

A. Course: 37:575:250:03 Finance for Personal and Professional Success (Tentative Syllabus)

- ***NOTE:** This class supports **Synchronous** (live in-person remote lectures) and **Asynchronous** students (recorded lectures).
- This class is conducted via remote live lectures and meetings at designated times each week, please see your schedule for times and days. The lectures are recorded and available for students to view at their own pace if they are Asynchronous or if they need to review.
- All materials, EXCEPT for the E-textbook or textbook (which should also include WileyPlus access) are provided in class on our Canvas site.
- Tutoring and Office hours are also still made available for students who need it. Everything is remote for Fall 2020.

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Meeting time and Location: Mondays and Wednesday 1:40pm to 3:00pm (Remote live lecture).

***Invitation for remote class lectures will be sent via Canvas before the beginning of each class.** We will be using either Zoom, Microsoft Teams or WebEx. The lectures are recorded and then made accessible shortly thereafter.

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 than 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 **always** expected. There will be people that you disagree with. There will be very personal things that you are going through right now that can be stressful and hurtful, which can make it hard for you to focus in class. If you are distracted, the video of the lecture is available, and you can always email me any questions. This is a VERY personal class that will force you to face many things. I ask that you please be courteous to me and to each other ALWAYS. Do not lash out. Do not name call. Do not TROLL online or CYBERSTALK.

#1) Please MUTE yourself in the beginning of the class unless you are speaking to the Professor in relation to the topic during the class discussion.

#2) Once class begins, please turn off your video so that we are not distracted by what you are doing. You may turn it on if you are speaking.

#3) Do not interrupt another person who is speaking. Please wait your turn.

#4) For personal questions or issues, please email or schedule a private meeting.

#5) Do not blurt things out during class time. Our class is recorded.

#6) For Personal Accommodations please schedule a remote meeting with me privately or email me. I am always willing to work with you. Thank you!

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

Office Hours: Prior to classes by appointment, and immediately after every classes. (Remote meetings)

Tutoring time: Available (aside from office hours, if you need extra tutoring you can attend the tutoring sessions conducted by our TA...TBD)

Pre-Requisite: None (If you are Math phobic, but hardworking and willing to learn, you are welcome in my class!)

Course Description: Overview of core financial concepts and techniques useful both at work and in personal life; budgets, taxes, Time value of money, banking, interest, credit, personal loans, student loans, options for going to college for FREE, buying a home, children and family finance, insurance, investments, retirement planning, estate planning, starting a business, passive income, actively managed income, present value; and net worth.

*****IF you cannot access Canvas or the class materials for ANY REASONS, please let me know ASAP! I will work with you so that you can gain access for my class and be successful. DO NOT Procrastinate, let me know right away!**

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@nbc.rutgers.edu or 732-445-Help

2. Canvas

To facilitate class learning, please access and print course documents needed for class from the course management system known as Canvas. Go to Canvas.Rutgers.edu and log in. Go to your courses tab and find out class. Our class is 37:575:250. Read the syllabus. Course documents are posted in Modules for each lessons. You should have a To-Do list on our class home page, it will list upcoming assignments and things due. You can also find Projects, Lesson Questions, Final paper rubric, etc...are **under ASSIGNMENTS TAB in our course page.**

Quick Start for Canvas:

<https://canvas.rutgers.edu/students/getting-started-in-canvas-students/>

If you do not see this course listed, then the site is likely in the “Courses” dropdown box to the Left of your tabs

NOTE: Students, also, have the responsibility to then inform the professor of any changes to their phone emails. Please use “**37:575:250:03**” in the Subject section to avoid being spammed. *Please sign your full name in all e-mail correspondence.*

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.

Overarching Math Philosophy/Objectives Overview: Mathematics of Life:

Imagine that you are taking a vacation next year. You have many financial choices to make. How big is your vacation budget and how do you want to allocate it? The more money that you save now, the more you will have to spend on your vacation.

Now imagine that you are planning your financial future. You have many choices to make. How will you pay off your student loan? How much of your budget should be allocated to food and utilities? How much can you afford to spend on clothes? Should you buy a house? Should you buy a new car? What investments should you consider? When do you want to retire? All of these decisions require detailed planning.

Financial planning, prudent financial management, and careful spending can help you achieve your financial goals, which affect one's standard of living in the future.

The **financial planning process** enables you to understand the key components of a **financial plan** and to develop a **personal financial plan**. The simple objective of financial planning is to make the **best use of your resources to achieve your financial goals**. The sooner you develop your goals and a financial plan to achieve these goals, the easier it will be to achieve your objectives. Topics in personal finance include financial and career planning, budgeting, tax management, cash management, credit cards, borrowing, major expenditures, risk management, investments, retirement planning and estate planning.

Success in Life. A solid understanding of personal finance topics offers you an increased probability of success in facing life's financial challenges, responsibilities and opportunities. Such successes might include: paying minimal credit costs, not paying too much in income taxes, purchasing automobiles at low prices, financing housing on good terms, buying appropriate and fairly priced insurance, selecting successful investments that match your needs and tolerance for risk, planning for a comfortable retirement, and passing on your estate with minimal transfer costs.

Basic Mathematical models underlie all these financial analyses. The mathematics behind the time value of money can be applied to determining how much **current** savings will be worth in the **future**, or how to reach your goal of saving for a house or starting a business. If you were to win the lottery, should you take the lump sum or annual payments (annuity). If you have to invest, how do you know what is a good return? How much does a credit card really cost? How much money do you need for retirement? Debt also grows through mathematical models. There are tax implications as well.

Critical thinking plays a major role in financial analysis, as there may be more than one way to accomplish a goal. For example, if you decide to reduce your housing expenses you can, for example, either move to a cheaper unit and/or take in a room-mate. If you're saving for retirement, and can't save enough each month to meet your goal; consider alternatives such as: later retirement, reducing current or future expenses, or investing differently.

The measures of performance in this class will be referred to as authentic assessments. That is, student performance is evaluated based upon realistic life decision assignments, including:

- a series of math problems,
- an ongoing case analysis,
- course projects, such as assessing a lease and managing stocks in the stock market; planning for retirement planning using the time value of money; finding the best bank to fit your needs,
- Excel applications; one project applies the Pareto Principal (80:20 Rule) to tracking your frivolous expenditures (non obligations of rent or mortgage, insurance, etc.) using Excel.
- developing your personal financial plan.

This is in sharp contrast to the types of assessments based on multiple choice, short answer, etc. in a timed environment. Clearly this type of assessment will provide the student the same type of environment as s/he will have during his/her life.

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: (*Online enrollment via Canvas e-text is the easiest way to purchase it.*),

Introduction to Personal Finance: Beginning Your Financial Journey, 1st Edition, John Grable and Lance Palmer, Wiley publishing. When you get the e-textbook, you also get access to WileyPlus (which will make life easier for you!)

Text – Recommended (Not required, but Optional): Dworsky, L. N., **Understanding the Mathematics of Personal Finance**, Wiley, 2009, ISBN 978-0-470-49780-7.

Required: Statistical software in Microsoft Excel 2003 (or higher) are included in the course through Rutgers software portal, which is required for some homework, related cases, and team assignments. Reading assignments must be completed prior to each lecture.

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.

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 Lucy Stone Hall, A Wing 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 COMPONENTS			
		EACH	TOTAL PER COMPONENT
TAKE HOME ASSIGNMENTS	TAKE HOME 1, TAKE HOME 2, TAKE HOME 3	13.33% EACH	40%

NOTE: THERE ARE NO MAKE UPS FOR TAKE HOMES. A 10% PER DAY LATE PENALTY WILL BE APPLIED FOR ALL LATE TAKE HOMES, THEY MUST BE SUBMITTED BY THE DUE DATES. YOU WILL HAVE A FEW WEEKS TO COMPLETE EACH INDIVIDUAL ONE. AFTER 1 WEEK LATE, SUBMISSION WILL NOT BE ACCEPTED FOR THAT LATE ITEM, UNLESS ARRANGEMENTS HAVE BEEN MADE.

PROJECTS			25%
	VISION BOARD	2.5%	
	BUDGETS, STATEMENTS,	2.5%	
	OUT-OF-POCKET EXPENSE TRACKER	2.5%	
	BANKING PROJECT	2.5%	
	ANNUAL CREDIT REPORT AND IDENTITY THEFT ASSESSMENT	2.5%	
	PARETO	2.5%	
	COSTS NEEDS ANALYSIS	2.5%	
	RISK TOLERANCE	2.5%	
	LIFE EXPECTANCY	2.5%	
	RETIREMENT PLANNING	2.5%	
GUEST SPEAKERS	VARIOUS		10%
PERSONAL FINANCIAL PLAN	DUE DEC 10TH, 11:55PM		25%
		TOTAL	100%

NOTE: THESE CAN ALL BE FOUND UNDER THE ASSIGNMENT TAB IN CANVAS. TAKE HOMES ASSIGNMENTS ARE DUE A FEW WEEKS APART, WHILE PROJECTS ARE ASSIGNED MORE FREQUENTLY. PLEASE CHECK OUR CLASSROOM SITE!

Notes: Guest lecturers may result in modifications to the schedule. After each guest speaker, a 2- paragraph Max reflection is due for them in Canvas, under the link for their name. Please submit it after you have heard them present

<u>Personal Financial Plan</u> (This is 25% of your overall grade) Grading rubric	Max Possible points earned
On-time (Do not be late on your submission!)	10%
FORMAT Option 1: 5 pages (Single spaced) or 10 pages double spaced... Minimum written material. (max font of Times New Roman 14). Saved and sent as a PDF or Microsoft Word document, no google files or links. OR Option 2: Create a YouTube Presentation, or Vlog, or Video presentation, or PowerPoint presentation, or Prezi (must still incorporate all Rubric requirements to earn max points)	10%
Appendix: Charts, budgets, income statements or balance sheets, computations, pictures, etc... (should be located at the end of the Personal Financial Plan paper)	5%
Current situation (what is your story and how does it affect your current financial situation?) and Goals (Short term , intermediate, long term), family status current and future,	5%
Budgeting, Savings plan (It would be helpful to have charts or visuals)	5%
Banking	5%
Taxes (current and future)	5%
Personal Loans (auto, home, education, business, etc...)	5%
Credit and credit cards (managing and assessment of credit)	5%
Identity theft (awareness and preventing)	5%
Insurance (life and medical, disability... how much do you need? Supplemental insurance outside of employment)	5%
Insurance (auto and home)	5%
Healthcare planning (long term care, advance health directive)	5%
Investing (risk tolerance, asset allocation, diversification, asset classes, passive income, portfolio, timed goals, kids college fund, creating generational wealth? etc...)	5%
Retirement planning (401k, IRAs, ROTHs, life expectancy, saving for retirement, retirement income, inflation, supporting parents? Supporting children? Retiring overseas? Retiring early? Medicare, Medicaid, social security, long term care)	5%
Estate planning (Wills, trusts, power of attorney, trustees, executor, beneficiary, insurance benefits, retirement account benefits, Paid-upon-death accounts, joint tenants, exclusions of persons in Wills, probate, intestate, leaving your legacy behind...)	5%
What you learned from class and are applying to your life, guest speakers	5%
Back-up plans and overcoming future obstacles	5%
TOTAL	100%

In-Class Projects: Ethical Dilemma, films, etc. (TENTATIVE)

<p>Target Week</p>	<p>Proposed Chapter Series</p> <p><u>NOTE: We try to cover all of these topics in a timely manner, but it is not always precise! Please note that if we do not finish one topic, then we will continue to cover it in the next class.</u></p>
<p>Week #1</p>	<p>First Day of Class:</p> <ul style="list-style-type: none"> • Syllabus, • Course expectations, • Layout of class <p><u>In class:</u></p> <ul style="list-style-type: none"> • Creating a <i>Bucket List</i> • <i>Opportunity cost (how much does it cost to miss a class)</i> • <i>Case study question</i> • Intro to Out-of-Pocket tracking project • <i>Creating a Vision Board and Goal Setting (Short term, Intermediate, Long-term)</i> <p><i>Due next class: Vision Board presentations</i></p>
<p>Week #2</p>	<ul style="list-style-type: none"> • Vision Board Presentations are Due <u>BEFORE</u> class • Present Vision Board (1 to 3 minutes) • Vision Board Bingo (live lecture)
	<p>INTRODUCTION TO COMPONENTS OF PERSONAL FINANCE</p> <ul style="list-style-type: none"> • What Topics will we cover and what that entails • Learning Goals and Objectives in the course <ul style="list-style-type: none"> • Planning with Personal Financial Statements Factors that affect Cash flows; • Creating a budget • Creating a Balance Sheet • Assets and Liabilities • Net worth • Ratios • Creating a Savings plan • Projecting our budget • Case Study • Intro to Pareto (80/20 rule of efficiency) <p><i>Due next week: budgets, goals and balance sheets</i></p>

<p>Week #3</p>	<p>Applying Time Value Concepts</p> <ul style="list-style-type: none"> • Future and present value of a single dollar amount • Future and present value of an annuity • Rule of 72 • Simple interest • Compounding interest • Inter-year Compounding • Cost of waiting • Annuity versus lump sum compounding • What happens if you win the lottery? <p><i>To be a millionaire, how long would it take with different rates of savings and rates of return, etc...</i></p> <p><i>Due next by next week: Out-of-pocket Project</i></p>
<p>Week #4</p>	<p>Tax planning</p> <ul style="list-style-type: none"> • Learn to file your own TAXES! • W-2, W-4, 1099, 1040 • Filing status • Adjusted Gross Income • Capital Gains • Capital losses • Gains and Loss harvesting • SALT tax • Charity donations • Standard deduction vs Itemized deductions • What can I deduct? • What are my tax credits? • How do I LEGALLY reduce my taxes? • Tax planning for the future <p><i>Due next week: Take Home Exam 1</i></p>
<p>Week #5</p>	<p>BANKING AND MANAGING YOUR MONEY</p> <ul style="list-style-type: none"> • Banking • Interest Rates • FDIC (what is covered?) • Credit union versus Banks

	<ul style="list-style-type: none"> • Managing Your Money (Where can I put my money that will make it accessible when I need it and still gain some interest?) • What is Bank churning? • What is a CD ladder and how do I open up a CD or create a ladder? • What products are offered by a bank or financial institution and how can I identify them? <p>Types of financial institutions and their services; Interest rates; Money market investments and their risk <i>How to choose a bank, with given minimum deposits, balances, monthly fees, check-writing charges?</i> <i>How do you evaluate choosing between two CDs? Or between a CD and a T-bill?</i></p> <p>Due next week: Bank comparison of your area.</p>
Week #6	<p style="text-align: center;">CREDIT AND CREDIT CARDS (they are not the same thing!)</p> <ul style="list-style-type: none"> • Assessing and Securing Your Credit • Managing Your Credit or Fixing poor credit • Evaluating Credit cards • What is credit churning? • Identifying credit card company tactics and how to beat the credit card game • Identity theft tactics • Evaluating your Identity theft awareness and vulnerabilities • Actions to prevent or correct Identity theft when it happens <p>Credit cards; dealing with credit debt , how to fix your credit, how to CORRECTLY use your credit cards and credit.</p> <p><i>Evaluate your preparedness to defend against identify theft</i></p> <p>Due next week: Identity theft Assessment Project</p>
Week #7	<p>PERSONAL, AUTO, STUDENT AND HOME FINANCING.</p> <ul style="list-style-type: none"> • Personal Loans • Predatory lending • Secured and Unsecured debt • Student Loans • How to handle student loans after graduation and what are the differences between Federal versus Private student loans • What is Loan forgiveness and how does it work • How can I go to college for Free? Or Get more student aid? • Auto Loans • How to evaluate and negotiate for a car

	<ul style="list-style-type: none"> • Purchasing and Financing a Home • Comparing interest for different types of home loans • How to get the best rates • Refinancing • Borrowing from Home Equity • Is a home addition or renovation worth it? • Creating and using Loan Amortization tables • Trends <p>Evaluation of personal loans, auto loans and 30-year mortgages Evaluate what you can afford to borrow to finance the purchase of a home Valuation of a home <i>How much can I borrow?</i></p> <p>Due next week: Annual Credit report Project</p>
Week #8	<p style="text-align: center;">PROTECTING YOURSELF and YOUR ASSETS</p> <ul style="list-style-type: none"> • Auto Insurance • What is the minimum insurance needed to drive in NJ • Getting adequate insurance coverage • Limiting your liabilities • Lowering your premiums • How to find the best car insurance for you • Homeowner’s Insurance • Managing risk; • factors that affect insurance premiums; • homeowner’s and renter’s insurance • Umbrella Insurance • LLC and how to limit liabilities in a business or rental property <p><i>Due next Week: Take home exam 2</i></p>
Week #9	<p style="text-align: center;">HEALTH CARE PLANNING</p> <ul style="list-style-type: none"> • Health insurance • What types of coverages? • How to buy health insurance and evaluate them • What is an HSA? FSA? • Disability Insurance (from employer or individual)

	<ul style="list-style-type: none"> • How do I evaluate and purchase disability insurance? • Life Insurance • Types of Life insurance • Calculating my life insurance needs • How do I evaluate and purchase life insurance • Long term Care Insurance • Do I need it? • What does it do? • Medicare and Medicaid (how does it work?) <p><i>What insurance should I have? Types of life insurance and determining the amount of life insurance needed</i> <i>How much life insurance do I need?</i></p> <p>Due next week: Capital Needs analysis project and Risk Tolerance Project http://www.insurancebrokerageamerica.com/capital-needs-analysis-calculator.html</p>
#10	<p style="text-align: center;">INVESTING FUNDAMENTALS</p> <ul style="list-style-type: none"> • Risk Tolerance • Investing in Stocks, Bonds, Mutual Funds, ETFs, Indexes • Create and evaluate your own Portfolio. • Learn to Research and analyze companies, • Learn about the various products • Learn how to figure out the expected annual returns • Bond ratings and what does it mean? • Comparing fees • Diversification and Asset Allocation • Market capitalization of a company • Public or Private investments • Trends • Passive income • Creating Generational Wealth • Gifting a security <p><i>How do my investment decisions impact my wealth?</i> Types of investments; tradeoffs between return and risk</p> <p>Analyzing the firm’s annual report; industry analysis of stocks; stock valuation (Price-earnings method and price-revenue method) Stock Exchanges; purchasing or selling stocks; buying stock on margin and assessing performance</p>

	<p>of stock investments <i>What stocks meet my criteria? How do I compare and contrast them?</i> <i>How do I assess analysts' comments and earnings estimates?</i> 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 <i>How do the purchase of bonds impact my protecting of assets and income, as well as my retirement?</i> <i>How do I select mutual funds that best meet my individual financial goals?</i></p> <p>Due next week: Retirement calculator</p>
#11	<p>Investing continued....</p> <p>How diversification reduces risk; strategies for diversifying; asset allocation strategies; factors that affect your asset allocation decision <i>Is my asset allocation conservative, moderate or aggressive?</i></p> <p>Due next week: TAKE HOME 3</p>
#12	<p>RETIREMENT PLANNING</p> <ul style="list-style-type: none"> • FICA (Social Security + Medicare) • Employer Sponsored plans (401k, 403b, 457, defined benefits, defined contributions) • Individual retirement plans (IRAs, Roths) • Self-employed retirement options • Passive income in retirement • RMDs (Required Mandatory distributions) • Tax Planning in Retirement • Early Retirement and how to plan for a forced retirement (just in case) • How NOT to outlive your money in retirement, but instead leave a legacy. • FIRE Movement (what is that?) <p>Social Security; employer-sponsored retirement plans (defined-benefit and defined-contribution plans) Retirement plans offered by employers; Keogh Plan, SEP, IRAs, etc. <i>How do my savings decisions and what types of plan(s) contribute to impact my retirement?</i></p>
NOTE	<p>On Wednesday November 25st, due to change in University schedule of classes Wednesday is operating on Friday schedule of classes. Go to your Friday class.</p> <p>Also, If you are spending it alone or if your family needs Groceries, etc... Please send me an email with what you need and where (which store) you want it from...no questions asked, and I will get it for you. This applies always, not just Thanksgiving.</p>
#13	<p>Estate Planning</p> <ul style="list-style-type: none"> • Purpose of a will;

	<ul style="list-style-type: none"> • estate taxes; • Advance Health Directives • Guardianships • Probate • trust • gifts • and contributions <p><i>What key events and changes in my assets impact the review and change of my will?</i></p> <ul style="list-style-type: none"> • <i>Creating a Will</i>
#14	<p>Integrating the Components of a Financial Plan Budgeting, managing liquidity; personal financing; protecting your assets and income; managing investments; retirement planning; maintaining your financial documents <i>How can I further improve my financial health?</i></p>
#15	<p>PERSONAL FINANCIAL PLAN DUE By Dec 10th 11:55pm</p>