



COURSE:	Finance 250
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OFFICE HOURS:	By appointment

### Basic Course Information

#### LONGWOOD UNIVERSITY COURSE DESCRIPTION:

An introductory course designed to familiarize the student with the application of mathematics for the individual in the role of a consumer and/or investor. Special attention will be given to mathematical formulas and their application to realistic situations in economics and finance, in particular personal finance. Topics will include banking, budgeting, credit, taxes, insurance, mortgages, automobile loans, annuities, and investments such as stocks and bonds. Consideration will be given to how changes in the macro and micro economic environment affect these topics. Emphasis is on interpretation of results and the effect on decision making. 3 credits. Students may not receive credit for both FINA250 and MATH114.

This course meets the General Education criteria and the required outcomes for General Education Goal 5.

#### REQUIREMENTS:

**Financial calculator:** The *Texas Instruments BA II PLUS calculator* is recommended and is the calculator used in online lectures. An equivalent financial calculator is acceptable, but it is your responsibility to know how to use it. Learn to use your calculator and always have it available for class.

**Textbook:** **Personal Finance, Turning Money into Wealth**, 7<sup>th</sup> edition by Art Keown, Prentice Hall publishing. Various readings as assigned.

**CURRENT EVENTS:** The student is expected to keep abreast of the current economic and financial events related to the course material. Sources include [finance.yahoo.com](http://finance.yahoo.com), the Wall Street Journal, and CNBC financial news.

**WRITING:** As a general education course, FINA250 will require a significant amount of writing. The research project will involve collecting and analyzing data. The result will be graded both for sound analytical accuracy, model assumptions, logical conclusions, and for writing style.

**QUIZZES/EXAMS:** Quizzes and exams are an integral part of this course assignments. These are

individual assignments, and the Honor Code applies. All assignments have specific due dates/times, but may be completed prior to the deadline. No makeups are permitted and no quizzes will be reset due to technological or internet issues. Students are encouraged to close other programs and not to wait to the last minute to do assignments. Practice assignments are will be provided to reiterate the lecture material and help to prepare students for the graded quizzes and exams. These practice assignments are not graded. Assignments are your responsibility. Ask questions when you need help.

**PROJECT:** Details provided later.

## Tentative Course Schedule

### IMPORTANT DEADLINES

<u>Topic</u>	<u>Assignment</u>	<u>Due</u>
The Financial Planning Process	Ch. 1	6/10
Measuring your financial Health	Ch. 2	6/10
Understanding Time value of money	Ch. 3	6/10
Tax Planning and Strategies	Ch. 4	6/10
Cash Management	Ch. 5	6/10
<b>Exam 1(Chap 1-5)</b>		6/13
Using Credit Cards	Ch. 6	6/17
Using Consumer Loans	Ch. 7	6/17
Home and Auto Decisions	Ch. 8	6/17
Life and health Insurance	Ch. 9	6/17
Property and Liability Insurance	Ch. 10	6/17
<b>Exam 2 (Chap 6-10)</b>		6/20
Investment Basics	Ch. 11	6/24
Securities Markets	Ch. 12	6/24
Investing in Stocks	Ch. 13	6/24
Investing in Bonds	Ch. 14	6/24
Mutual Funds	Ch. 15	6/24
Retirement Planning	Ch. 16	6/27
Estate Planning	Ch. 17	6/27
<b>Final Exam</b>		6/30

**All quizzes and exams are due (completed) by 11:00PM on due date.**

## COURSE OBJECTIVES

The primary purpose of this course is to provide a practical, broad-based exposure to the issues that individuals should consider in planning their personal finances.

### Upon successful completion, students should be able to:

1. Do calculations involving simple math such as decimals and percentages quickly and accurately.
2. Set up and solve word problems involving percent, interest, installment payments, credit card payments, depreciation, insurance, stocks, and bonds.
3. Use formulas and technology (financial calculators and spreadsheets) to calculate compound interest, present value, annuities, and periodic payments.
4. Apply basic statistical concepts.
5. Calculate the annual percentage rate and effective rate.
6. Examine the process of obtaining credit, understanding a credit report and credit score, and repairing damaged credit.
7. Understand the process of filing an income tax return.
8. Financially (mathematically) justify the rent versus buy decision process.
9. Establish financial and economic goals and objectives over the course of one's life.
10. Effectively plan for retirement

## OVERVIEW OF COURSE FORMAT

### A suggested approach for this class is as follows;

1. Students should attend all classes and be prepared to participate and ask relevant questions.
2. Students should listen to recorded lectures. The power points on which the lecture is based will be provided so student can follow along and take notes.
3. The student should read the associated chapter in the textbook paying very close attention to the material that was focused on in both the live and recorded lecture.
4. Students should review and complete end of chapter problems in preparing for the graded quizzes and exam.
5. Students should take practice quizzes and carefully review any material which posed difficulty.
6. If there are questions that continues to pose difficulty, please contact the professor for assistance.
7. Students should take graded quiz. If there still exists uncertainties in the covered material, the student should review material and/or contact professor with questions.

## STUDENT EVALUATION

Students will be evaluated on their performance on quizzes, examinations and project.

### Grading scale:

Numerical Grade	Letter Grade
90 and above	A
80-90	B
70-80	C
60-70	D
Below 60	F

Quizzes	10%
Exams (3)	90%

## COURSE POLICIES

**Communication Policy:** You will be required to check your Longwood University email on a daily basis (I do NOT use the CANVAS mail feature). Please use my Longwood email [wallerbd@longwood.edu](mailto:wallerbd@longwood.edu) for all electronic communications. Emails will be sent to the class periodically with additional course information and announcements. I will respond to emails within 24 hours (excluding weekends and holidays).

**Code of Conduct:** It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette. In general, when communicating online “think before you write.” Treat instructors and students with respect, use clear and concise language, use correct spelling and grammar, and avoid slang and texting abbreviations. Keep your discussion board posts on topic, be respectful of others’ opinions, and when you disagree with someone express your differing opinion in a respectful, non-critical way. Be professional in your online communications. Finally, do not share your password with anyone, change your password if you think someone else might know it, and always logout when you are finished using the system.

**Honor Code:** Cheating in any form will not be tolerated in any form in the College of Business and Economics. If the instructor determines that a student has cheated on an assignment, the grade of “F” may be assigned for the entire course. “Cheating” is the use of unauthorized resources and/or the work of another including, but not limited to, homework, tests, papers, presentations, and exams. Unless specifically instructed otherwise, students are to assume that all coursework is to be the work of the individual student alone. If a student is unsure as to whether collaboration is permitted, the student should contact the professor in advance of performing the work.

**Attendance Policy:** You are expected to attend all classes, which means arriving on time and being prepared for class. Class attendance is not a substitute for reading the text. The college attendance policy provides the

following penalties. The final grade may be lowered by one letter grade if more than 10% of classes are missed with absences in excess of 25% resulting in an automatic F.

**MAKE-UP POLICY:** There will be no make-ups allowed for any missed work.

**Inclement Weather Policy:** Please see [www.longwood.edu](http://www.longwood.edu) for the latest announcements regarding whether classes and the university will be open or not due to bad weather.

## ADDITIONAL RESOURCES

**Disability Accommodation:** A student who feels that s/he may require accommodations because of a learning disability should discuss this with the instructor in private and contact *The Office of Disability Resources* (<http://www.longwood.edu/disability/>).

**Religious Accommodation:** If an academic requirement conflicts with a student's religious practices and/or observances, the student may request reasonable accommodations. The request must be in writing, and the instructor or supervisor will review the request. The student and the instructor may also seek assistance from the Dean of Students (<http://www.longwood.edu/dos/> )

**Writing Center:** All assignments (written or oral) in this course must adhere to the guidelines and standards for professional business and economics communication. For help with these guidelines, please refer to the resources available on the College of Business & Economics Student Guide for Oral and Written Communication which you can access at: <http://libguides.longwood.edu/CoBEComm>.

If a student wants help with writing, The Writing Center is very helpful. (<http://www.longwood.edu/academicsuccess/15878.htm>).

**Technology Help:** If a student has technical issues (hardware/software/passwords) and needs assistance, please contact the Longwood Help Desk at 434-395-HELP (4357) or toll-free at 877-267-7883 or via email at [helpdesk@longwood.edu](mailto:helpdesk@longwood.edu). The Help Desk is open:

- Monday – Thursday: 7:45 am – 7:00 pm
- Friday: 7:45 am – 5:00 pm

Please note the Help Desk is NOT staffed when the University is officially closed.

Please visit their webpage (<http://www.longwood.edu/usersupport>) for additional information.

If you experience problems using Canvas, you may contact the Digital Education Collaborative (DEC). Check their webpage for hours and contact information -- <http://www.longwood.edu/dec/49339.htm>.

## OTHER CLASS POLICIES AND INFORMATION

1. Technology often has a way of going wrong -- just at the wrong moment! Please plan ahead and don't leave assignments for the last minute. Remember there are not extensions or make-ups permitted. The [Online@Longwood technical support web page](#) includes some good information regarding having a back-up plan.
2. All assignments must be typed and submitted via the professor's Longwood email. No handwritten work will be accepted.
3. Let the instructor know as soon as possible if you have problems with material or assignments.
4. Never ask, "**Will this be on the test?**" or, "How would you ask this on an exam?" You are to assume that any and everything related to concept understanding will be asked on every exam.
5. This is a very analytical course with a significant amount of mathematics. You should expect to spend on average at least 3 hours on each course modules, clarifying your understanding, reading outside material, doing homework, etc.
6. Minimize your concern for grades and maximize your concern for learning. The latter takes care of the former.
7. The instructors' evaluation processes concerning your work on exams, homework, and overall grade is **not open to debate.**