**Personal Finance**

[Settings](https://mvsu.instructure.com/courses/947)

**Syllabus**

**MISSISSIPPI VALLEY STATE UNIVERSITY**

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| **Academic Term and Year** | Fall -  2020 | |
| **Course Prefix and Number** | BA 321 | |
| **Course Title** | Personal Finance | |
| **Days, Time and Location of Class Meeting** | On-Line | |
| **Instructor’s Contact Information** |  | |
| Instructor | Naraseeyappa Rajanikanth | |
| Office Location: | BEB 119 | |
| Office Hours: | MTWTF: 8:30 – 4:30 | |
| Office Phone Number: | (662) 254 3601 | |
| E-Mail Address: | CANVAS Communication Tool – rajan@mvsu.edu | |
| **Course Prerequisites** | Junior Standing | |
| Technology skills: | Basic computer skills, working within Windows system environment, navigating the internet, and familiarity with E-mail. | |
| **Catalog Course Description** | Principles and practices of personal finance.  Topics include: budgeting, investment, insurance, real estate, taxes, retirement, and estate planning. Emphasis is upon development of comprehensive financial plans and computer simulations in solving personal financial problems. Prerequisite: Junior standing or consent of the instructor | |
| **Expected Student Learning Outcomes:**  **(Learning Goal = LG)** | Bankruptcies and debt collections have dramatically increased in recent years.  In large part, this is due to inadequate financial planning by individuals and businesses.  To prepare the student to deal with constantly changing economy by having the student: 1) Learn the importance, and have a basic understanding of, planning techniques; 2) Develop and identify analytical skills, by self-steadying and discussion to facilitate effective financial decision-making, including informed decisions regarding budgets, investment, insurance, retirement, and estate planning.  Upon course completion, the student should have the ability to have a working knowledge of the materials covered in the course, there by providing the student with the ability to make – and, if necessary access, source – for making appropriate financial decisions, both personal and business. | |
| **Course Requirements** | A. The course uses the writing skills developed in English course, oral skills developed in speech courses, mathematical methods and critical thinking acquired in college algebra  B. A basic calculator | |
| Required textbook(s) and Materials: | **Personal Finance**, 13th Edition, By Garman and Forgue, Publisher: Cengage Learning.  Preferably a business or financial calculator.  Recommended reading for the course:  Wall Street Journal and other financial publications; e.g. Money Magazine | |
| Supplementary materials: | At minimum: Wall Street Journal, Business Week and Newsweek | |
| Class attendance policy: | This is an online class.  There are no regularly scheduled class meetings.  However, required work (quizzes, project, and final exam) should be completed by August 07,2013. | |
| Submission of Work: | Scheduled assignments MUST be completed and successfully, and submitted through the Canvas Assignment Tool (drop box) by due date and time. Assignments automatically become unavailable after the due date/time expires.    All assignments MUST be keyed using MS Word or saved as a .DOC file and no multiple submissions will not be allowed. | |
| Make-up examination policy: | **NO** opportunities will be available for making up online class activities or assignments.    **Make-up Assignments/Exams**  Make up maybe allowed, depending on the circumstances with an excuse.  It is at the instructor’s discretion | |
| Course Drops/Incompletes: | Students not completing the course for any reason are required to submit official drop notices to the Registrar’s Office prior to the deadline date. This is **your** responsibility. Failure to comply with the procedure WILL result in your receiving a letter grade of “**F**”. | |
| Cheating and plagiarism policy: | Cheating in any fashion will not be tolerated, including but not limited to plagiarizing another’s words, work or ideas on individual class assignments.  To address the situation of plagiarism, the University has implemented *Turnitin* to fight plagiarism and improve reading, writing, and research skills. *Turnitin* is a comprehensive plagiarism prevention system that lets faculty quickly and effectively check all students’ work. Results are based on exhaustive searches of billions of pages from both current and archived instances on the Internet.  Plagiarism will result in at least a failing grade for the assignment(s) and/or course. | |
| Online Communication  Observation of “Netiquette”: | Students MUST use Canvas mail for contact with the instructor and other members of the class.  All your Online communications should be composed with fairness, honesty and tact. What you put into an Online course reflects on your level of professionalism | |
| Technical Problems: | | If you experience technical/computer difficulties (*need help downloading browsers or plug-in, logging into your course, using your course web site tools, or experience errors or problems while in your online course*), contact your system administrator at 662-254-3114. |
| Technology Infusion: | | **Hardware:**     |  |  | | --- | --- | | **Operating  System:** | Windows 98, 2000, NT,  XP or a Macintosh System 8.1 or higher | | **Processor:** | 200 MHz or higher | | **Memory:** | 32 MB of RAM | | **H Drive Space:** | 100 MB free disk space | | **Modem:** | 28.8 kbps or higher | | **Monitor:** | 800x600 resolution |       **Software:**     |  |  | | --- | --- | | **Internet Access:** | Any Internet Service Provider | | **Browser:** | Internet Explorer, Netscape r 4.7 or higher\*, AOL 5.0 or higher\*\* | | **Application** | Recommend Microsoft Word or application file name **.doc** | | **Audio & Video:** | RealPlayer, Quick Time | |
| **Teaching/Learning Strategies** | | The primary instructional model for this course is collaborative learning.  Specifically, the instructor will set course content, course objectives, and methods of classroom assessment.  The course will incorporate the following instructional strategies: class discussion, online activities, assigned readings, and/or individual projects.  Students are encouraged to actively participate in activities, ask questions, and contribute comments for discussion.  Students are also encouraged to offer input regarding instructional strategies and assignments.  Most importantly, students are expected to be active learners and to ask for clarification when they have questions.  In order to be successful in the class, it is important that students, read the assigned material, and submit assignments and be prepared to discuss what they have read.  The goal of this approach is to develop a safe learning environment that addresses a variety of learning styles, promotes critical thinking, and fosters creativity. |
| **Evaluation Procedures** | | Access Canvas course at [http://mvsu.canvas.comLinks to an external site.](http://mvsu.canvas.com/) or [www.mvsu.eduLinks to an external site.](http://www.mvsu.edu/) click on Canvas for detailed instructions regarding assignments.  **Final Exam will be administered face to face, and date, place, and time will be announced well in advance for you to be able to make necessary plans** |
| |  |  |  |  | | --- | --- | --- | --- | | **Performance Standards/Grading**: | | | | | A | 666-740 | 90% |  | | B | 592-665 | 80% |  | | C | 518-591 | 70% |  | | D | 444-517 | 60% |  | | F | Below 444 | 50% |  | | | |  |  |  | | --- | --- | --- | | **Assessments** |  | **Points** | | Quizzes & Tests | **15** | **460** | | Assignments | **12** | **280** | | **Total** |  | **740** | |
| **ADA Statement** | | Any student requiring accommodations or services due to a disability must contact the University College, Office of the ADA Coordinator. The coordinator can be contacted directly at 662.254.3446 or through the University College office number at 662.254.3442. The student requiring special instructional strategies should, in writing, make these special needs known to the instructor during the first week of the course. |
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Flexible but will add on and see how far we could go!

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| **Course Outline:**Instructor reserves the right to make changes to course schedule at his discretion.  If changes are                            deemed   necessary, students will be notified via Blackboard. |

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| **Weeks** | **assignments F** |
| Weeks 1 | Chapter 1  - Understanding Personal Finance: The Building Blocks of Personal Financial Success , The Economy Affects your personal Financial Success, Think like economist When making Financial Decisions (OC, MU, Inflation and Interest Rates) The Time value of Money: Setting Dollar Values on Financial Goals.(FV and PV), Make Smart Money Decisions at Work FBP, ESHC,FSA,EIP,ERP) Where to Seek Expert Financial Advice (CFP’S) |
| Week 2 | Career Planning: Key steps in Successful Career Planning; know your preferred Work Style Personality, Financial and legal Aspects of Employment, and effective Employment Search Strategies. |
| Week 3 | Financial Statements, Tools, and Budgets:  Financial Values, Goals and Strategies, Financial Statement Measure Your Financial Health and Progress.  Financial Ratios Assess Your Financial Strength and Progress, Financial Record Keeping Saves Time and Makes you Money.  Reaching Your Goals Through Budgeting: Your Spending/Savings action plan. |
| Week 4 | Money Management:  Managing Income Taxes, Eight Steps in Calculating Your Taxes, Avoid Taxes Through Proper Planning |
| Week 5 | Managing Checking and Savings Accounts:  What is Monetary Assets Management, Interest Earning Checking Accounts, Savings Accounts, Money Market Accounts, Electronic Money Management, The Psychology of Money Management. |
| Week 6 | Building and Maintaining Good  Credit:  Reasons For and Against Using Credit, You should Set your Own Debt Limit, Obtaining  Credit and Building A Good Credit Reputation, Sources of Consumer Loans, Dealing With Over indebtedness |
| Week 7 | Credit Cards and Consumer Loans:  Types of Consumer Credit: Credit Card Accounts, Managing Credit Cards Wisely, Understanding Consumer Installment Loans, Calculating Interest on Consumer Loans. |
| Week 8 | Vehicle and Other Major Purchases:  Do your Homework, Use Comparison Shopping to Find the Best Buy, Negotiate Effectively and Decide at Home.  Evaluate Your Decisions. |
| Week 9 | Managing Property and Liability Risk:  Risk and risk Management, Understanding How Insurance Works, Homeowner’s Insurance, Automobile Insurance, Protection for Other Property and Liability Loss Exposures, How to Collect on Your Property and Liability Losses |
| Week 10 | Managing Health Expenses: Addressing the Financial Burdens of Illness or Injury  Sources of Protection From Direct health Care Costs, Making sense of Your Plan Benefits, Protecting Your Income During Disability |
| Week 11 | Life Insurance Planning: How Much Additional Life Insurance Do You Need?, There are Only two Basic Types of Life Insurance, Understanding Your Life Insurance Policy. |
| Week 12 | Investment Fundamentals:  Starting Your Investment Program, Discover Your Investment Philosophy, Identify the Kinds of Investments You Want to Make, Risks and Other Factors affect the Investor’s Return, Establishing Long Term Investment Strategy and Creating Your Own Investment Plan. |
| Week 13 | Investing in Stocks and Bonds: How to Evaluate Stock Values, Calculating Stock’s Return, Use the Internet to Evaluate and Select the Stocks, Buying and Selling Stocks, Investing in Bonds |
| Week 14 | Fall Break |
| Week 15 | Investing Through Mutual Funds, Retirement and Estate Planning |
| Week 16 | Retirement and Estate Planning…… Final Exam |

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| **Comments:** | This syllabus is not a contract. It is only a guideline. The instructor reserves the right to make changes and additions to this syllabus at her/his discretion. If changes are necessitated during the term of the course, you will be notified of changes via Canvas mail. |

MINIMUM CONTACT TIME FOR COURSE COMPLEATION (IN MINUTES)

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| --- | --- | --- | --- | --- | --- | --- |
| CHAPTER | READING | DISCUSSION | ASSIGNMENT | QUIZ | TEST | TOTAL |
| CHAPTER 1 | 160 | 20 | 30 | 30 |  | 240 |
| CHAPTER 2 | 160 | 30 | 30 | 30 |  | 240 |
| CHAPTER 3 | 160 | 30 | 30 | 30 |  | 240 |
| CHAPTER 4 | 160 | 30 | 30 | 30 |  | 240 |
| CHAPTER 5 | 120 | 30 | 30 | 30 | 120 | 330 |
| CHAPTER 6 | 120 | 30 | 30 | 30 |  | 210 |
| CHAPTER 7 | 120 | 20 | 30 | 30 |  | 200 |
| CHAPTER 8 | 120 | 20 | 30 | 30 |  | 200 |
| CHAPTER 9 | 120 | 20 | 30 | 30 |  | 200 |
| CHAPTER 10, 11 | 120 | 30 | 30 | 30 |  | 210 |
| CHAPTER 12,13 | 180 | 20 | 30 | 30 |  | 260 |
| CHAPTER 14, 15, & 16 | 160 | 20 | 30 | 30 | 180 | 420 |
| TOTAL |  |  |  |  |  | 2,990 |

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