PERSONAL FINANCE
COLLEGE OF CHARLESTON

COURSE SYLLABUS

COURSE NUMBER:   FINC-120 Section 02
CLASSROOM / TIME:  Monday 4:00 PM to 6:45 PM
                   North Charleston Campus Room  212  (North Campus)
COURSE CREDIT:   3 Semester Hours
SEMESTER OFFERED:  Spring 2020 January 13 to Wednesday April 22-2020
REQUIRED TEXT:   Personal Finance:  Kapoor, Dlabay and Hughes:
COURSE DIRECTOR:   Mr. James H. Davis, BS, MBA, CPPO
                   Assistant Dean of Finance MUSC / USC (Retired)
                   Cell # 843-830-4321
                   Email:  Davisjh172@gmail.com

Students needing to reach or meet with me are asked to call my cell to set a time.

COURSE DESCRIPTION: An introductory course analyzing the characteristics and relative
importance of common and preferred stocks, mutual funds, municipal
and corporate bonds, Treasury obligations, U.S. Government agency
issues and real estate. Special topics including portfolio management,
insurance and interest rates will also be covered. (There are no
prerequisites.)

GOAL:  This course is designed to provide the working professional with
the knowledge and skills to manage their personal finances in an
effective manner.

OBJECTIVES:  1. Understand the process for making personal financial
             Decisions;
           2. Establish personal financial goals;
           3. Evaluate the factors that influence personal financial
              planning; and,
           4. Apply strategies for attaining personal financial goals.

Students are expected to read the assigned chapters prior to class meeting. Participation is encouraged and expected.
GRADING SCALE: Final grade is calculated as follows: Each test (3) is 30% of grade and last quiz is 10% of grade

94 -100 A  
90-93.99 A- 
87-89.99 B+ 
84-86.99 B  
80-83.99 B-  
77 -79.99 C+ 
74 -76.99 C  
70 -73.99 C- 
60-69.99 D  
<59.99  F

ATTENDANCE:  
Class attendance is mandatory. Anything discussed in class is testable and there may be things discussed in class that are not in the text. Attendance will be taken each class and six unexcused absences will result in the student being withdrawn due to excessive absences. Students are expected to be familiar with the College of Charleston attendance policy below.

Class Attendance:Because class attendance is crucial for any course, students are expected to attend all classes and laboratory meetings of each course in which they enroll. Instructors maintain the authority to determine how absences will be addressed, which should be detailed in their attendance policies. Participation in college-sponsored activities, where students are official representatives of the College of Charleston, may result in absence(s). Instructors will recognize absences in which students are official representatives of the College of Charleston (such as intercollegiate academic or athletic team competition, or academic program sanctioned research presentation or artistic performance) as excused. During the first week of classes, instructors will announce and distribute their attendance policies, including criteria to be used in determining excused absences. Instructors determine whether absences are excused or unexcused for the purposes of participation grades, in-class assignments, and laboratories. Regarding formal graded work (such as exams, presentations, papers), instructors will make “reasonable accommodations” when a student misses class for an event at which s/he is an official representative of the College of Charleston. Examples of reasonable accommodations might include: rescheduling an exam, altering presentation times, or flexibility in assignment submission dates. Students are required to submit documentation of their College representation related commitment from the appropriate College authority at least one week prior to the scheduled absence in order to be eligible for reasonable accommodations by the
instructor. Regardless of any accommodation granted, students are responsible for satisfying all academic objectives, requirements, and prerequisites as defined by the instructor and the College. Instructors ascertain whether both excused and unexcused absences count in determining the basis for a grade of “WA,” which stands for “withdrawn excessive absences” and is equivalent to a failing grade. If attendance is used for grading purposes, the instructor is responsible for keeping accurate attendance records. If a student has more than the maximum allowed absences as defined in the course syllabus, the professor may assign a “WA.” Instructors are required to submit an electronic “WA” form (located in MyCharleston faculty tab) to the Registrar on or before the last meeting day of the class. The Registrar will then send an email notification to the student. The student is responsible for keeping personal addresses and contact information current through the Office of the Registrar. All students, whether absent or not, are responsible for all information disseminated in the course.
College of Charleston

Monday January 13  Chapter 1 Introduction to Financial Planning
                   Chapter 2 Financial Aspects of Career Planning

Monday January 20  MLK Holiday

Monday January 27  Chapter 3 Money Management Strategy:
                   Financial Statements and Budgeting
                   Chapter 4 Planning Your Tax Strategy

Monday February 3  Chapter 4 Planning Your Tax Strategy
                   Chapter 5 Financial Services:
                   Savings Plans and Payment Accounts

Monday February 10 Test 1 Chapter 1 to material covered since January 13

Monday February 17  Chapter 6 Introduction to Consumer Credit
                   Chapter 7 Choosing a Source Credit:
                   The Costs of Credit Alternatives

Monday February 24  Chapter 8 Consumer Purchasing Strategies and Legal
                   Protection
                   Chapter 9 The Housing Decision: Factors and Finances

Monday March 2  Chapter 9 The Housing Decision: Factors and Finances

Monday March 9  Test 2 Chapters covered since February 10

Monday March 16  Spring Break

Monday March 23  Chapter 10 Property and Motor Vehicle Insurance
                   Chapter 11 Health, Disability & Long Term Care Insurance

Monday March 30  Chapter 12 Life Insurance
                   Chapter 13 Investing Fundamentals

Monday April 6  Chapter 14 Investing in Stocks
                   Chapter 15 Investing in Bonds

Monday April 13  Test 3 Chapters TBD

Monday April 20  Chapter 16 Investing in Mutual Funds
                   Chapter 18 Retirement Planning

Wednesday 22  Chapter 19 Estate Planning Followed by in Class Quiz
Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Each incident will be examined to determine the degree of deception involved.

Incidents where the instructor determines the student’s actions are related more to a misunderstanding will handled by the instructor. A written intervention designed to help prevent the student from repeating the error will be given to the student. The intervention, submitted by form and signed both by the instructor and the student, will be forwarded to the Dean of Students and placed in the student’s file.

Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A student found responsible by the Honor Board for academic dishonesty will receive a XF in the course, indicating failure of the course due to academic dishonesty. This grade will appear on the student’s transcript for two years after which the student may petition for the X to be expunged. The student may also be placed on disciplinary probation, suspended (temporary removal) or expelled (permanent removal) from the College by the Honor Board.

Students should be aware that unauthorized collaboration—working together without permission—is a form of cheating. Unless the instructor specifies that students can work together on an assignment, quiz and/or test, no collaboration during the completion of the assignment is permitted. Other forms of cheating include possessing or using an unauthorized study aid (which could include accessing information via a cell phone or computer), copying from others’ exams, fabricating data, and giving unauthorized assistance.

Research conducted and/or papers written for other classes cannot be used in whole or in part for any assignment in this class without obtaining prior permission from the instructor.

Students can find the complete Honor Code and all related processes in the Student Handbook at http://deanofstudents.cofc.edu/honor-system/studenthandbook/

Disability Statement from the SNAP Office
Students approved for SNAP Services are instructed to meet with each of their professors during the first two weeks of classes or as soon as they are approved for services to discuss accommodations and present a copy of their SNAP-issued Professor Notification Letter (PNL). The College will make reasonable accommodations for persons with documented disabilities. Students should apply at the Center for Disability Services / SNAP, located on the first floor of the Lightsey Center, Suite 104. Students approved for accommodations are responsible for notifying me as soon as possible and for contacting me one week before accommodation is needed.
Final Exams and Major Tests During the Last Week of Classes

No major test or final examination may be given during the last week of classes (seven days prior to the designated last day of classes). A major test is defined as an examination worth 20% or more of the final course grade. No test, exam, or other assignment of any weight may be given on or due on Reading Day. Other assignments, such as semester-long projects, quizzes, homework and papers may be due during the last week of classes or during the regularly scheduled final exam period.

This policy does not apply to final laboratory examinations, oral examinations, portfolio or exhibition critiques, individual or group in-class presentations, performance courses, activity classes, bachelor’s essays, tutorials, and/or independent study projects. In exceptional circumstances, the Provost (or Provost’s designee) may waive these restrictions.