

Georgian Court University
School of Business & Digital Media
Syllabus

Instructor: Mr. John Driscoll – GCU/MHS Course Ahead Program

Phone Number – 732-754-8746

Course: BU134, Personal Financial Planning

Course Description:

Review common financial issues at various life stages. Includes daily and long term personal financial planning, credit management, credit scores, credit card and other debt, interest and time value of money, personal income taxes, bank rates for student loans, personal loans, mortgages and deposits, personal investments, automobile and health insurances.

I. Required Text

Joan S. Ryan Managing Your Personal Finances. Mason, Ohio: SW Cengage Learning.

II. Attendance Policy:

Class attendance and punctuality will be recorded for the entire semester. You are expected to attend all classes regularly. Students must seek authorization if they must be absent from class. Frequent unexcused absences may cause the student to lose credit for the course.

III. Grades

Letter grades will be based on the following standards.

Grade Numerical Equivalent:

<u>Letter Grade</u>	<u>Numerical Equivalent</u>
A	95 and above
A minus	90–94
B+	87–89
B	83–86
B-	80–82
C+	77–79
C	73–76
C-	70–72
D+	65–69
D	60–64
F	59 or below

Course grade will be determined as follows. 60% - unit tests/exams, 20% - Investment Project, 20% - homework assignments, essays and class participation.

IV. Make up Examinations

Make up tests will be granted upon request and with the permission of the instructor.

V. Homework

Apart from the required reading for each session, assignments will be given, collected and graded from time to time.

VI. Academic Integrity

Academic integrity is essential to the intellectual health of GCU. Such integrity gives the community credibility in the pursuit of truth and knowledge. The principles of Academic Integrity demand the commitment of all persons of GCU. Academic dishonesty in any capacity is viewed as a serious offense against these principles and cannot be tolerated. Academic dishonesty refers to forms of cheating which result in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for which is not their own (Kibler, et al Academic Integrity and Student Development, pg 1).

I hope you have a great semester and please let me know if I can be of further assistance.

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Course Outline & Curriculum for BU 134 – Personal Financial Planning

Unit 1: Career Decisions

Objectives:

1. Define current job and career trends.
2. Describe positive and negative features of potential career choices.
3. Determine the role technology plays in today's businesses.
4. Determine the factors that affect career choices.

Objective	Topics	Pacing (Days)
1, 2	Choosing A Career	2
3,4	Planning Your Career/Getting the Job	4
4	Work Laws and Responsibilities	3

Assessments:

1. Homework/Classwork
2. Quizzes
3. Tests (chapter and unit)
4. Case Study
5. Current Events
6. Interview Project (Choosing the company to interview for, create a resume, interview with a partner).

Unit 2: Money Management

Objectives:

- 1 Explain the purpose of taxes and describe the different types of taxes
- 2 Explain the purpose of financial planning and prepare a personal budget.
- 3 Describe the major components of a checking and savings account.
- 4 Explain the purpose of checking and savings accounts.
- 5 Evaluate the importance of legal agreements and financial record keeping.
- 6 Describe the banking services available at most financial institutions.

Objectives	Topics	Pacing (Days)
1	Tax Returns and income Tax	3
1,2,3	Budgets and Financial Records	4
4,5, 6	Checking Accounts and Banking Services	3

Assessments:

- 1. Homework/Classwork**
- 2. Quizzes**
- 3. Tests (chapter and unit)**
- 4. Current Events**
- 5. Financial Document Project – personal financial inventory to build for the future.**
- 6. Stock/Investment Project (will be ongoing throughout the semester)**

Unit 3: Financial Security

Objectives:

- 1 Describe the purpose of saving and how money grows through compounding.
- 2 Discuss factors that influence the selection of a savings plan
3. Describe ways to save regularly
4. Explain why you should consider investing and the risk of the investment
5. Discuss how and why you should invest in the stock market.
6. Explain the differences between the types of stocks
7. Discuss the features, types and earnings on various bonds.
8. Explain the difference among investing in real estate, mutual funds and commodities.
9. Describe retirement and estate planning needs for most individuals.

Objectives	Topics	Pacing (Days)
1, 2,3	Saving for the Future	3
3,4 5, 6	Investing for the Future	2
5,6	Investing in Stocks	2
7	Investing in Bonds	2
8	Other Investments	2
9	Retirement and Estate Planning	2

Assessments:

- 1. Homework/Classwork**
- 2. Quizzes**
- 3. Tests (chapter and unit)**
- 4. Case Study**
- 5. Current Events**
- 6. Presentation/Project on a savings and investment plan for the future.**
- 7. Stock/Investment Project (will be ongoing throughout the semester)**

Unit 4: Credit Management

Objectives:

- 1 Explain the advantages and disadvantages of using credit.
- 2 Discuss the concept of creditworthiness.
- 3 Explain how you can reduce or avoid credit costs.
4. Discuss what good credit management is.
5. Discuss the major causes of bankruptcy

Objectives	Topics	Pacing (Days)
1,2	Credit in America	3
2,4	Credit Records and Laws	1
3,4,5	Responsibilities, Costs and Problems with Credit.	4

Assessments:

- 1. Homework/Classwork**
- 2. Quizzes**
- 3. Tests (chapter and unit)**
- 4. Case Study**
- 5. Current Events**
- 6. Stock/Investment Project (will be ongoing throughout the semester)**
- 7. Project/presentation on meeting with a financial planner/investment manager.**

Unit 5: Resource Management

Objectives:

- 1 Apply the decision making process to solve consumer and economic problems.
- 2 Describe what factors that influence spending decisions.
- 3 List and discuss advantages/disadvantages between renting and owning a residence.
- 4 Discuss the steps in the car buying process.
- 5 Identify the costs of owning and operating a car.

Objectives	Topics	Pacing (Days)
1,2	Personal Decision Making	1
3	Renting vs. Buying a Home	2
4,5	Buying and Owning a Vehicle	2

Assessments:

- 1. Homework/Classwork**
- 2. Quizzes**
- 3. Tests (chapter and unit)**
- 4. Case Study**
- 5. Current Events**
- 6. Project on meeting with a bank about a loan (car, house, personal, etc). Prepare paperwork for meeting.**

Unit 6: Risk Management

Objectives:

- 1 Explain how to create a risk management plan
- 2 Explain risk and the different types of risk
- 3 Evaluate the need for various types of insurance.
4. Discuss different types of disability insurance
5. Describe the different life insurance plans

Objectives	Topics	Pacing (Days)
1,2	Introduction to Risk Management	4
3, 4	Property and Liability Insurance	3
4,5	Health and Life Insurance	3

Assessments:

1. Homework/Classwork

2. Quizzes

3. Tests (chapter and unit)

4. Case Study

5. Current Events

6. Presentation on importance of insurance. How do you prepare to purchase insurance? Car, life, home, etc.

7. Ongoing Investment Project

Unit 7: Consumer Rights and Responsibilities

Objectives:

- 1 Describe and compare the three major types of economic systems
- 2 Discuss how to be a responsible consumer.
- 3 Describe your rights as set forth in the Consumer Bill of Rights.
4. List/explain government and private sources of consumer assistance.

Objectives	Topics	Pacing (Days)
1,2	Role of Consumers in a Market Economy	3
2,3	Consumer Responsibilities	2
3,4	Consumer Protection	3

Assessments:

- 1. Homework/Classwork**
- 2. Quizzes**
- 3. Tests (chapter and unit)**
- 4. Case Study**
- 5. Current Events**
- 6. Project on Philanthropy and Ethical Issues.**
- 7. Ongoing Investment Project**

Final Exam Review – 2 days

Final Exam – 1 day.