

FIN 380 online/course: Personal Financial Management

Instructor: David R. Hoffman

Spring Semester 2017 Session B, SLN's 10747 & 19283

March 13 – April 28, 2017

Email:

David.Hoffman@asu.edu

Office Hours:

My online office hours will be from 2:00 – 3:00 pm MW

I have in-person office hours in Tempe from 3:45 – 4:30pm TTH in BAC 586

TA Contact Information: Our TA's are Trevor Jones (tdjones6@asu.edu), Troy Humphrey (tdhumph1@asu.edu) and Jay Hartgraves (jayhartgraves@gmail.com) . Both in person and online office hours will be available.

TA office hours will be announced and posted on blackboard.

Required Text:

PFIN5; Billingsley, Gitman, & Joehnk; Cengage Learning; 2017. A used text is fine.

The Undergraduate program of the W.P. Carey School of Business has established the following learning goals for its students (Items in bold have significant coverage in this course):

- 1. Critical Thinking**
2. Communication
- 3. Discipline Specific Knowledge**
4. Ethical Awareness and Reasoning
5. Global Awareness

This course is designed to teach students how to think critically about personal financial issues, understand financial terms and theory and solve basic financial problems that they might encounter in the real world.

Description of the Course:

This course provides an introduction to personal finance. Topics covered include: balance sheets and income statements; personal taxes; time value of money, investing in stocks, bonds and mutual funds; housing; credit and insurance.

This is a rigorous course that has been structured to cover all of the material that the face-to-face version of the course would normally cover. Although you are taking this course in an online format, you will be expected to master the material as you would during a face-to-face format. This means that you must be diligent and very efficient with your time in order to do well in the course. Homework quizzes and exams have been strategically placed to ensure that you pace yourself in the proper manner.

As this is a challenging course, it is important to note your study style and ability to manage your coursework responsibilities. An online course fits easily into almost everyone's calendar.

However, please be honest with yourself and if you cannot devote at least the same amount of time to this course as you would to the in-class version, then please do not continue with the class. The online version of the course is not an easier version of the in-class course. In fact, it is more difficult for most students since it is only seven and a half weeks long.

Course Resources:

- 1) **Textbook:** It is highly recommended that you read the appropriate text chapters before anything else, with respect to a particular module. The textbook will have greater detail and examples, but it is not lecture-oriented. The majority of our conceptual exam questions will come from the textbook.
- 2) **Course Modules:** The course modules are lecture-oriented and are based upon my in-class lectures. You should read the module materials to help you prepare for the exams. Problems found in the modules will also be worked out completely. You should expect to see similar problems on the exams.
- 3) **Recorded Problem Videos:** All of the problems assigned have been worked out by me. It is strongly recommended that you attempt many of these problems before you watch the solution videos. Students always say that problems worked out in the classroom are easy but when they try to work additional problems they say that those problems are challenging. Practice is the key.
- 4) **Blackboard Discussion Board:** the Blackboard discussion board serves as the classroom forum in place of live lectures that you may be used to in a physically located classroom.

All questions related to the material should be asked in the discussion board. The reason for this is to make sure that your classmates have the benefit of your questions and answers to those questions. This means that you should not e-mail me questions related to our course material unless no satisfactory answer has been made available. Then, I will ask you to post your question on the discussion board where my TA or I will then answer your question publicly. You will need to read the discussion board daily to see if your question has already been answered. You are encouraged to attempt to answer a question that has been posted if you believe that you can add to the general understanding of the class by attempting to do so.

You are required to participate on the Blackboard Discussion Board at least one time prior to a scheduled exam. You will need to participate no later than 24 hours before each exam. 24 hours prior to each exam the discussion board will close and no more posts for that particular board will be possible. A new board will open the day following an exam. You will earn discussion points for asking questions or answering your colleague's questions. I will assign you a class participation grade from 1 – 5 based upon your average for each Module Forum Discussion. For each individual forum grade, a one (1) means that you did not meet that objective. A three (3) means that you posted up as required, but your questions/answers were written too narrowly just to meet the objective rather than to participate in the class (example: questions that have already been answered, or a non-finance type question, etc.). A five (5) means that you met the objective and had “class worthy discussion” questions and comments. Your class participation grade will count up to 15 points of your final grade.

I will also post a general question that you can choose to answer instead of asking or answering another question.

Once we announce that discussion points have been awarded, you have one week from that date to notify me if you have a disagreement with the points awarded. After that no changes will be made. Points will be awarded after each exam.

You may email me directly if you have non-material related questions.

Calculators:

A financial calculator is preferred to save time on calculations, but any calculator that can handle the basic four functions plus exponents and roots will be adequate. Most of you already have a TI 83 (or 84) or a BAI Plus.

Important Dates: (These dates are not flexible; please make sure you can accommodate them.)

Exams: You will have 1 hour and 15 minutes to complete an Exam. All Exams will be open for twelve hours and will become available to start at 10:00 AM and must be finished by 10:00 PM on the same day. Exams finishing after the 10 PM deadline may be subject to a five point penalty.

- **Exam I** Due Date: **Friday, March 24th** @ **10:00 AM - 10:00 PM**
- **Exam II** Due Date: **Wednesday, April 12th** @ **10:00 AM - 10:00 PM**
- **Exam III** Due Date: **Wednesday, April 26th** @ **10:00 AM - 10:00 PM**
- **Final Exam** Due Date: **Friday, April 28th** @ **10:00 AM - 10:00 PM**

Exams: There will be four exams which will be taken online. Our exams will consist of 25 multiple choice questions over both conceptual questions and problems. Many of the problem type questions will come from our videos and the majority of conceptual questions will come from our textbook. If an excused absence is warranted (university sanctioned or religious), prior notice is required and the exam will be taken in the Finance department office (BAC 519) at an agreed upon time using the student's laptop. **All exams and quizzes will be open book and notes.**

a. **Religious accommodations:** Accommodation will be made for students with religious holidays. The following is a link to the calendar of official religious holidays. All requests for accommodations must be made a week before.
<https://provost.asu.edu/index.php?q=religious-holiday-calendar>

b. **University-sanctioned activities:** Accommodations will be made for students who miss class due to university-sanctioned activities according to ACD 304-02. All requests for accommodations must be made at least a week

The final exam is comprehensive over the entire course. If you are satisfied with your grade at the time of the final exam, you are not required to take it. The final exam will be used as a makeup exam if an earlier exam is missed. If all four exams are taken, only the highest three scores will be counted.

This course utilizes the RPNOW. If your connection fails during an exam, then you will need to have me or the "on-call" TA reset your exam. We will reset you a total of 3 times during the entire semester (if it is a technical problem only). After that, each reset will cost you a total of 10 points on that exam. This

policy is in place to ensure that you locate a reliable Internet connection to take your exams. You always have the option of taking your exams at the Computer Commons or some other campus location. Therefore, it is ultimately your responsibility to ensure that your Internet connection is in good working order. If an exam is reset, you will only be allowed the remaining time from the original exam to complete the reset exam. (If you were 15 minutes into your exam and needed it to be reset, the time on your reset exam would be set for 1 hour.)

You also have the option to take an exam in person on the Tempe campus.

In order to review your exams you will need to visit (in person) with the Teaching Assistant or myself. Your graded exams will NOT be available online. I have asked the TA's to be as flexible as possible when you email them for an appointment so please use them as a resource to review your work.

IMPORTANT NOTE: You will have 1 hour and 15 minutes from the time that you first open an exam to complete it. The timer starts once you open the exam, so make sure you allow yourself enough time to complete it. Exams that go over the time limit are subject to a point reduction.

Quizzes: There will be seven quizzes each worth 5 points. Each quiz will be based on my videos and will be similar to homework problems or video examples. You will have 30 minutes to complete each quiz. (Classroom quizzes are generally 30 minutes long.) Quizzes do not require RPNOW. All quizzes will open at 8am and remain open until 10pm (14 hour window). Shortly after each quiz closes a solution video will open showing you the quiz solutions. Since the quiz answers will be provided, missed quizzes cannot be made up. Please refer to the class schedule for quiz dates.

Homework: Homework problems will be assigned but will not be collected. Homework problems will be worked out in detail for you. I encourage you to watch a problem and then try to solve the next problems before watching me solve them. Again, I highly encourage you to make a serious effort on the homework as part of the exam content will be derived from the material stressed in the homework problems and from the lectures. This does not mean that the exam questions will be replicas of homework problems or entirely from lectures.

RPNOW: As you know, the W. P. Carey School of Business takes academic integrity very seriously as it prepares you for future employment and to be a productive member of society. Academic dishonesty in any form is not tolerated at W. P. Carey. Students are expected to study and prepare for examinations, relying on their knowledge base and working alone on all assignments and exams.

The use of materials or solutions from other websites (such as Google, Yahoo, etc.) or other sources (online or otherwise) is strictly prohibited and subject to academic discipline. If any student is found to have engaged in academic dishonesty in any form- including, but not limited to cheating, plagiarizing and fabricating that student shall receive at a minimum a grade of zero (0) for such exam and a C (or lower) grade in this course. In the case of a second violation, the student shall be recommended for a grade of XE for the class and may be dismissed from the School of Business. You will read and sign the W. P. Carey School of Business Honor Code and should also be familiar with the ASU policies and procedures on Academic Integrity.

- a. Information on ASU's academic integrity policy may be found at:
<http://provost.asu.edu/academicintegrity>

b. Please familiarize yourself with the Undergraduate Honor Code below:
<https://my.wpcarey.asu.edu/academic-integrity/upload/UndergraduateHonor-Code.pdf>

This class will use RPNOW which enables ASU to protect the integrity of non-proctored, online exams. You will use your own computer and a webcam (either included in your computer or an external attachment) to record our online exams, all while logged into Blackboard.

RPNOW for Online Exams

You will be taking an exam that utilizes the Remote Proctor NOW (RPNOW) system. This system allows you to take your exams at a convenient time as allowed by your school or organization, while proctoring your exam by recording the visual, audio, and desktop aspects of the exam and exam environment.

Requirements:

- You will need a camera, microphone, and a sufficient Internet connection. For more detailed information, click the “RPNOW Exam Taker Quick Guide” link below.

Guides and Walkthroughs:

- Review the RPNOW Exam Taker Quick Guide (Support information, video walkthroughs, and more are provided).
- Click here to review the RPNOW system requirements.

Please go to <http://asu.remoteproctor.com/> to download and install RPNOW.

Practice Exams:

You must complete the W.P. Carey Honor Code Acknowledgement using RPNOW in order to view content in this course. This ensures that you have acknowledged reading and will abide by the W.P. Carey Honor Code, and that the computer you are using will function properly with RPNOW.

Notifications:

- You may be contacted regarding any activities flagged during the exams you take as follows:
 - o Your school or organization may contact you directly.
 - o They may request that Remote Proctor contact you, in which case you'll receive an email from Remote Proctor.

- After your exam, be on the lookout for notifications. Final disposition of any violations will be determined by your school or organization. Please contact them with any questions or concerns you may have.

IMPORTANT INFORMATION REGARDING RPNOW:

- Students are required to establish identity following the procedures outlined in the RPNOW instructions.

- Students are responsible for self-testing the functionality of the system well in advance of all Remote Proctored exams in their courses, so that any troubleshooting that is required can be accomplished. Check with your Exam Sponsor/Faculty member for available Practice Exams.

Test Environment Requirements:

The online testing environment should mimic the ‘in class’ testing environment, and must conform to the following:

Testing Area:

- Sit at a clean desk or clean table (not on a bed or couch).
- Lighting in the room must be bright enough to be considered "daylight" quality. Overhead lighting is preferred; however, if overhead is not possible, the source of light should not be behind the student.
- Be sure the desk or table is cleared of all other materials. This means the removal of all books, papers, notebooks, calculators, etc. unless specifically permitted in posted guidelines for that particular examination.
- No writing visible on desk or on walls
- The following should not be on your desk or used during your exam unless specifically allowed for that examination:
 - o Excel
 - o Word
 - o PowerPoint
 - o Textbooks
 - o Websites
 - o Calculators
 - o Pen and/or Paper
- Close all other programs and/or windows on the testing computer prior to logging into the proctored test environment.
- Do not have a radio or the television playing in the background.
- Do not talk to anyone else. There can be no communicating with others by any means. No other persons except the test-taker should be permitted to enter the room during testing.

Behavior:

- Dress as if in a public setting.
- You must not leave the room during the testing period at any time, unless specifically permitted in posted guidelines for that particular examination.
- You must not take the computer into another room to finish testing. The exam must be completed in the same room the “Exam Environment View” is completed in.
- No use of headsets, earplugs, or similar audio devices is permitted.
- Do not use a phone for any reason. The only exception is to contact support or your instructor in the event of a technical issue.

W.P. Carey Honor Code Violation Consequences

If you are flagged for cheating, your instructor will be contacted. Your case will be referred to the Dean of Academic Affairs.

For all other violations you may be notified by Software Secure on behalf of your instructor. This notification will be delivered via email after reviews are complete.

The intent of these warnings is to allow you the chance to modify your behavior to comply with the W.P. Carey Honor Code before punitive action is required.

For support, please go to: <http://clientportal.softwaresecure.com>.

Helpful tips:

- There is a Student Guide available posted in the course announcements. You should review prior to the first exam.
- When setting up for the extra credit quiz, a startup sequence will run to make sure that your webcam and microphone are working. This will be covered in detail closer to the Extra Credit Quiz date.
- As you will need to show your ASU ID, it should be out on your desk (removed from any wallet or sleeve covers) so it can be held up when requested.

IMPORTANT: Lastly, for some students, stress may be more likely to interfere with personal and academic goals. If you feel the need to switch to an in-person course, there will be sections available in the fall. **If you need help, please contact--** there are several resources available to support you and help you through this process ----including, among others, ASU counseling and Student Assistance Coordination Committee (SACC).

Accommodations: Students with a documented temporary or permanent disability may request exam accommodations. All disabilities must first be documented with ASU's Disability Resource Center (<http://www.asu.edu/studentaffairs/ed/drc/>).

All University policies and procedures will be followed, including:

1. Information on ASU's **academic integrity policy** may be found at: <http://provost.asu.edu/academicintegrity>
2. Please familiarize yourself with the **Undergraduate Honor Code** below: <https://my.wpcarey.asu.edu/academic-integrity/upload/Undergraduate-Honor-Code.pdf>
3. **Religious accommodations:** Accommodation will be made for students with religious holidays. The following is a link to the calendar of official religious holidays. All requests for accommodations must be made a week before. <https://provost.asu.edu/index.php?q=religious-holiday-calendar>
4. **University-sanctioned activities:** Accommodations will be made for students who miss class due to university-sanctioned activities according to ACD 304-02. All requests for accommodations must be made a week before.
5. The university takes **threatening behavior** very seriously and these situations will be handled in accordance with the Student Services Manual, SSM 102-02: <http://www.asu.edu/aad/manuals/ssm/ssm104-02.html>

Determination of Grade:

Module Quizzes	35	(seven quizzes @ five points each)
Class Participation	15	(three posts @ five points each)
<u>3 Exams @ 50 pts</u>	<u>150</u>	(four possible exams-only three counted)
Total:	200	

Grades will be assigned using the following scale:

A	176 - 200	points
B	156 - 175	
C	130 - 155	
D	108 - 129	
E	Below 108	

I reserve the right to make changes to the above policy and the tentative schedule that follows:

**FIN 380 online/icourse: Personal Financial Management
Spring Session B 2017 Course Schedule**

<u>Week</u>	<u>Date</u>	<u>TOPIC</u>
1	Mar 13	Introduction and Financial Statements (Read Ch's. 1 and 2) (Review first fin. stmt. problem and solve the second)
1	Mar 16	Quiz 1 over financial statements (Quiz will open at 8am and will close 10pm Mar 16th)
1	Mar 17	Personal Income Taxes (Read Ch. 3 and review tax problems 1,2,4,6 & 8) Banking Services (Read Ch. 4)
2	Mar 22	Quiz 2 over personal income taxes (Quiz will open at 8am and will close 10pm Mar 22nd)
2	Mar 24	Discussion Board 1 closes at 10pm Mar 23
2	Mar 24	EXAM I (Over weeks 1 – 2) (Friday Mar 24th) (Exam starts at 10am and finishes at 10pm)
3	Mar 27	Time Value of Money & Retirement Planning (Class notes and examples. Solve time value problems) (For additional help, try www.khanacademy.org)
3	Mar 30	Quiz 3 over time value of money (Quiz will open at 8am and will close 10pm Mar 30th)
3	Mar 31	Investing in Stocks (Read Ch's. 11 and 12 and solve stock problems)
4	Apr 4	Quiz 4 over stocks (Quiz will open at 8am and will close 10pm Apr 4th)
4	Apr 5	Investing in Bonds (Read Ch. 12 and solve bond problems)

5	Apr 10	Quiz 5 over bonds (Quiz will open at 8am and will close 10pm Apr 10th)
5	Apr 11	Discussion Board 2 closes at 10pm Apr 11
5	Apr 12	EXAM II (Over weeks 3 - 5) (Wednesday Apr 12th) (Exam starts at 10am and finishes at 10pm)
5	Apr 13	Mutual Funds and Derivatives (Read Ch. 13)
5	Apr 14	Housing (Read Ch. 5 and review problems 1, 2 and 4. solve problem 3)
6	Apr 18	Quiz 6 over housing (Quiz will open at 8am and will close 10pm Apr 18th)
6	Apr 19	Consumer Credit and Loans (Read Ch's 6 and 7 and review the Loan Disclosure Statement example)
6	Apr 21	Quiz 7 over credit (Quiz will open at 8am and will close 10pm Apr 21st)
6	Apr 22	Insurance (Life, Health, and Property) (Read Ch's. 8,9 and 10)
7	Apr 25	Discussion Board 3 closes at 10pm Apr 25
7	Apr 26	EXAM III (Over weeks 5 – 7) (Wednesday Apr 26th) (Exam starts at 10am and finishes at 10pm)
7	Apr 27	Make Up/Replacement Quiz (multiple topics) (Quiz will open at 8am and close 10pm Apr 27th)
7	Apr 28	Final/make-up Exam (Friday Apr 28) (Exam starts at 10am and finishes at 10pm)