

Fin 2123 Section 503 - Personal Finance

Spring 2016 First Session

Spears School of Business
Oklahoma State University

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If urgent, please call the Department of Finance Administrative Assistant at (405) 744-5199.
Office: Oklahoma State University Spears School of Business 410 A, Stillwater, Oklahoma

Office Hours: I have office hours from 2:00-3:15 PM Wednesday and Friday. I welcome phone calls and phone appointments.

Communication Protocol: During the eight weeks, there will be many occasions when questions arise. **Feel free to call me anytime between 10 AM and 10 PM CST at (405) 625-3761, any day of the week.** I strive to return all phone calls within 24 hours (not including weekends).

I prefer voice mail messages to email. If the matter is urgent and you have not heard back from me within 48 hours, please call the Finance Department at (405)744-5199.

Course Site: Desire2Learn (Online Classroom): <https://oc.okstate.edu>

Distance Learning Support: Email: spearsdistance@okstate.edu Phone: 1-866-678-3933 or 405-744-4048

Course Start Date: January 25, 2016

Course End Date: March 25, 2016

Textbook: *Personal Finance*, Jack R. Kapoor, Les R. Dlabay and Robert J. Hughes, 11th Edition, McGraw-Hill Irwin, 2015. The 10th edition is also acceptable, and you may be able to find some used versions of this edition. You may purchase the E-book or the actual text book. Save yourself money (this is Personal Finance Class, after all) and check discount sites such as Alibris, Amazon and Barnes and Noble for used texts.

The ISBN for the 11th edition is 978-0-07-7861643 (text).

The ISBN for the 10th edition is 978-0-07-3530697 (text).

Course Description

Personal Finance, as the name implies, addresses money-related decision making for individuals and families. The information and hands-on exercises presented in this course will help you to understand and answer questions such as:

Where does all my money go? How much money do I *really* need to spend? What about savings? How can I buy and pay for a car? What about a house? Will I ever have one to call my own? What emergency fund? Why do I need one? There are so many kinds of insurance. What do I really need? Why can I never seem to get my credit cards paid off? I have a job offer, now how do I evaluate the employee benefits? What can I do to minimize my taxes? I'm 20 years old, why should I be concerned about retirement now? How can I get rich, or at least get to the point where I'm not always concerned about paying my bills? **What if I'm 35 or 40 years old, and have saved zilch for retirement? Is there hope for me?**

Some or all of these questions have probably passed through your mind. The questions reflect competing demands for a limited amount of available money. You need to be able to address the questions in a systematic fashion to ensure the demands are satisfied. **Being able to successfully manage your money can make the difference between living a comfortable life and continually fighting to make ends meet.**

There is nothing magical about building wealth. A successful strategy involves spending less than you earn and prudently investing and protecting the assets you have. The goal of this course is to provide you with the tools necessary to make sound financial decisions and to even the playing field between you and the others involved in those decisions.

The bottom line: Oklahoma State University wants you to learn how to take control of your financial life.

Course Components

Lecture Material

Desire to Learn is organized by chapter. I suggest you read the chapter first, take the practice exam on Desire to Learn, and then watch the narrated slides.

Personal Financial Plan

Over the next 8 weeks you will build your financial plan step-by-step. Your completed financial plan will be submitted for grading in two phases.

A detailed discussion of the planner requirements is posted on Desire to Learn in a video. When you begin working on the personal financial planner, you may require individual coaching. I am happy to provide this over the phone or in person by appointment, including weekends and evenings.

Discussion Board Participation

Each week I expect you to complete 1-2 questions posted in the Discussion Board section of Desire to Learn. **The final date at which you may complete your discussion question responses is March 4. Technically, if you are a procrastinator, you can complete all responses on March 4 and still receive full points. However, this may put you at a disadvantage during tests and in your preparation for the personal financial planner.**

Copying of discussion question answers from other classmates will not be tolerated and may be considered a violation of academic integrity and reported accordingly. Inept, silly or incomplete responses will receive no credit. Only well thought-out responses will receive the

full credit of 4 points per discussion question.

Exams

There will be three tests and a final exam. The final exam is not comprehensive, but does cover 7 chapters. The tests and final exam will be administered online. They will be open-book, open-note and will consist of multiple choice questions. No proctors are required.

Academic Integrity

Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript (F!), and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627 or visit <http://academicintegrity.okstate.edu/>. **For examples of violations of academic integrity, see <http://academicintegrity.okstate.edu/ai-violation.htm>**

Accessibility

Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact the instructor as soon as possible, so we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunity. For more information about OSU Student Disability Services, please go to: <http://sds.okstate.edu/>.

Grading

This is a self-paced course in many respects. While there is no classroom attendance, you should review all online lectures and slides and read the text as close to schedule as possible. Tests are generally given over a 3-4 day period, are not proctored, and can be taken from anywhere that you have an Internet connection. They are scheduled over weekends to provide you flexibility regarding work, studying, and family obligations. If you must travel for work, family, or health reasons and are unable to take the test during the scheduled time, send me an email IN ADVANCE explaining your situation. I will use my discretion to allow you to take the test early or at a later time.

Upon taking your test, your score will automatically appear in the Grade Book on the Desire to Learn website. Discussion question grades will be posted the final week of class.

Grading will take place as follows:

Component	Points each	Total
Tests (3)	50	150
Final	60	60
Personal Financial Plan:		100
Part 1	28	
Part 2	72	
10 Discussion Questions	4	<u>40</u>
Total		350

Total Points	Course Grade
315 or more	A
280 to 314	B
245 to 279	C
210 to 244	D
Less than 210	F

Course Outline

Week Beginning Or Test Date	Topic	Reading Assignments, Videos and Powerpoints
January 25 Week 1	“Money, get away. Get a good job with good pay and you’re okay. Money, it’s a gas. Grab that cash with both hands and make a stash. New car, caviar, four star daydream, Think I’ll buy me a football team.” (Pink Floyd)	Chapter 1 .
	“You’re walking around blind without a cane, pal. A fool and his money are lucky enough to get together in the first place.” (Gordon Gekko in <i>Wall Street</i>)	Chapter 2
February 1 Week 2	“Now I got quarters in my loafers tryin’ to fight inflation When it only used to take a cent” (Jimmy Buffet)	Chapter 3
	“I’m the tax man. Yeah, I’m the tax man. And you’re working for no one but me.” (The Beatles)	Chapter 4
February 5-7	Exam 1 Ch. 1-4 (50 points)	
February 8 Week 3	“You want details? Fine. I drive a Ferrari, 355 Cabriolet, What’s up? I have a ridiculous house in the South Fork. I have every toy you could possibly imagine. And best of all, kids, I am liquid.” (Jim Young in <i>Boiler Room</i>)	Chapter 5
	“I’m tapped out Marv. American Express’ got a hit man lookin’ for me.” (Bud Fox in <i>Wall Street</i>)	Chapter 6
	“I will gladly pay you Tuesday for a hamburger today.” (Whimpie)	Chapter 7
February 15 Week 4 Part 1 of Personal Financial Planner Due February 19	“And you may find yourself behind the wheel of a large automobile, ... And you may find yourself in a beautiful house, ... And you may ask yourself – well...how did I get here?” (Talking Heads)	Chapter 8
	“I chased a rainbow down a one-way street – dead end, and all my friends turned out to be insurance salesmen....” (John Prine)	Chapter 9
	“Some things sure can sweep me off my feet. Burning down the house.” (Talking Heads)	Chapter 10
February 19-21	Exam 2 Ch. 5-9 (50 points)	

Week Beginning Or Test Date	Topic	Reading Assignments, Videos and Powerpoints
February 22 Week 5	“Think big, think positive, never show any sign of weakness. Always go for the throat. Buy low, sell high. Fear? That’s the other guy’s problem.” (Louis Winthrop III in <i>Trading Places</i>)	Chapter 11 Chapter 12
February 26-28	Exam 3 Ch. 10-12(50 points)	
February 29 & March 7 Weeks 6 & 7 Discussion Questions Deadline is March 4	“And there is no such thing as a no sale call. A sale is made on every call you make. Either you sell the client some stock or he sells you a reason he can’t. Either way a sale is made, the only question is who is gonna close? You or him? Now be relentless, that’s it, I’m done.” (Jim Young in <i>Boiler Room</i>)	Chapter 13
	“I never even owned any stock. My business manager’s really conservative, and he thinks that a musician’s income is so shaky, you don’t know from year to year how much money you’re going to make or when the income’s going to stop, that it’s not safe for a musician to own stock. So I’ve always, in the past, done things like Treasury bills, and I’ve got my IRA and my KEOGH and stuff like that, but it’s really conservative.” (Auguste Wiedlin of the Go-Go’s)	Chapter 14
	“Ever wonder why fund managers can’t beat the S&P 500? Cause they’re sheep, and sheep get slaughtered.” (Gordon Gekko in <i>Wall Street</i>)	Chapter 15 Chapter 16 Chapter 17
	“I could be handy, mending a fuse When your lights have gone. You can knit a sweater by the fireside Sunday mornings go for a ride, Doing the garden, digging the weeds, Who could ask for more. Will you still need me, will you still feed me, When I’m sixty-four.” (The Beatles)	Chapter 18
	“Come together, Right now, Over me.” (The Beatles)	Chapter 19
March 11-13	Final Exam (60 points) Chapters 13-19	

Week Beginning Or Test Date	Topic	Reading Assignments, Videos and Powerpoints
<p>March 21 Week 8</p>	<p style="text-align: center;">Part 2 of Personal Financial Plan Due March 25 (72 points) Submit it electronically via the Dropbox Tab on Desire to Learn OR Mail It</p> <p style="text-align: center;">Plan will NOT be returned; I strongly suggest you make a copy for yourself before turning it in.</p> <p style="text-align: center;">Plan must be posted in Desire to Learn Dropbox or postmarked no later than March 25</p> <p>If not submitting electronically, drop off/mail plan to:</p> <p style="text-align: center;">Oklahoma State University Spears School of Business, Room 332 A Finance Department Stillwater, OK 74078 Attn: Brandon Phillips Tel: 405 744-5199</p> <p style="text-align: center;">Send an email to me at tituspi@okstate.com confirming you have Posted to Desire to Learn/dropped off/mailed your plan for tracking purposes.</p>	

For important campus wide academic dates, please review the following:



OKLAHOMA STATE UNIVERSITY SYLLABUS ATTACHMENT Spring 2016

<http://academicaffairs.okstate.edu/>

YOUR SUCCESS AS A STUDENT IS OUR TOP PRIORITY.

THIS INFORMATION IS PROVIDED TO ANSWER QUESTIONS MOST OFTEN ASKED BY STUDENTS.

IMPORTANT DATES

Last day to add a class (without instructor permission)	1/19/2016
Last day to drop a course with no grade and 100% refund	1/19/2016
Last day to add a class (requires instructor & advisor permission)	1/22/2016
Last day to drop a course or withdraw from the University with an automatic "W" and receive a partial refund (requires advisor signature)	1/22/2016
Last day to post 6 week grades	2/23/2016
Last day to file diploma application (for name to appear in Fall Commencement program)	4/1/2016
Last day to drop a class or withdraw from the University with an automatic "W"	4/8/2016
Last day to withdraw from all OSU classes with an assigned grade of "W" or "F"	4/22/2016
Pre-Finals week	4/25-4/29/2016
Final examinations	5/2-5/6/2016

Note: Outreach, Internet, and short courses have unique drop/add and refund deadlines; lookup the specific deadlines for these courses on the Short, Internet and Outreach Class Schedules page of the Registrar's website <http://registrar.okstate.edu/SIO-Schedule>.

Spring Semester Holidays

University Holiday	1/18/2016
Students' Spring Break	3/14-3/18/2016

DROPPING A COURSE AND WITHDRAWING FROM THE UNIVERSITY, students often confuse these terms.

Dropping a Course (or courses) may occur during the first twelve weeks of the semester. This means, however, that you are still enrolled in at least one other OSU course. Exceptions to the deadlines above may only be considered by petition due to documented extraordinary circumstances and committee approval. The Retroactive Drop/Withdraw Petition and the Petition for a Refund of Tuition and Fees forms are available on the Registrar's website <http://registrar.okstate.edu/Forms>.

Withdrawing from the university means dropping *all* courses and you *are no longer enrolled for the current semester*. This may occur until the Friday before pre-finals week. The withdrawal process is initiated with your academic advisor. For additional information and dates, go to: [HTTP://ACADEMICAFFAIRS.OKSTATE.EDU/CONTENT/ADDING-DROPPING-AND-WITHDRAWING-COURSES](http://ACADEMICAFFAIRS.OKSTATE.EDU/CONTENT/ADDING-DROPPING-AND-WITHDRAWING-COURSES)

ALERTS AND RESCHEDULING

If the OSU campus officially closes due to inclement weather or other emergencies, alerts are provided to local news media and posted on the OSU website. Missed exams, classes, or assignments may be rescheduled at times outside the normal meeting schedule. If valid, documented circumstances prohibit students from attending the rescheduled classes, instructors should provide reasonable alternative means for makeup.

SEEK ANSWERS TO YOUR QUESTIONS

The OSU faculty and staff want you to be successful in your educational pursuits. If you have questions or concerns, seek help EARLY. We are here to assist you.

ACADEMIC INTEGRITY

101 Whitehurst, 405-744-5627

<http://academicintegrity.okstate.edu>

OSU is committed to maintaining the highest standards of integrity and ethical conduct. This level of ethical behavior and integrity will be

maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and altering academic records) will result in an official academic sanction. Violations may subject you to disciplinary action assignment, examination or course, receiving a and being suspended from the University. You



including the following: receiving a failing grade on an notation of a violation of academic integrity on your transcript, have the right to appeal the charge.

COPYRIGHT & FAIR USE POLICY OF

Course materials may not be published, leased, OSU-related individual or group study without the and other copyright holders. This paragraph grants you a limited license giving you access to materials for this course, including PowerPoint slides, audio/video recordings, written, or other materials, for appropriate OSU-related educational use only. Lectures should not be recorded without permission from the faculty member and must not be further disseminated or shared.

COURSE MATERIALS

sold to others, or used for any purpose other than appropriate written permission of the faculty member in charge of the course

CLASS ATTENDANCE

Class attendance is a critical component of learning; therefore, you are expected to attend and participate fully in all scheduled class meetings. Many instructors consider attendance so essential that your grade may be affected by your absence. *SOME DEPARTMENTS AND PROFESSORS HAVE MANDATORY ATTENDANCE POLICIES.* If no written attendance policy is provided before the last day to add a class without instructor permission, no penalty may be assessed for class absences although you may not be permitted to make up certain in-class activities. If you are required to participate in official university-sponsored activities or military training, you should receive an excused absence unless the written course attendance policy indicates otherwise. If you will be absent from class for sponsored activities, you must provide prior notification of the planned absence to the instructor. You may be required to submit assignments or take examinations before the planned absence.

PRE-FINALS WEEK POLICY

Final examinations are scheduled at the end of each semester and are preceded by pre-finals week, which begins seven days prior to the first day of finals. During pre-finals week, all normal class activities will continue; however, no assignment, test, or examination accounting for more than 5% of the course grade may be given; and no activity or field trip may be scheduled that conflicts with another class. This excludes makeup and laboratory examinations, out-of-class assignments (or projects) made prior to pre-finals week and independent study courses.

No student or campus organization may hold meetings, banquets, receptions, or may sponsor or participate in any activity, program, or related function that requires student participation. For additional information, contact the Office of Academic Affairs, 405-744-5627, 101 Whitehurst.

FINAL EXAM OVERLOAD POLICY

In the event you have three or more final exams scheduled for a single day, you are entitled to arrange with the instructor of the highest numbered course (4 digit course number) or two highest, if you have four finals on one day, to re-schedule that examination(s) at a time and place of mutual convenience during final exam week. If the final exam overload includes a common final exam, the common final exam is excluded from rescheduling unless multiple common exams are scheduled at the same time. You should submit this request in writing, with a copy of your class schedule, at least two weeks prior to the beginning of final exam week. The instructor has one week prior to the beginning of final exam week to arrange a mutually convenient time and place for administration of the final exam. After one week, if an agreement cannot be reach, take the request to the department head.

INFORMATION TECHNOLOGY

Student Email - OSU uses your OKSTATE.EDU email address as a primary form of communication. Students are expected to check their OSU email on a frequent and consistent basis to remain informed of their official university business. If you do not use the OSU email system you must redirect your okstate.edu email using the Orange-Key System (www.okey.okstate.edu). Failure to maintain an accurate email address may result in missed or lost university communications. For email assistance contact the IT Helpdesk at 405-744-HELP (4357).

Computer Labs - A complete description of computer labs and hours of operations are available at their website:

<https://it.sharepoint.okstate.edu/TechnologySupport/DeskSide/default.aspx>. Lab information is also available by calling the Information Technology Help Desk, 405-744-HELP (4357).

EDMON LOW LIBRARY HOURS

405-744-9775 or 405-744-9741

Monday-Thursday

Friday

Saturday

Saturday and Sunday

www.library.okstate.edu

Text 405-592-4128

7:00 a.m. – 2:00 a.m.

7:00 a.m. – 10:00 p.m.

9:00 a.m. – 10:00 p.m.

9:00 a.m. – 2:00 a.m.

*For holiday and intersession hours, check <http://www.library.okstate.edu/services/hours.htm>

*Contact the following for information on hours of operation:

Architecture Library	405-744-6047
Curriculum Materials Library	405-744-6310
Veterinary Medicine Library	405-744-6655

GENERAL EXPECTATIONS OF STUDENTS

By enrolling at Oklahoma State University, you accept responsibility for complying with all University policies and contracts, and for local, state and federal laws on- or off-campus that relate to the University's mission. **The Student Rights and Responsibilities Governing Student Behavior** document explains the standards of behavior expected of you, processes in place for enforcing the rules, and the University's response to violations <http://studentconduct.okstate.edu/>

In general, the University expects you to respect the rights of others and authorities, represent yourself truthfully and accurately at all times, respect private and public property, and take responsibility for your own actions and the actions of your guests. Call 405-744-5470 for more information.

WHERE TO GO FOR HELP

Instructor - If you have questions regarding your class, talk to your instructor. Faculty members usually include their office hours and/or phone number in the class syllabus. If you cannot locate this information, set a time to meet with your instructor by speaking with him/her prior to or immediately following your class session or check with the departmental office on when the instructor may be available.

Academic Advisor - All students will benefit by conferring with an advisor on a regular basis. If you do not know your advisor, or are unhappy with your advisor, talk to the Student Academic Services Director for your college.

Academic911.okstate.edu - Your online resource for academic and personal success, sponsored by Student Affairs.

Mathematics Learning Success Center

5th Floor, Edmon Low Library/405-744-5818 <http://www.math.okstate.edu/>

Tutors are available to answer questions for classes ranging from Beginning Algebra through Calculus II. Tutoring for Differential Equations and Linear Algebra is offered at specific times.

Writing Center

440 Student Union/405-744-6671 <http://osuwritingcenter.okstate.edu>

The Writing Center helps writers throughout the composing process; you should plan to visit early and often throughout the semester, not just the day before an assignment is due. Tutors will work with you to improve your brainstorming, organizational, and composing techniques.

Learning & Student Success Opportunity (LASSO) Tutoring Center

021 Classroom Building/405-744-3309 <https://lasso.okstate.edu/>

LASSO offers free individual tutoring for a variety of courses.

University Counseling Services

320 Student Union/405-744-5472 or 405-744-7007 <http://ucs.okstate.edu/>

Professional counselors offer confidential personal and/or career counseling.

Office of Student Disability Services (SDS)

315 Student Union/405-744-7116 <http://sds.okstate.edu/>

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of SDS. Please advise the instructor of your disability as soon as possible, and contact Student Disability Services, to ensure timely implementation of appropriate accommodations. Faculty has an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process to verify the existence of a qualified disability and identify reasonable accommodations.

Office of Equal Opportunity 408 Whitehurst/405-744-9153

OSU is committed to maintaining a learning environment that is free from discriminatory conduct based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. OSU does not discriminate on the basis of sex in its educational programs and activities. Examples of sexual misconduct and/or sex discrimination include: sexual violence, sexual harassment, sexual assault, domestic and intimate partner violence, stalking, or gender-based discrimination. OSU encourages any student who thinks that he or she may have been a victim of sexual misconduct or sexual discrimination to immediately report the incident to the Title IX Coordinator (405-744-9153) or Deputy Title IX Coordinator (405-744-5470). Students may also report incidents of sexual misconduct or sex discrimination to a faculty or staff member, who is then required by federal law (Title IX) to notify the Title IX or Deputy Title IX Coordinator. If a reporting student would like to keep the details confidential, the student may speak with staff in the Student Counseling Center (405-744-5472) or the University's Victim Advocate (Suzanne Burks: 405-744-5458). For more information regarding Title IX violations, go to: <https://1is2many.okstate.edu/>