



RUTGERS

School of Management
and Labor Relations

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SHORT TOPICS ON WORK:

FINANCIAL LITERACY

FALL 2026

Instructor William Bailey
Email wbailey@smlr.rutgers.edu
Class Location/Hours Tuesdays 5:40 – 7:00 P.M.
Janice H. Levin Bldg. Room 219, Livingston Campus
Office Hours Before or After Class or Via Zoom by appointment
Course Website: <https://canvas.rutgers.edu/>; log in with your RU ID

Course Description:

This course is an overview of core financial concepts and techniques useful both at work and in personal life. Topics include budgets, banking, taxes, credit, home and auto loans, buying a car, insurance, investing, and retirement.

Course Objectives:

- gain exposure to budgeting, banking and money management strategies.
- learn the basics of filing taxes.
- become familiar with different types of loans and insurance, such as home and auto.
- be introduced to major types of financial investments including stocks, bonds and mutual funds.
- become familiar with retirement accounts including IRAs and defined contribution plans.

Course Textbook:

Our course does not require a textbook.

Required Software:

Students must have access to Microsoft Office Suite which can be access for FREE from the Rutgers Software Portal. Slides will be posted in PowerPoint format.

Homework

Written reflections will be assigned weekly in Canvas. ***Students are responsible for checking due dates each week in Canvas.*** Late assignments will receive a 10%-point deduction for each week past the due date! Points will be deducted for not meeting the required word count. Students must also check and address all assignment comments posted by me in Canvas.

In Class Assignments/Project:

There will be in class projects and assignments during the semester. All work will take place during class time. Grades will be assigned based on quality of participation.

Course Web Site - Canvas:

Course announcements, the syllabus, and all chapter power-point presentations will be posted on the course's Canvas web site. This site can be accessed at: www.canvas.rutgers.edu. Please read all Canvas announcements in entirety. **Students should check the email account associated with their official student record.** Students will find all assignments in the

ASSIGNMENTS tab. All slide presentations and other course material can be found in the MODULES tab under the appropriate topic.

Grading Policy:

Course grades will be determined based on the formula below. The general guidelines for grading distribution is also found below.

Weekly Reflections	80%
In Class Projects	20%
Total	100%

A	90 & above
B+	85 - 89
B	80 - 84
C+	75 - 79
C	70 - 74
D	60 - 69
F	59 & below

Code of Conduct and Academic Integrity Policy:

All students are required to adhere to the University's Academic Integrity Policy found at <https://academicintegrity.rutgers.edu/sites/default/files/pdfs/current.pdf>. Using unauthorized materials on assignments and tests, submitting another person's work as one's own, using another person's words or ideas without proper citation, unauthorized collaboration, are some examples of violations of the University's Academic Integrity Policy. Violations will not be tolerated and all infractions will be pursued under the University's Academic Integrity Policy. Violations can result in suspension from the University, as well as course failure.

Attendance Policy:

Our course has 10 class meetings. Attendance is mandatory. Any conflicts must be reported.

Classroom Conduct:

Students should come to class ready and be willing to learn. Students should feel that we are accessible and approachable – all questions are welcome! Students should remain attentive and should refrain from talking to each other during the lectures. Cell phones should be silenced and put away. Laptop usage is permitted but is limited to taking notes. We will respect you if you respect us. Inappropriate or disrespectful conduct will adversely affect your participation grade.

Correspondence:

We will communicate all the important announcements for our course through Canvas. Students should check their Rutgers email regularly to ensure they don't miss anything. Office hours are available before or after class. Students are welcome to email my Rutgers account but should expect to receive a response in no less than 24-48 hours.

Students with Special Needs

If you need accommodation for a disability, please contact (848)445-6800 or email dsoffice@echo.rutgers.edu The Office of Disability Services is located in the Lucy Stone Hall, Suite A145

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 come see me early in the semester and we will work together to ensure your success in the course.

Other Student Resources:

<https://smlr.rutgers.edu/academic-programs/current-students> - Please visit this link to find a list of resources including Victim and Mental Health Support, and Academic Support

<https://smlr.rutgers.edu/academic-programs/scholarships> - Please visit this link to find a number of scholarships and fellowships offered by the School of Management and Labor Relations to support its students.

<http://campusstatus.rutgers.edu> – Please visit this link for updates on University/Campus Closings: 732-932-INFO (New Brunswick);