

Monfort College of Business
Semester Course Syllabus

(2009-2010)

COURSE PREFIX/TITLE: BAFN 240--Introduction to Personal Financial Planning

Sem. Hrs. 3
Ed. Cap. 55

CATALOG DESCRIPTION: Business majors will not receive credit towards their major. Discuss concepts and principles of personal financial planning including personal financial assessment, goal setting, planning and management of personal assets, credit, insurance, investments, estates and taxes.

PREREQUISITES: None

COURSE OBJECTIVES:

1. To examine the fundamentals of personal financial planning.
2. Explain management of money, liquid assets, and long term personal assets.
3. To understand sources of credit and implications of personal credit utilization.
4. To provide an understanding of issues concerning life, health, and property risk management.
5. To describe alternative personal investment options including stocks, bonds, mutual funds, real estate, and other investments.
6. To understand transactions associated with personal investing.
7. To study retirement goals and planning, preservation of personal estate, and impacts of taxation on estate planning.
8. To demonstrate the use of computer applications to facilitate informed financial planning decisions.

COURSE TOPICS:

Approx.
50 Min.
Periods

Topics Covered

Description

6	Foundations of Financial Planning	Description of personal planning, measurement of current financial conditions, cash budgeting and planning for the future, understanding the impacts of federal and state taxation.
4	Asset Management	Describe the role of saving and liquid asset management for short and intermediate financial stability. Examine ownership versus renting of personal residence decision and other big-ticket personal consumption choices.

Approx.
50 Min.
Periods

	<u>Topics Covered</u>	<u>Description</u>
6	Credit Management	Introduce the basic concepts of credit. Describe sources of consumer credit. Analyze implications of credit utilization for current and future consumption choices. Assess potential impacts of using excessive credit.
9	Insurance and Risk Management	Discuss the basic principles of risk management and insurance. Examine the need and available choices for insuring life and health and personal and real property.
12	Investment Management	Discuss the objectives and risk/return characteristics of investing in stocks, bonds, mutual funds, income producing real estate, and other investments. Describe the nature of market transactions and costs associated with the various investment alternatives.
<u>8</u>	Retirement and Estate Planning	Evaluate retirement planning goals and sources of income: social security, corporate and individual pension plans, annuities, income property, and securities. Discuss principles of estate planning, wills, trusts, gift taxes, and estate taxes.
45	Total	

COURSE REQUIREMENTS: Examination(s), homework, projects and quizzes as needed.

TYPE OF GRADING: Letter

SUGGESTED TEXT AND/OR SUPPLEMENTS: (Note: These books are only suggested. Prior to purchasing books and other materials, students need to check with the class instructor for their book and class material choices.)

Keown, A. J. (2006). *Personal finance: turning money into wealth* (4th ed.). _____: Prentice Hall.

ASSESSMENT STATEMENT: The Monfort College of Business may collect data in this course that will be used to assess student progress toward our program learning goals and objectives. Individual student performance information will be kept confidential; however, this data may be disseminated in an aggregate form to professional groups and through research publications. If you do not wish your performance in this class to be included in research about overall student performance (beyond the accreditation process), please inform your instructor in writing of this intent.

COMPUTER UTILIZATION: Students are encouraged to use the College's computing facilities to complete their assignments. The student computer labs in Kepner hall provide support for word processors, spreadsheets, databases, writing-style checkers, and presentation graphics. Internet and e-mail access are available in the labs. Student consultants are on duty at the labs to assist with these applications.

LIBRARY UTILIZATION: Students are encouraged to use the Michener Library collections and online subscription information resources to supplement readings and to complete assignments. Library databases include *Business Source Premier*, *Business & Company Resource Center*, *LexisNexis Academic*, and many others available at <http://library.unco.edu/articlefinder.htm>. The business reference librarian, Annie Epperson, holds regular Kepner office hours. Find her contact information at <http://www.unco.edu/library/personnel/epperson.htm>.

GLOBAL DIMENSION COVERAGE: The global aspects of diversified liquidity and investment management are integrated with various topics in the course.

ETHICAL DIMENSION COVERAGE: Ethical issues relating to financial services providers and the individual will be addressed throughout the course. The code of ethics for financial planners is also discussed.

DISABILITY STATEMENT: Any student requesting disability accommodation for this class must inform the instructor giving appropriate notice. Students are encouraged to contact Disability Support Services at (970) 351-2289 to certify documentation of disability and to ensure appropriate accommodations are implemented in a timely manner.

CLASSROOM TECHNOLOGY GUIDELINES:

Each student is required to review and become familiar with the following classroom technology guidelines: <http://www.mcb.unco.edu/Technology/Classroom%20Technology%20Guidelines.pdf>

Food is not allowed in classrooms. Only drinks in a container with a screw top lid are allowed.

KENNETH W. MONFORT COLLEGE OF BUSINESS STATEMENT

The Kenneth W. Monfort College of Business students are expected to conduct themselves in accordance with the highest standards of academic honesty. Cheating, plagiarism, illegitimate possession and disposition of examinations, alteration, forgery, or falsification of official records and documents, and similar acts or the attempt to engage in such acts are grounds for disciplinary action. This action can include the following in addition to any University disciplinary action:

1. A failing grade for a particular assignment.
2. A failing grade for a particular course.
3. Suspension from the College of Business Administration.
4. Expulsion from the College of Business Administration.

Students are expected to complete all prerequisites for a business class prior to the first day of class. Students may not concurrently enroll in a class and its prerequisite(s) unless it is expressly stated in the bulletin that the class is a co-requisite. Any exception to this policy must be approved by the Director of the School offering the class.

Students must submit original works for assignments required in this class. This includes term papers, cases and other course requirements. A student who submits a work that was previously submitted to another class without prior approval from the instructor is in violation of this policy. A student who violates this policy may receive a failing grade for the assignment, a failing grade for the class, and face termination of his/her business degree program.

MONFORT COLLEGE OF BUSINESS STUDENT CODE OF PROFESSIONAL CONDUCT:

Monfort College of Business students represent the professional and academic interests of the entire MCB & UNC communities. Accordingly, MCB expects all students to behave in a professional manner and adhere to high ethical standards in every business class and in every activity connected with the Monfort College of Business. This professional behavior is required not only in the classroom but also in all MCB-related interactions such as e-mails, conferences and use of technology.

MCB students should exhibit respectful behavior in classes. This behavior includes arriving on time to class, staying in class until the lecture ends, having the discipline to stay engaged in class, turning-off or silencing cell phones and pagers while in class, refraining from text-messaging, and avoiding coming to class wearing clothing that is unduly provocative or has written messages that are rude, insensitive or obscene. MCB students should engage in respectful behavior in all activities where they act directly or indirectly as a representative of the MCB. Respectful behavior creates a more desirable, civilized, and productive learning environment, and it models behavior that is both productive and pleasant when students transition from the classroom to the workplace.

MCB students should master and apply the fundamental skill of preparing and sending class or university related e-mails that are properly written, show professionalism and communicate a clear message. E-mails containing profanity, spelling mistakes, punctuation errors, or poor composition evidence sloppiness and show disrespect to the recipient. MCB students should use proper forms of address when communicating orally or in writing with faculty or staff (i.e., Dr. Smith, Professor Jones, Ms. Abbot, etc.). If a student does not know how to address a faculty member, he or she should ask.

This code of professional conduct complements, but does not replace, the Honor Code of the Monfort College of Business or the Honor Code of the University.

Last Updated: May 2006

By: Christine McClatchey

Rolled Over: September 1, 2009

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