**FIN 125 – PERSONAL FINANCE (15-week section)**

**Online Course**

**January 29 – May 17, 2024**

**SYLLABUS – SPRING 2024**

Mr. Michael J. Farina, CPA, MBA

* Office hours: 1/31, 2/7, 2/14, 2/28, 3/6, 3/27, 4/10, 4/17, 4/24, 5/1, 5/8, and 5/15

all 11:00AM-12:00PM, online.

* Website: <http://www.cerritos.edu/mfarina>
* Email: mfarina@cerritos.edu

**COURSE DESCRIPTION**

This course is designed to empower individuals with various tools to manage their money and make sound lifelong financial decisions. Students will understand the social and psychological issues related to money and learn established measurement techniques to analyze, plan, and manage their financial lives. Topics include financial planning, income and expense management, investment analysis, retirement planning, consumerism, insurance, estate planning, home ownership, and credit management.

This course is taught online, in a compressed 15 – week format. There are no in person meetings, nor any Zoom meetings or conferences. Successful completion of this course will require a substantial amount of discipline on your part. Additionally, personal finance requires more homework than most courses. You should be prepared to spend a minimum of six to ten hours weekly on assignments and reading.

**TEXT**

“Focus on Personal Finance: An Active Approach to Help You Develop Successful Financial Skills,” 7th edition, McGraw-Hill Publishing. Students should purchase the “bundle” that includes a loose-leaf textbook and an access code for the Connect software to complete assignments online.

***Not having your textbook and/or access code to Connect is not a valid excuse for missing posted assignment deadlines.***

**GRADING**

Points may be earned as follows:

14 Interactive videos @ 5 points each, lowest dropped 65

14 LearnSmart assignments @ 10 points each, lowest dropped 130

14 Chapter Homework assignments @ 20 points each, lowest dropped 260

14 Chapter quizzes @ 30 points each, lowest score dropped 390

Final exam 155

Total points possible 1,000

Grading will be as follows:

 90% + = A

 80‑89% = B

 67‑79% = C

 55‑66% = D

 Below 55% = F

**DESCRIPTION OF ASSIGNMENTS: ALL MUST BE COMPLETED USING CONNECT**

***INTERACTIVE VIDEOS***

The interactive videos provide an overview of each chapter and include questions after each major topic designed to quiz the students’ understanding of the concepts presented. You may “Save and Exit” as often as you like. Due dates are listed on the third page of this syllabus. The due dates are firm.

***LEARNSMART ASSIGNMENTS***

LearnSmart is an adaptive learning system designed to help students learn faster, study more efficiently, and retain more knowledge for greater success. It is highly recommended you read the chapter before completing the LearnSmart assignment. There is one LearnSmart assignment per chapter. Each LearnSmart assignment is worth 10 points, with your lowest score dropped. You may “Save and Exit” as often as you like. Due dates are listed on the third page of this syllabus. The due dates are firm.

***HOMEWORK ASSIGNMENTS***

Homework assignments consist of eight to ten short problems per chapter. You may “Save and Exit” as often as you like. You are also allowed unlimited use of the “Check My Work” function in Connect. Due dates are listed on the third page of this syllabus. The due dates are firm. ***NOTE***: Each chapter has Practice Problems. These are not graded and contain problems very similar to the Homework Assignment problems. If you are having difficulty with the homework problems, use this tool.

***QUIZZES***

Each quiz consists of 30 multiple choice questions. Do not use the “Save and Exit” function! Each quiz must be started and completed in one session. Each quiz has a time limit of 105 minutes. Due dates are listed on the third page of this syllabus. The due dates are firm.

***FINAL EXAM***

The final exam is a combination of short problems similar to those on the homework assignments, and multiple-choice questions. It is cumulative, covering all chapters. Do not use the “Save and Exit” function when taking the final exam, as it is timed. A study guide will be distributed before the final exam. Students must take the final exam during the time scheduled (see page 4).

***Not having your textbook and/or access code to Connect is not a valid excuse for missing posted assignment deadlines.***

**CHAPTER VIDEOS**

The publisher has created videos for major topics in each chapter. You can access those videos by clicking on the following link, [FIN\_125\_Chapter\_Videos\_links7e.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.cerritos.edu%2Fmfarina%2FFIN_125_Chapter_Videos_links7e.docx&wdOrigin=BROWSELINK)

A Word document will open with links to the videos. Click on Enable Editing at the top of the page. Then place your cursor over the video you wish to view, hold down the “ctrl” key and click on the video link.

I highly recommend watching these videos before reading the text to get an overview of the major topics covered.

**ASSIGNMENT DUE DATES**

The due dates for these activities are below. ***These assignments must be completed by the due date no later than 11:59PM.***

|  |  |  |
| --- | --- | --- |
| Ch. # | ***INTERACTIVE VIDEO, SMARTBOOK, HOMEWORK, AND QUIZ: ONE EACH PER CHAPTER*** | Due Date @ 11:59 PM |
| 1 |  | 2/5 |
| 2 |  | 2/12 |
| 3 |  | 2/20 |
| 4 |  | 2/26 |
| 5 |  | 3/4 |
| 6 |  | 3/18 |
| 7 |  | 3/25 |
| 8 |  | 4/1 |
| **9** |  | 4/8 |
| **10** |  | 4/15 |
| **11** |  | 4/22 |
| **12** |  | 4/29 |
| **13** |  | 5/6 |
| **14** |  | 5/13 |
| **FINAL EXAM** | Available 5/15, 11:59 AM | 5/17 |

**ATTENDANCE/STUDENT RESPONSBILITIES**

Students must watch all three course orientation videos and read the syllabus. The course orientation videos, and the syllabus can be found at:

<https://www.cerritos.edu/mfarina/Finance-125.htm>

Any student who does not send me an email no later than ***Monday, February 5 by 5:00 pm*** stating they have listened to the three course orientation videos on my website, read the course syllabus, and understood them both, ***will be dropped from the class***.

Students are expected to regularly turn in assignments, in accordance with the due dates below. The pace of the class is tight, so you must not fall behind.

Any student who has not completed a total of five assignments on Connect will be dropped from the class. Additionally, any student who does not complete all the Chapter 1 assignments by the due dates mentioned above on Connect--the Chapter 1 Interactive Video, the Chapter 1 LearnSmart, the Chapter 1 Homework, and the Chapter 1 Quiz --will be dropped from the class.

The last day to drop with a grade of “W” is April 23, 2024.

# POLICY STATEMENT

Students may collaborate on Interactive Video, Homework, and LearnSmart assignments, but not on quizzes or the final examination. Any student who has not completed a total of five assignments on Connect will be dropped from the class.

Falsification of work or allowing others to copy your work may serve as a basis for a failing grade and/or dismissal from class. The college and I take academic honesty issues very seriously. I expect ethical behavior, integrity, and proper behavior inside the classroom. Students who commit academic dishonesty will be dealt with according to the college’s standards of conduct and academic honesty/dishonesty policies, which made be found in the Spring 2024 class schedule.

I check my email account once daily, Monday through Friday, except for holidays. Emails received Monday through Friday will be replied to within 24 hours. Emails received on holidays or weekends may not be replied to until the next school day. Your email should use proper business communications etiquette and be written in complete sentences. You must include your name and class number (#30852) in the subject area of your email, or I will be unable to respond to your email. Emails received after 7:00 pm are considered received on the next day.

**HOW TO REGISTER AS A STUDENT ON CONNECT VIA CANVAS**

Please watch this video to learn how to access Connect via Canvas:

<http://video.mhhe.com/watch/4q72PpEpzkXAd3hW4o52c8>

NOTE:It is important that your username in Connect exactly matches your name as enrolled at Cerritos College.

For example, if your enrolled name at Cerritos College is *Juarez, Maria D*., that should be your username in Connect. Do ***not*** enroll in Connect as Maria Juarez, or any other variation of your Cerritos College enrolled name.

**HOW TO ACCESS CONNECT TO COMPLETE HOMEWORK ASSIGNMENTS**

Homework assignments are listed in the **“INTERACTIVE VIDEO, SMARTBOOK,** **HOMEWORK AND QUIZ”** table on page 4 above. These assignments must be completed using Connect.

NOTE: Homework assignments have unlimited attempts and only the best score is recorded. Each question will be given one at a time.

* Go to Connect via Canvas
* Enter your Login and Password (password and login are case-sensitive)
* Select an Assignment Name by clicking on the arrow on the right hand side
* You may print the assignment, complete it by hand, then enter your answers in Connect later. This is the preferred approach
* Read the instructions window, then click Begin
* Work on the assignment in Connect
* You may click on “check my work” as needed
* When all questions in the assignment are completed, click “submit assignment”. (Note: Incomplete assignments can be saved and worked on later by clicking “save and exit.”)

**USING PROCTORIO**

All quizzes, and the final examination, will use Proctorio. Proctorio is a browser-locking proctoring software designed to protect the integrity of the course’s quizzes and exams. Proctorio will not be used for homework, SmartBook, or Critical Thinking Problems.

I have been informed that Proctorio works best with Chrome. If you do not have Chrome, here is a link to download it:

[https://www.google.com/chrome/ (Links to an external site.)](https://www.google.com/chrome/)

When using Proctorio for the first time you may be asked to accept a Proctorio “extension”; please do so.

During the quiz, your access to other browsers and tabs will be shut down. The quiz must be taken in FULL SCREEN mode. If full screen is not restored within 30 seconds you will be removed from the assignment, and it will be submitted as is.

To help you get started, you may wish to take the following assignment on Connect:

Proctoring Enabled: Proctorio Practice Quiz. It is a three-question quiz that is not graded.

**HOW TO SUCCEED IN FINANCE 125**

Perform the following, in order:

* Listen to the Chapter Videos first (see page 3)
* Then listen to the interactive videos. Make sure you have passed with 100%
* Read the chapter thoroughly
* Complete the chapter SmartBook assignment. Make sure you have passed with 100%
* Complete the chapter homework on Connect before the due date. Have your book and notes handy. Use the Practice Problems on Connect if needed
* Complete the chapter quiz on Connect before the due date. Again, have your book and notes handy
* ***Never wait until the last minute to start the assignments!***

For the final examination: Follow the instructions in the study guide which will be sent to you via email or a Canvas posting.

Student Learning Outcomes:

1. Calculate future and present amounts related to specific financial
situations using time value of money tables, a financial
calculator, spreadsheet software, or online calculators. (Ch. 1)

2. Calculate taxable income for an individual using both the
standard deduction and itemized deductions. (Ch. 3)

3. Calculate and compare the cost of buying and leasing an
automobile. (Ch. 6)

4. Calculate affordable monthly mortgage payment, affordable
mortgage amount, and affordable home purchase price. (Ch. 7)

5. Evaluate and classify stock, bonds, and mutual funds by
investment objective. (Ch. 13)