

# FIN 125M – PERSONAL FINANCE SUMMER 2023

Instructor: Teresa Lantz, CPA, MBA                      e-mail:                      tlantz@cerritos.edu  
Classroom:    SS 140    Web site:                      www.cerritos.edu/tlantz  
Office Hours: MTWTh 8:00 – 8:30 am; 6/20/23 - 7/27/23 (except 7/4/23)

## **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 the compressed 8-week summer session. 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 ten to fifteen hours weekly on assignments and reading.

## **Prerequisites and Co-requisites:**

There are no prerequisites for this course.

## **Required Textbook:**

“Focus on Personal Finance: An Active Approach to Help You Achieve Financial Literacy,” 7<sup>th</sup> edition, McGraw-Hill Publishing. Students should purchase the “bundle” that includes a loose-leaf textbook and an access code for the Connect software. All assignments must be completed using Connect.

## **Grading:**

Points Earned

14 Interactive Videos (5 pts ea, lowest dropped)	65 points
14 LearnSmart Assignments (10 pts ea, lowest dropped)	130 points
14 Homework Assignments (20 pts ea, lowest dropped)	260 points
14 Quizzes (30 pts ea, lowest dropped)	390 points
Final Exam	<u>155 points</u>
Total points	1,000 points

Grading Scale

90%	to	100%	= A	70%	to	79%	= C
80%	to	89%	= B	60%	to	69%	= D

## **CHAPTER ASSIGNMENTS**

All assignments will be available on Connect for 1 week (with the exception of the Orientation and the Final Exam, see the Schedule of Activities below for the dates of availability). There are 4 assignments per chapter - an Interactive Video, LearnSmart, Homework, & a Quiz; all 4 assignments for each chapter will be available for one week, from Monday to Sunday; two (2) chapters will be covered each week. All due dates are listed on the attached Schedule of Activities and on Connect. Assignments will NOT be accepted after the due date and due dates will not be extended.

**NOTE:** The required Connect Orientation Video assignment and the Canvas Orientation Agreement will be available for only 1 day, Tuesday, June 20 ONLY. If the Connect Orientation Video and Canvas Orientation Agreement are not submitted by 11:59 pm PST on Tuesday, June 01, 2023, you may be dropped from the class; there are no exceptions.

The final exam will also only be available for 5 days; August 7 - 11, 2023. There are no make-ups of the final exam.

### **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 until the due date. Due dates are listed on the Schedule of Activities and on Connect. Assignments will not be accepted after the due date and due dates will not be extended.

### **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 for that chapter. There is one LearnSmart assignment per chapter. You may "Save and Exit" as often as you like until the due date. Due dates are listed on the Schedule of Activities and on Connect. Assignments will not be accepted after the due date and due dates will not be extended.

### **Homework**

Homework assignments consist of eight to ten short problems per chapter and must be completed on Connect. You may "Save and Exit" as often as you like until the due date. Due dates are listed on the Schedule of Activities and on Connect. Assignments will not be accepted after the due date and due dates will not be extended. You are also allowed unlimited use of the "Check My Work" function in Connect which allows you to monitor your progress throughout the assignment to ensure you are getting the correct answers.

**NOTE:** Each chapter also has Practice Problems listed in Connect. These will not be graded and contain problems very similar to the Homework problems. Students having difficulty with the homework problems or who would like extra practice or review are encouraged to complete the practice problems in Connect.

### **Quiz**

Each quiz consists of 30 multiple choice questions. *Do not use the "Save and Exit" function for the Quizzes!* Each quiz can only be accessed ONCE and you are allowed only 105 minutes to complete each quiz. Do not start a Quiz unless you have enough time to complete it. Once you start a Quiz the timer will start and cannot be reset. Due dates are listed on the Schedule of Activities and on Connect. The Quizzes will not be accepted after the due date and there are no make-up Quizzes.

### **Final Exam**

The final exam is a combination of short problems, similar to those on the homework assignments, and multiple choice questions, similar to those on the quizzes. It is a cumulative test, therefore, it will cover all 14 chapters. The Final Exam can only be accessed ONCE and you are allowed only 150 minutes to complete the final. Do not start the Final Exam unless you have enough time to complete it. Once you start the Final Exam the timer will start and cannot be reset. The due date is listed on the Schedule of Activities and on Connect. The Final Exam will not be accepted after the due date and there are no make-ups of the Final Exam. The Final Exam will only be available for 5 days, August 7 - 11, 2023.

The pace of the class is tight, therefore, it is highly recommended that you keep pace with the syllabus and do not fall behind. The chapter assignments will be available for one week, from Monday to Sunday (with the exception of the orientation and the final exam) and 2 chapters are covered each week. You must complete and submit the assignments within the week they are posted as assignments will not be accepted after their posted due date and due dates will not be extended. See the Schedule of Activities below for availability and due dates.

To get the most from the class, it is important that you read each chapter in the text then complete the Interactive Video, LearnSmart assignment, Homework assignment and Quiz for each chapter. It is highly recommended you do not wait until Sunday to complete the assignments for that week. Plan your schedule accordingly to allow for the completion of 2 chapters each week.

All assignments, quizzes and the final exam will only be accepted in Connect (with the exception of the Orientation Agreement). No assignments, quizzes or tests will be accepted in Canvas, via email, or in any printed manner (with the exception of the Orientation Agreement). It is strongly recommended that you not wait until the Sunday evening due date to complete the assignments for that week. If you experience issues with the assignments or Connect it may be difficult to get answers on Sunday evening and the due dates will not be extended. Computer and/or software issues are not an excuse and will not allow you to submit assignments after the due date.

It is extremely important to carefully budget and manage your time. I realize that in addition to FIN125, you may have other classes, family commitments, and employment which require your time and attention. I encourage you to schedule your time to allow sufficient attention to all your activities. Furthermore, as computer and/or internet issues are unpredictable, completing assignments well before the due date will allow time to resolve any such issues prior to the due date. Waiting until just before the due date to begin and/or submit your assignments is strongly discouraged and will not warrant an extension nor allow you to submit your assignments after the due date.

### ATTENDANCE

You are expected to participate in the class by completing all assignments and submitting them by their due date. Regular participation is beneficial for the most comprehensive learning experience. Weekly attendance will be taken based on each student's submission of the required assignments by their due date. If you do not submit any assignments during the week you will be marked absent for the week.

To confirm your enrollment in the class, you must complete the Connect Orientation Video assignment and submit the Orientation Agreement in Canvas, by 11:59 pm PST on Tuesday, June 20, 2023. Failure to complete the orientation assignments by the due date will result in being dropped from the class. Any student who has not completed a total of five assignments on Connect OR who fails to complete 2 consecutive chapters of assignments will be dropped from the class. Participation and completion of assignments is crucial for successful completion of the class. Please refer to the Summer 2023 Schedule of Classes for the official attendance policy.

If circumstances prohibit you from completing the class, it is your responsibility to officially drop the class. Cerritos College policy states, "*The ultimate responsibility of withdraw falls to the student.*"

### E-MAILS

Your emails should use proper business communications etiquette and be written in complete sentences. **You must include your name, class number (FIN 125M or 23636) in your email or I am unable to respond.** Emails received Monday–Thursday will be replied to within 24 hours; emails received Friday, on the weekend, or holidays may not be replied to until the next school day. Emails received after 7:00 pm are considered received the next day. Email is not a substitute for participation or attendance. I am unable to respond to e-mails regarding information that is readily available elsewhere.

### POLICY STATEMENT

Students may collaborate on Interactive Video, LearnSmart, and Homework assignments, but not on the Quizzes or the Final Exam. Collaboration involves working together, not copying or letting someone else copy your assignments.

Excessive absences, undesirable citizenship, or falsification of work may serve as a basis for a failing grade and/or dismissal from the class. I do not tolerate cheating in any manner, which is considered, but not limited to, copying or letting someone copy from homework assignments, class assignments, projects, or tests, or accessing unauthorized notes during the test. I expect ethical behavior and integrity on all class assignments. Students who copy or let someone copy or commit academic dishonesty are subject to a score of zero for that assignment and will be dealt with according to the college's Academic Honesty policy found in the summer 2023 schedule of classes. This includes online testing; all quizzes and tests should be completed independently.

## HOW TO REGISTER AS A STUDENT ON CONNECT

From the class site on Canvas, click the link to the Connect homework site then:

1. Enter your email address. If you already have a Connect account, Connect will recognize your email and ask for your password. Enter your password and proceed to step 4.
2. If you do not already have a Connect account you will need to create one. Make sure to write down the email address and password you use.
3. Follow the on-screen directions; choose your Security Question and Answer carefully. Make sure to write them down and keep them in a safe place.
4. You should be offered the choices shown below:
  - a. If you have purchased the textbook bundle that includes the Access Code, enter the code in the box on the far left.
  - b. If you wish to purchase the Access Code and the e-book, select the middle box.
  - c. If you do not yet have your materials, you can register for the 14-day free trial. (Please note: the free trial is for 14 days from when the third person activates the free trial. If you register for the free trial after the third person, you may not have the full 14 days.)

Choose your method of access

The image shows three panels illustrating different ways to access Connect:

- Use Connect code:** A panel with the text "Use Connect code" and "To access Connect, first enter your 20 digit access code." Below this is a link "What is this?". There is an input field labeled "Access Code" and a red "Redeem" button.
- Connect:** A panel titled "Connect" with the text "Full digital experience including eBook." It shows a price of "\$63.00" and "Access until Nov 12, 2023". It includes a "Secure payment" icon and logos for Visa, Mastercard, and American Express. There is a red "Purchase" button and a yellow "PayPal" button, with the word "or" between them.
- 14-day free access:** A panel titled "14-day free access" with the text "Get started now with two weeks of free access to Connect. Your work will be saved and will still be available to you and your instructor once you purchase." There is a red "Access Now" button.

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

All Connect assignments are listed in the Schedule of Activities below. 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.

Sign in to Connect using the link provided in Canvas and select the FIN 125M course.

- Select an assignment by clicking the blue box with an arrow on the far right of the assignment. If this is the first time opening the assignment, click "Begin"; if you have already started click "Continue" (Please note that if the assignment is not yet available a lock will be in the blue box instead of an arrow).
- It is recommended that you print the assignment, complete it by hand, then enter your answers in Connect later. You may also enter your answers directly into Connect.
- As you 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 time limit and only one attempt. Each question will be given one at a time.

- Sign in to Connect using the link provided in Canvas and select the FIN 125M course.
- Select the Quiz you will be taking by clicking the blue box with the arrow to the far right of the assignment tab and select “Begin” You are allowed on ONE access to each quiz and will have 105 minutes to complete each quiz. The timer will start when you select the Quiz, do not start the quiz until you have enough time to complete it.
- Read the instructions window, then click “Yes, let’s begin”
- Another window will open. Read it then click “Start”
- Select the correct answer by clicking the circle next to the correct answer
- 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

- 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.

## STUDENT LEARNING OUTCOMES:

1. Calculate future and present amounts related to specific financial situations using time value of money tables, financial calculator, spreadsheet software, or online calculators.
2. Calculate taxable income for an individual using both the standard deduction and itemized deductions.
3. Calculate and compare the cost of buying and leasing an automobile.
4. Calculate affordable monthly mortgage payment, affordable mortgage amount, and affordable home purchase price.
5. Evaluate and classify stock, bonds, and mutual funds by investment objective.

## ADDITIONAL INFORMATION

There are no extra credit assignments in this class. I have found that time is best spent preparing for the scheduled assignments, quizzes, and tests that are worth a great deal more points than a few extra credit points. Completing extra credit assignments takes valuable time away from the course material.

It is extremely important to carefully budget and manage your time. I realize that in addition to FIN 125M, you have other classes, family commitments, and employment which require your time and attention. I encourage you to schedule your time to allow sufficient attention to all your activities. Summer classes move very quickly; missing one class in summer is like missing a week in the regular semester. Furthermore, as computer and/or internet issues are unpredictable, completing assignments well before the due date will allow time to resolve any such issues prior to the due date. Waiting until just before the due date to begin and/or submit your assignments is strongly discouraged and will not warrant an extension nor allow you to submit your assignments after the due date.

All assignments must be submitted in Connect/Canvas within the proper assignment set up in Canvas. Assignments will not be accepted via email nor in any other module on Canvas other than the specific assignment created.

All assignments are due on the dates indicated below. Due dates will not be extended and assignments are not accepted after the due date. Make-ups of tests and quizzes are not allowed.

Recordings and/or pictures during class are strictly prohibited. You may not audio record nor video me at any time or for any reason. You may not take pictures of my notes, documents, or the images or outlines projected to the screen in the classroom.

**ACCESSABILITY**

I have made every effort to make this course accessible to all students. If you have accessibility issues or require an academic adjustment due a disability, please discuss this with me and contact Student Accessibility Services (SAS) at 562.860.2451 ext. 2335. Any testing accommodations require prior authorization by SAS and compliance with approved procedures.

**BASIC NEEDS INSECURITIES**

Any student experiencing academic barriers due to basic needs (housing, food, or hygiene insecurities or due to an unexpected event or financial emergency) is encouraged to contact Falcon’s Nest to discuss potential resources available on campus and in the community. Email: [falconsnest@cerritos.edu](mailto:falconsnest@cerritos.edu) or visit [www.cerritos.edu/basic-needs](http://www.cerritos.edu/basic-needs)

**Schedule of Activities:**

WEEK	CH	POSTED	DUE	ACTIVITY
1	_____	Jun 20	Jun 20	Class Orientation Must be submitted by 11:59 pm Tuesday, June 20. Failure to complete the orientation will drop you from the class
1	1	Jun 20	Jun 25	Ch 1 – Video, LearnSmart, Homework, Quiz
1	2	Jun 20	Jun 25	Ch 2 – Video, LearnSmart, Homework, Quiz
2	3	Jun 26	Jul 2	Ch 3 – Video, LearnSmart, Homework, Quiz
2	4	Jun 26	Jul 2	Ch 4 – Video, LearnSmart, Homework, Quiz
3	5	Jul 3	Jul 9	Ch 5– Video, LearnSmart, Homework, Quiz
3	6	Jul 3	Jul 9	Ch 6 – Video, LearnSmart, Homework, Quiz
4	7	Jul 10	Jul 16	Ch 7 – Video, LearnSmart, Homework, Quiz
4	8	Jul 10	Jul 16	Ch 8 – Video, LearnSmart, Homework, Quiz
5	9	Jul 17	Jul 23	Ch 9 – Video, LearnSmart, Homework, Quiz
5	10	Jul 17	Jul 23	Ch 10 – Video, LearnSmart, Homework, Quiz
6	11	Jul 24	Jul 30	Ch 11 – Video, LearnSmart, Homework, Quiz
6	12	Jul 24	Jul 30	Ch 12 – Video, LearnSmart, Homework, Quiz
7	13	Jul 31	Aug 6	Ch 13 – Video, LearnSmart, Homework, Quiz
7	14	Jul 31	Aug 6	Ch 14 – Video, LearnSmart, Homework, Quiz
8	1 - 14	Aug 7	Aug 11	Final Exam