) In-Class Literacy Assessment (last day of class)	April 24th	
Total	For any non-working websites, please first check Yahoo and/or Google as alternatives. Otherwise, please e-mail me.		100.0

In-Class Projects: Ethical Dilemma, films, etc.

Target	ojects: Ethical Dilemma, films, etc. Proposed Chapter Series
Week	Notes: Guest lecturers may result in modifications to the schedule. As a COURTESY to our guest
Wook	lectures, please turn off all laptops and communication devices.
	lectures, please turn on all laptops and communication devices.
#1	Syallabus, Course expectations, layout
January	Cyamanana, com co experimenta, myoni
17th ´	Chapter 1 (Overview of a Financial Plan); Excel
	Components and Developing a Financial Plan
	Excel spreadsheets, graphics and financial applications
	Pre-Assessment of Financial Literacy
	goal setting (short-term, intermediate-term, and long-term
	In class:
	Bucket List
	PFP Project: Vision Board project
#2	Chapter 2 (Planning with Personal Financial Statements); and 4 (Using Tax Concepts for
January	Planning)
24th	Factors that affect cash flows; creating a budget,
	Discussion of tradeoffs regarding: What's it worth to reduce my spending and understanding the
	Latte Factor
	 Introduce Out of Pocket tracking project
	Pick Group members and dates of presentations
#3	
Janurary	Chapters 3 (Applying Time Value Concepts)
31	Future and present value of a single dollar amount
	Future and present value of an annuity
	To be a millionaire, how long would it take with different rates of savings and rates of return, etc.
	In class:
	The Lottery dilemma
	Bingo
#4	Chapters 5 (Banking and Interest Rates) and 6 (Managing Your Money)
February	Types of financial institutions and their banking services; Interest rates; Money market investments
7th	and their risk
	How to choose a bank, with given minimum deposits, balances, monthly fees, check-writing charges?
	How do you evaluate choosing between two CDs?
	How much do you need to save to purchase a car? How should you plan to purchase a condo?
	Tiow should you plan to purchase a condo?
	In class:
	Monopoly game
	Research Project: Bank comparison of your area.
#5	Chapters 7 (Assessing and Securing Your Credit) and 8 (Managing Your Credit)
February	Credit cards; dealing with credit debt
14	Evaluate your preparedness to defend against identify theft
	In class:
	Jeopardy: A simulation of the Color of
	Assignment 1 Due - All course projects must be posted on the Sakai by 11:59:59 PM. Paper
#6	Chapters 9 (Personal Leans) and 10 (Purchasing and Financing a Home)
#6	Chapters 9 (Personal Loans) and 10 (Purchasing and Financing a Home)
February 21	Evaluation of personal loans, auto loans and 30-year mortgages Evaluate what you can afford to borrow to finance the purchase of a home
۷1	Valuation of a home
	How much can I borrow?
	Introduce Leasing Project
	•

#7	Chanters 11 (Auto and Hamasumer's Insurance) and 12 (Hastiff and Disability Insurance)
February 28	Chapters 11 (Auto and Homeowner's Insurance) and 12 (Health and Disability Insurance) Managing risk; factors that affect auto insurance premiums; homeowner's and renter's insurance What insurance should I have?
#8	Chapters 13 (Life Insurance) and 14 (Investing Fundamentals)
March	Types of life insurance and determining the amount of life insurance needed
6th	Types of investments; tradeoffs between return and risk
0	How much life insurance do I need?
	How do my investment decisions impact my wealth?
	Assignment 2 Due - All course projects must be posted on the Sakai (Assignment tab) by
	<u>11:59:59 PM.</u>
	Paper copies are to be submitted in class.
"0	
#9 March 13	Spring Brook, We have no close @
March 13	Spring Break. We have no class. ☺
#10	Chapters 17 (Investing in Mutual Funds)
#10	Chapters 17 (mivesting in mutual i unus)
March 20 th	
#11	Chapter 18 (Asset Allocation)
	How diversification reduces risk; strategies for diversifying; asset allocation strategies; factors
March	that affect your asset allocation decision
27th	Is my asset allocation conservative, moderate or aggressive?
#12	Chapters 15 (Investing in Stocks) and 16 (Investing in Bonds)
	Analyzing the firm's annual report; industry analysis of stocks; stock valuation (Price-earnings
April 3	method and price-revenue method)
	Stock Exchanges; purchasing or selling stocks; buying stock on margin and assessing performance
	of stock investments
	What stocks meet my criteria? How do I compare and contrast them? How do I assess analysts' comments and earnings estimates?
	Types of bonds; valuing a bond; risk from investing in bonds; bond investment strategies
	Type of mutual funds; return and risk of a mutual fund
	How do the purchase of bonds impact my protecting of assets and income, as well as my retirement?
	How do I select mutual funds that best meet my individual financial goals?
	, a sa s
	Assignment 3 Due - All course projects must be posted on the Sakai by 11:59:59 PM.
	Paper copies are to be submitted in class.
#13	Chapter 19 (Retirement Planning)
April 10th	Social Security; employer-sponsored retirement plans (defined-benefit and defined-contribution plans)
	Retirement plans offered by employers; Keogh Plan, SEP, IRAs, etc.
	How do my savings decisions and what types of plan(s) contribute to impact my retirement?
#14	Chanter 20 (Estate Planning)
#14	Chapter 20 (Estate Planning) Purpose of a will; estate taxes; trust, gifts, and contributions
April 17 th	What key events and changes in my assets impact the review and change of my will?
7.511117	In-Class Project
	Financial Literacy Assessment
15	Chapter 21 (Integrating the Components of a Financial Plan)
April 24th	Budgeting, managing liquidity; personal financing; protecting your assets and income;
	managing investments; retirement planning; maintaining your financial documents
	How can I further improve my financial health?
	Assignment 4 Due - All course projects must be posted on the Sakai by 11:59:59 PM.
	Paper copies are to be submitted in class.