FINC 3501- PERSONAL FINANCE
Expanded Course Outline
FALL, 2006
MW – 1:50 pm

Professor: Ron Best
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Phone: (678) 839-4812
Email: rbest@westga.edu
Office: Room 11 - Richards College of Business
Office Hrs: M & W: 11:05-11:35 am; 12:45-1:45 pm; 3:15-4:45; T: 1:00-5:00 pm;
(I am in my office most days. Feel free to “drop-in.”)

I. Catalog Description

A non-technical course of general application stressing personal financial planning, budgeting, savings and investments, small business ownership, estate planning, and retirement income.

II. Required Background or Experience

A. Prerequisite: None

B. General Education (Core) Contribution: The course uses the writing skills developed in English courses, oral skills developed in speech courses, mathematical methods and critical thinking acquired in mathematics courses.

III. Expected Outcomes: (www.westga.edu/~accfin/outcomes.htm)

A. Communicate effectively in writing - LG1 (Learning Goal 1).

B. Apply basic quantitative skills to personal finance problems – LG2.

C. Use computer resources to research and analyze personal finance problems – LG3.

D. Understand the financial planning process from college to retirement – LG4, LG7; LG8.

E. Have an understanding of legal and ethical considerations that affect financial decision-making – LG5.

IV. Text and References

A. No text required. Various handouts will be used.
V. **Special or Unique Student Material:**

A financial calculator with a "cash flow" button is necessary. The calculator must compute net present value (NPV) and internal rate of return (IRR). (Examples: Hewlett Packard 10B; Texas Instruments BA II PLUS; Sharp EL-733A; Texas Instruments TI-83)

VI. **Special or Unique University Facilities:**

Access to Internet connected computer and library reference resources for term project.

VII. **Expanded Description of the Course and Instructional Method:**

A. **Expanded Description of the Course:** The course examines the financial problems and feasible solutions over the student’s life time. The life time cycle approach begins with graduation from college to preparation for retirement and after. Budgeting techniques and savings are examined as a means of achieving financial independence. This course covers the basics of investments, retirement planning, insurance, and estate planning.

B. **Instructional Methods:**

a. **Lecture and Problem Solving:** Topics in personal financial management are discussed in lectures presented by the instructor. During lectures, students contribute through their comments and their evaluation of analytical problems.

b. **Internet Materials:** Various materials are available on the instructor’s home page and the WebCT course site that supplement in-class presentations.

c. **Outside Assignments:** Students are required to complete personal financial analyses. The projects are intended to introduce students to various sources of financial data. A substantial portion of the data and analysis must be completed using computer programs and Internet.

VIII. **Methods of Evaluating the Outcomes:**

A. **Evaluation tools:** Your overall grade is based on two in-class exams and a large, multi-part project. Weights are shown below. (See Scheduled Exams policy.)

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<thead>
<tr>
<th>Grading Weights</th>
<th>Grading Scale</th>
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<tbody>
<tr>
<td>Midterm Exam</td>
<td>Letter Grade</td>
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<tr>
<td>Final Exam</td>
<td>Final Grade</td>
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<tr>
<td>Project</td>
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<tbody>
<tr>
<td>Midterm exam</td>
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<td>Final Exam</td>
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<td>Project</td>
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<td>D</td>
<td>60</td>
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<td>F</td>
<td>Below 60</td>
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_I reserve the right to “curve” grades._
B. Administrative Policies
   a. Information regarding test scores will not be given over the telephone. If you are absent when exams are returned, you must contact me in person or access WebCT to receive your grade.
   b. Requests for exam score adjustments must be made in writing within ONE WEEK of the test’s return. Only WRITTEN requests will be considered.
   c. Attendance Policy:
      i. **Regular Class Meetings:** Attendance will be taken using a seating chart and signup sheet (this helps me learn your name). It is your responsibility to sign the roll.
      ii. **Scheduled Exams:** You are encouraged to notify me in advance if you know you will be unable to take an exam at the scheduled time. In any event, you must notify me within two class days of the missed exam, or the absence will not be excused and a grade of zero will result.
      iii. **General:** You are responsible for knowledge of any administrative announcements (test information, schedule changes, etc.) that are made at any time during scheduled class periods regardless of whether you are in attendance. It is recommended that you make a reciprocal agreement with a classmate to share missed notes and other class information.
   d. Code of Conduct: Honesty and integrity are necessary to the academic and professional functions of business. Dishonesty undermines the foundation of the academic environment. Improper academic conduct shall be interpreted to mean the obtaining and using of information during an examination by means other than those permitted by the instructor, including supplying such information to other students. All forms of academic dishonesty, including cheating, plagiarism, and falsification of academic records are subject to disciplinary action.

C. Learning Domains:

IX. TENTATIVE SCHEDULE
   A detailed schedule will be provided separately.

FINAL EXAM
Friday, December 8, 2006 – 11:00 am – 1:00 pm

NOTE 1: This course covers the following AACSB perspectives: influence of legal and regulatory issues; ethical issues; written and oral communication; and social issues

NOTE 2: This course covers the following teaching objectives: developing oral communication skills; developing analytical/critical thinking; and encouraging social responsibility.