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

**On Line Course**

**February 1 – May 21, 2021**

**SYLLABUS – SPRING 2021**

Mr. Michael J. Farina, CPA, MBA

* Office hours: 2/3, 2/10, 2/17, 2/24, 3/3, 3/10, 3/24, 3/31, 4/14, 4/21, 5/5 and 5/19, 11:00 AM – 12:00 PM, all on line
* Website: <http://www.cerritos.edu/mfarina>
* Email: [mfarina@cerritos.edu](mailto: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 on line, in a compressed 15 – week format. Successful completion of this course will require a substantial amount of discipline on your part. Addtionally, personal finance requires more homework than most courses. You should be prepared to spend a minimum of six to twelve hours weekly on assignments and reading.

**TEXT**

“Focus on Personal Finance: An Active Approach to Help You Develop Successful Financial Skills,” 6th edition, McGraw-Hill Publishing. Students should purchase the “bundle” that includes a loose leaf textbook and an access code for the Connect software in order to complete assignments on line.

***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.***

**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, LEARNSMART, HOMEWORK, AND QUIZ: ONE EACH PER CHAPTER*** | Due Date @ 11:59 PM |
| 1 |  | 2/8 |
| 2 |  | 2/16 |
| 3 |  | 2/22 |
| 4 |  | 3/1 |
| 5 |  | 3/8 |
| 6 |  | 3/22 |
| 7 |  | 3/29 |
| 8 |  | 4/5 |
| **9** |  | 4/12 |
| **10** |  | 4/19 |
| **11** |  | 4/26 |
| **12** |  | 5/3 |
| **13** |  | 5/10 |
| **14** |  | 5/17 |
| **FINAL EXAM** | Available 5/19, 12:01 PM | 5/21 |

**ATTENDANCE/STUDENT RESPONSBILITIES**

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 of the Chapter 1 assignments on by the due date 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 27, 2021.

# 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 2021 class schedule.

I check my email daily, Monday through Friday, except holidays. I will make every attempt to answer email questions with 24 hours, except that I do not answer email questions on weekends or holidays until the following business day.

**HOW TO REGISTER AS A STUDENT ON CONNECT WITH AN ACCESS CODE**

Go to [Connect](https://connect.mheducation.com/class/m-farina-fin-125-15-week-spring-2021) url: <https://connect.mheducation.com/class/m-farina-fin-125-15-week-spring-2021>

Enter your email address. Then

* Create your account. Make sure to write down your email address and password
* Follow the on-screen directions. Please choose your Security Question and Answer carefully. Make sure to write them down and keep them in a safe place
* When registration is complete, go to the next screen. Enter your access code under the box named Already Purchased?
* If you just want Connect with an e-book, click CHECK OUT under the box named Already Purchased?
* For a free two-week access, select START NOW under the box named Need temporary access?

**IF YOU BUY A USED BOOK, YOU NEED TO BUY AN ACCESS CODE TO CONNECT. HERE’S HOW:**

Go to [Connect](https://connect.mheducation.com/class/m-farina-fin-125-15-week-spring-2021) and enter your email address.

* Create your account. Make sure to write down your email address and password
* Follow the on-screen directions. Please choose your Security Question and Answer carefully. Make sure to write them down and keep them in a safe place
* If you just want Connect with an e-book, click CHECK OUT under the box named Already Purchased?

NOTE: For a free two-week access, follow the instructions abdove, then select START NOW under the box named Need temporary access?

**HOW TO ACCESS CONNECT TO COMPLETE VIDEO, LEARNSMART AND HOMEWORK ASSIGNMENTS**

All Connect assignments are listed in the table under “ASSIGNMENT DUE DATES**”** on page 4 above. These assignments must be completed using Connect.

NOTE: All of the video, learnsmart and homework assignments have unlimited attempts and only the best score is recorded. Each question will be given one at a time.

Go to [Connect](https://connect.mheducation.com/class/m-farina-fin-125-15-week-spring-2021)

* Enter your Login and Password (password and login are case-sensitive)
* Select an Assignment Name
* A new window opens. Click on “GO”
* You may print the assignment, complete it by hand, then enter your answers in Connect later. This is the preferred approach
* 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.”)

**HOW TO ACCESS CONNECT TO TAKE ONLINE QUIZZES**

NOTE: All quizzes have a 105 - minute limit and only one attempt. Each question will be given one at a time.

* Go to [Connect](https://connect.mheducation.com/class/m-farina-fin-125-15-week-spring-2021)
* Enter your Login and Password (password and login are case-sensitive)
* Select an Assignment Name
* Read the instructions window, then click “Start Assignment”
* Another window will open. Read it then click “GO”
* Select the correct answer by clicking the circle
* Click “Next” to go to the next question
* After the last question has been answered, click “Submit”
* Another window will appear; click “Submit assignment” to save the grade and exit the quiz session

**HOW TO SUCCEED IN FINANCE 125**

Perform the following, in order:

* Listen to the interactive videos first. Make sure you have passed with 100%
* Read the chapter thoroughly
* Complete the chapter LearnSmart 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

For the final examination: Follow the instructions in the study guide.

Student Learning Outcomes:

1. Students will be able to develop a personal financial goal.

2. Students will be able to calculate the amount necessary to accumulate for retirement based on future value concepts.

3. Students will be able to prepare a personal balance sheet and a cash flow statement.

4. Students will be able to identify sources of consumer credit and the factors that improve a credit score.

5. Students will be able to identify the three basic investment types; Cash, Bonds and Stocks and the appropriate financial goals for the use of these investment types.

6. Students will be able to describe how mutual funds operate and identify the advantages of investing in mutual funds.

7. Students will be able to identify three types of insurance products for home, auto and life protection and the appropriate use of these products.

8. Students will be able to identify the objectives of establishing a last will and testament for estate planning purposes.

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